

## **Guidelines for awarding CPD credits for courses**

### Objective

The objective of the PSI is to advance psychology as a pure and applied science. These guidelines exist for course organisers so that high quality, evidence-based, professionally relevant and practice oriented CPD activities are provided to those practicing psychology, both PSI members and non-members and members of other related professions. PSI encourages members and others who organise CPD courses to promote evidence based practice and the dissemination of scientific findings for the development of the profession of psychology in Ireland.

### Procedure for Applying for PSI CPD credits for Extramural Courses

1. At least 3 months prior to the event, the organiser should submit the completed application form for CPD credits to the Director of Professional Development.
2. **A non-refundable processing fee of €300 must accompany the application.**
3. The Director of Professional Development will evaluate the form according to the criteria outlined below.
4. A set number of credits will be awarded to the course.
5. The organiser will be informed in writing of the outcome within one month of submission.
6. The organiser will be obliged to inform the Society of any change to the course.
7. The Society reserves the right to award or withdraw the CPD credits or change credit allocation in the light of emerging information.
8. All event organisers agree to the possibility of a staff member or a designated individual attending a course unannounced to satisfy itself that the course is being delivered according to the criteria set down by Council.
9. Organisers will generate a list of psychologists who complete the course. This attendance list must be signed by each psychologist claiming CPD credit. The course organiser will forward the list to the PSI Office within one month of the completion of the course.

### **Criteria for awarding CPD credits for courses**

1. **All sections of the application must be completed.**
2. Evidence must be provided of clear educational or professional development aims and their relevance to attendees who are psychologists.
3. The learning outcomes of the course must be clearly identified.
4. The teaching or delivery and assessment methods must be outlined.
5. A structure or lesson plan for each day of the course is needed in order to award CPD credits.
6. The proposed number of students / attendees must be indicated. Prior qualifications and or experience required for participation in the event must be clearly indicated on the application form.
7. The course organiser must have been advised by a psychologist in the planning stage as to the appropriateness of the content on offer to psychologists engaging in CPD.

8. Organisers are responsible for providing evidence that they have researched the topic area for recent developments by providing an outline of recent developments and relevant empirical evidence\* in the area. **If the organiser believes there is no empirical support for the topic or that such support is not relevant, the applicant must indicate the source (e.g., search engine) used to confirm that there is no support, and/or attach a statement detailing what steps have been taken to ensure the activity provides information about effective, beneficial, safe and up-to-date practice.**
9. Presenters who are Psychologists must be members of a professional psychological organisation with a clearly established governing body and code of ethics.
10. Professional qualifications of the presenters must be clearly stated and must demonstrate the requisite knowledge, skills and experience to deliver the course.
11. Fees for the event should be clearly advertised and state what the fees cover, e.g. attendance, lunch, handouts etc. Refund and cancellation policies must be clearly stated on advertising literature.
12. A clearly outlined programme must appear in final advertising literature.
13. A copy of the method being used for course evaluation must be submitted with the application.

**\*Empirical support in this instance means at least one published, peer-reviewed piece of work (from any epistemology) in the form of a citation [e.g., Bernal, G., Jimenez-Chafey, M.I., & Rodriguez, M.M.D. (2009). Cultural adaptations of treatments: A resource for considering culture in evidence-based practice. *Professional Psychology: Research and Practice*, 40(4), 361–368. ]**

### Quality Control

- PSI retains the right to appoint an observer to any activity or event that has been awarded CPD credits.
- PSI retains the right to telephone survey a sample of attendees.
- PSI retains the right to request a copy of evaluation forms from CPD events.
- **PSI retains the right not to approve CPD credits if the above criteria are not met.**

### Fee Structure

1. For courses a processing fee of €300 is applicable.
2. For courses with less than 3 sessions, organisers may wish to apply for each session as a separate event using the application form for CPD events.

Send appropriate fee by cheque. Cheque/Postal Order/Bank Draft must be made payable to The Psychological Society of Ireland. All cheques/postal orders/bank drafts must be denominated in Euros and sent to PSI, Floor 2, Grantham House, Grantham Street, Dublin 2. Credit card payments are also accepted. Please contact PSI at 01-4749160.