

TAPA

Texas Association of Psychological Associates

P.O. Box 601374, Dallas, Texas 75360-1374

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Requirements for Approval of Professional Development

PD Recipients

TAPA may approve Professional Development opportunities, as required by the Texas State Board of Examiners of Psychologists, for Licensed Psychologists, Licensed Psychological Associates, and Licensed Specialists in School Psychology.

Application

The application form for the Approval of PD hours must be completed for each Program or Workshop, including resumés and qualifications of the presenters, a syllabus of the program, and a copy of the flyer or brochure for the program. Once your workshop is approved, TAPA must keep all the information on file for five years in case it is requested by the state professional board for which you are seeking approval.

Additional Requirements

The state professional board also require that separate sign-in/ sign-out sheets and evaluation forms be completed by each participant seeking CEs. TAPA will provide the sign-in sheets and also the evaluations. They must be returned to TAPA, and TAPA must keep them on file, as well, to verify each individual's participation.

TAPA requires a processing fee of \$10.00 per person requesting a certificate. This can be accomplished by a separate registration (which TAPA provides) for each individual participant who is paying the fee and by your organization collecting and forwarding the fee. This allows only the individual participants who are licensed and who need the certificates to obtain the certificates. Occasionally, an organizing agency or institution will ask to contract with TAPA to provide certificates for all the attendees, rather than to collect the fee for only those requesting certificates. Questions concerning these arrangements should be directed to Betty Dawson at the email address listed below.

Certificates

TAPA will provide the certificates and will mail them to each of the participants who have requested the CE credits after the completion of the program. The certificates are usually mailed within a week after the required documentation of attendance is received. The certificates are mailed to individual participants who have requested them by completing the separate registration forms.

Publicity

At the presenters request, TAPA will include the program on their website with a link to the presenting organization or information on how to register under the Professional Development section of the Links section. Information may be included in TAPA's newsletter with adequate advance notice and if it coincides with an issue. **TAPA's mailing list is not for sale.** Names and addresses of the licensees of each of the mental health licensing boards may be found on their websites.

Questions?

Contact Betty Dawson, Secretary, Texas Association of Psychological Associates, at P.O. Box 601374, Dallas, Texas 75360-1374 or email txapa@att.net.

Application for Approval of Professional Development Programs

Name of Organization _____

Address _____

Phone _(____)_____ Email _____

Coordinator of Prof. Development Program _____

Approval is sought for Professional Development hours for the

Texas State Board of Examiners of Psychologists (PD hours for Licensed Psychologists,
Licensed Psychological Associates, and Licensed Specialists in School Psychology)

**Professional Development Program, Workshop, Course, etc. for which is
approval is sought:**

Name of Program/Workshop _____

Date(s) _____

Time(s) _____ CE Hours _____

Location of Program/Workshop _____

Approximately how many participants do you think will register for these PD hours? _____

Objective of Program/Workshop (Attach additional page if needed.)

Summary of Program/Workshop: Include summary of content and description of format
(Attach outline or syllabus of Program/Workshop **and** copy of flyer or brochure announcing Program/Workshop)

Presenter(s) of Program/Workshop: Include names of presenters and their credentials, areas of expertise, and current employment (Attach resumé of **each** presenter)

Relevance of Program/Workshop for attending Licensed Psychologists, Licensed Psychological Associates, or Licensed Specialists in School Psychology. (Attach additional page if needed.)