

APA'S OFFICE OF CE SPONSOR APPROVAL

This resource is an example provided in relation to the Standard D (Curriculum Content) requirement for ensuring transparency and declarations of any actual, potential, or perceived conflicts of interest and commercial support.

Standard D. Criteria #5: Sponsors must have a process to identify any potential conflict of interest and/or commercial support for any program offered, and they must clearly describe any commercial support for the CE program, presentation, or instructor to program participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins.

If there is no conflict of interest or commercial support, then that should be clearly stated.

Sample Policy and Procedure Concerning Potential Conflicts of Interest

As an APA-approved sponsor of continuing education, [Name of Organization] is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery, and evaluation of continuing education. Consistent with concepts outlined in the APA Ethical Principles of Psychologists and Code of Conduct, potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair his or her objectivity, competence, or effectiveness.

Potential Conflicts of Interest in the Planning of Continuing Education

[Name of Person or Position] is responsible to identify, declare, and resolve any potential conflict of interest the [Name of Organization] may have in offering any specific program of continuing education. In the event of a potential conflict of interest, [Name of Person or Position] will assume responsibility to resolve the potential conflict by [Outline of Procedure].

[Name of Organization] requires that professionals participating in the planning of continuing education identify any potential conflict of interest they may have in the review, selection, development, delivery, or evaluation of that program and disclose the conflict or recuse themselves from any decision-making concerning that program. In the event of a potential conflict of interest, [Name of Person or Position] will ensure that the individual recuses him or herself from the planning process.

Potential Conflicts of Interest in the Promotion of Continuing Education

When preparing promotional material for continuing education, [Name of Organization] includes information concerning any financial support, including in-kind support, provided by another party. [Name of Organization] also informs potential participants of any potential conflicts of interest an instructor. If there is no financial support or any potential conflict of interest or commercial support, [Name of Organization] will ensure that is clearly stated in the promotional material. If information about financial support or any potential conflict of interest is not

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included in the promotional material prepared for continuing education, [Name of Organization] will clearly indicate how a potential participant can secure that information.

Potential Conflicts of Interest in the Delivery of Continuing Education

[Name of Organization] requires that there is a process to clearly describe any financial support for a continuing education program at the time the continuing education program begins. Any other relationship that could be reasonably construed as a conflict of interest will also be disclosed. If there is no financial support or potential conflict of interest, [Name of Organization] will ensure there is a process (e.g., a designated individual or a slide at the start of the presentation, documentation in materials) to clearly state any potential conflicts at the time the continuing education program begins.

SAMPLE