

## **The Association of Counseling Center Training Agencies Continuing Education Program Guidelines for Presenters**

Thank you for your willingness to provide continuing education programs to the ACCTA membership. As an APA Continuing Education Sponsor, we are providing you with guidelines and responsibilities for continuing education presenters as defined by APA. If you have any questions or concerns about the below stated guidelines or your program, please contact the CE Co-Chairs.

1. Presenters/instructors must maintain the confidentiality of individuals and organizations in their content discussions and case discussions during their continuing education program. Presenters/instructors, further, will conduct presentations in a manner that respects the privacy of participants.
2. Presenters /instructors must ensure the security of tests and proprietary information in their content discussions and case discussions during their continuing education program.
3. Presenters /instructors must describe to the participants the accuracy and utility of their presented material, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks.
4. We strongly encourage the development of programs that further psychologist education in the areas of multiculturalism, diversity, and social justice. All programs must be provided in a manner demonstrating the highest respect for individual and cultural diversity in its broadest sense.
5. Course material should be taught at the post licensure level.
6. All presenters must disclose any potential conflicts of interest at the onset of their presentations.
7. ACCTA utilizes a formal Grievance Procedure for dealing with participant complaints. If the grievance concerns you as a speaker, or the content presented by you, or the style of the presentation, we will ask the individual(s) to put their comments in written format. The CE Administrator will pass these comments to you (the speaker), assuring the confidentiality of the grieved individual.

*ACCTA is approved by the American Psychological Association to sponsor continuing education for psychologist. ACCTA maintains responsibility for this program and its content.*