

The Association of Counseling Center Training Agencies Continuing Education Program Requirements

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, Jay Manalo (jay.manalo@wcu.edu) and Sung Kim-Kubiak (sekim@buffalo.edu).

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 limitations of the content being taught, and the severe risks, if any, and also those risks that are most common.
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. 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.
7. Presenters/instructors must provide a sufficient basis for the interpretation of program information by informing participants of limitations of the content being taught, including contradictory evidence and their sources. For example, presentations that include discussions of clinical assessments, treatments, or interventions must also describe the evidence for this information, including the basis (e.g., research, established psychological practice, clinical expertise, and client acceptability) of such descriptions or claims, their limitations, and the severe risks, if any, and also those risks that are most common. Program content must build upon the foundation of a completed doctoral program in psychology.
8. Presenters/instructors must detail any generative-AI utilization (e.g., usage, timing, and extent of contribution) in the development of CE program proposals, program materials, and program presentation.

8.a. This information must be provide to ACCTA CE co-chairs and/or Conference Programs co-chairs. ACCTA will save/store this information and materials securely (accessible to only ACCTA Executive Board members and CE co-chairs). This information will be provided to APA CEC (Continuing Education Committee) should they request this information for continued approval of ACCTA as a CE sponsoring organization.

8.b. Presenters are expected to inform program audience/participants during their presentations of AI utilization for their program.

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