

KENTUCKY ASSOCIATION FOR PSYCHOLOGY IN THE SCHOOLS

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

(Effective 9/1/84)

PHILOSOPHY

The Continuing Professional Development (CPD) Program has been designed to provide school psychologists in Kentucky with a framework for the recognition of their continuing professional skills development. Such skills are defined by recent and progressive standards for competent service delivery in the diverse field of school psychology. The CPD Program requires that school psychologists regularly enhance, maintain, and improve their skills through the acquisition of professional credit in the following basic competency areas: Assessment, Evaluation, Prevention, Intervention, Remediation, Program Planning and Development, and Research.

Built into the CPD Program standards is the understanding that various professional development activities are not available to all school psychologists. Although the CPD Program provides incentive for participation in such formalized activities as university courses and specialized workshops, other avenues of fulfilling credit are also open for active involvement. Both receptive (attendance and participation) and expressive (presentation and publication) techniques for gaining CPD recognition are encouraged. All school psychologists, regardless of level of training, job description or geographic location, can take advantage of this program for continuing education and professional development, and receive credit for their activities conducted at local, state, and national levels.

GOALS

The CPD Program is designed to provide the following benefits:

- (a) Recognition of efforts toward the development and maintenance of professional skills,
- (b) Accountability for professional development,
- (c) Awareness of current developments, and innovations in the field of school psychology,
- (d) Professional credibility,
- (e) Visibility for the profession of school psychology through the accomplishments of its membership, and

- (f) Encouragement for school psychologists to share their expertise with their colleagues and other professionals.

### SPECIFIC GUIDELINES

#### Eligibility

The CPD Program is open to all KAPS members. Individuals not holding certification or licensure as school psychologists or psychometrists may receive consultation from the CPD Committee regarding educational opportunities and certification standards in school psychology.

#### Fees

A processing fee of \$5 will be assessed for each calendar year of participation in the program. When submitting your first application, a check for \$5 (payable to KAPS) must be attached.

#### Continuing Professional Development Units

1. All CPD activity contact hours must be converted into CPD Units before being submitted to the CPD Committee for review. Ten contact hours are equivalent to one Continuing Professional Development (CPD) Unit. CPD Units will not be rounded off but will be carried on the CPD Record Form intact, e.g., 42 contact hours = 4.2 CPD Units.
2. Contact hours are defined as actual time engaged in the activity itself and do not include:
  - (a) preparation time (as in preparing lecture notes),
  - (b) travel time (to and from workshops or classes), and
  - (c) time spent working on papers or projects (for which the applicant is submitting documentation)
3. Those more formal and structured CPD activities are most desirable and CPD Units will be awarded accordingly. Consequently, the applicant should refer to sections delineating the awarding of CPD Unit credit noted in Activity Categories 1, 3, & 4.
4. The CPD Unit requirement for a particular certificate will not be considered complete until the reviewed units are equal to or higher than the number required (e.g., 2.9 CPD Units will not be accepted as completion of a 3 CPD Unit requirement).

5. CPD Units are comparable to the more widely known CEU's (Continuing Education Units) of other professions (e.g. medicine). One CEU is equivalent to one CPD Unit.

### Certificates

The KAPS CPD Program has been developed to provide flexibility in meeting the continuing education needs of school psychologists. Participants may choose to work toward certificates offered in the KAPS State program or in the joint NASP-KAPS program for the 3 year Standard Certificate.

### CERTIFICATES

The KAPS program is a general plan for continuing education. Certificates are awarded as follows:

(1) Provisional CPD Certificate

Accrual of three (3) CPD Units (30 hours of contact time) within one (1) year of file activation.

(2) Standard CPD Certificate

Accrual of fifteen (15) CPD Units (150 hours of contact time) within three (3) years of file activation. NASP members who complete requirements for this certificate may be awarded a joint NASP/KAPS certificate.

(3) Outstanding Achievement CPD Certificate

Accrual of thirty (30) CPD Units (300 hours of contact time) within five (5) years of file activation.

CERTIFICATE	UNITS REQUIRED	TIME SPAN
Provisional	3	1 yr.
Standard (KAPS or NASP/KAPS)	15	2 yr.
Outstanding Achievement	30	3 yr.

Additional Recognition: Upon attainment of any certificate the CPD committee will provide a news release that may be sent to the recipient's local newspaper and/or employer.

### CPD Certification Process

The CPD Program involves peer review by members of the KAPS Continuing Professional Development Committee. Only documented activities with a specific or close relationship to some area in the field of school psychology are applicable

for credit. If the relationship is not apparent, the applicant is responsible for demonstrating in writing to the committee the relationship of the experience to the profession of school psychology.

Activities considered appropriate for continuing professional development credit include, but are not limited to, the following areas:

Assessment & Evaluation. This area includes any CPD activity which augments the applicant's skills in the assessment and evaluation of preschool-aged and school-aged individuals (ages 0-21). The CPD activities in this area include not only "testing" in the narrow sense of the word, but also current issues in the assessment area, (e.g., nondiscriminatory assessment, testing legislation, and ecological assessment).

Prevention, Intervention, & Remediation. This area includes any CPD activity which augments the applicant's skills in prevention, intervention, and/or remediation. Professional development activities designed to improve consultation skills are appropriate. Other areas which might be included are family interventions, behavior modification programs, therapy/counseling, educational remediation, kindergarten screening, and discipline.

Program Planning, Development & Research. This area includes those activities which augment the applicant's skills in research, program planning and evaluation, and other developments related to the educational process regardless of setting. Formalized program planning and development efforts such as early screening and prevention programs, grant writing, and inservice programs are also applicable in this category.

These same areas are delineated in the NASP CPD program. Descriptions of the appropriate activities follow.

#### ACTIVITY CATEGORIES

CPD Units may be acquired by taking courses at an accredited college or university; participating in formal workshops, seminars, and institutes; attending professional meetings; teaching in the field; conducting psychological and/or educational research; and/or developing school-wide programs applicable to school psychology. Specific documentation information for each activity category follows.

#### Category 1: Accredited College or University Courses

Both of the following are required as validation:

- (a) a transcript indicating a grade of B or better and
- (b) course syllabus or college catalog description.

Each hour of course credit will be awarded 1.5 CPD units.

Courses taken with a current degree program (master's, specialist's, doctorate) may not be used for CPD Units.

Category 2: Formal Workshops, Seminars and Professional Gatherings

The emphasis of this category is on attendance at formal and structured gatherings (e.g., pre-convention workshops, formal seminars, institutes, and other continuing education workshops; local, state, and national conferences and conventions; school inservice training programs; and professional organization and association meetings that provide speakers.

Only that time spent in direct participation in augmentative learning activities may be claimed. For example, an applicant may claim only the contact hours spent at presentations and not the entire time spent at a convention.

A sign-in sheet initiated at one of these activities may be used as validation provided that the sheet includes the title of the presentation, the date, and the number of contact hours. This sheet must be signed by the presenter, and should be mailed to the CPD chair. The CPD applicant must still submit an activity report form to receive credit. If there is no sign-in sheet, then both of the following must be submitted as validation:

- (a) copies of convention registration forms, certificate of attendance, cancelled checks, or signature from presenter, and
- (b) list and descriptions of meetings attended with contact hours.

Category 3: Teaching and Instruction

Credit may be claimed for a planned activity of teaching and instruction of school psychology students, school personnel, parent or teacher groups, or other consumers of school psychological services.

Any of the following may be submitted as validation:

- (a) copies of brochures, or
- (b) college catalogs or course listings, or
- (c) professional announcements, or
- (d) description and/or outline of presentation.

Submitted material must list the applicant as instructor or leader. If more than one person is responsible for instruction, only the actual hours of the applicant's instruction comprise contact hours.

An individual college course or workshop may be claimed only once during any three-year period unless there is a significant change in the content/curriculum. Such change must be documented by submitting old and new materials. For each hour of college credit awarded for a course, the instructor receives 1.5 CPD units, e.g., 3 credit hours x 1.5=4.5 CPD units.

For short-term intensive workshops or seminars (duration of eight (8) hours or less, it is recognized that instruction time may not adequately reflect the effort involved in presenting; activities in this category are multiplied by a constant factor of 1.5. For example, an eight (8) contact hour seminar would result in twelve (12) hours (8 x 1.5=12) for 1.2 CPD units.

For workshops longer than 8 hours which do not receive college credit, the applicant receives 1.0 CPD unit for each hour of instruction.

#### Category 4: Research and Development

This category allows the applicant to receive credit for any formal documentation of research, program development, or program evaluation. This category may be used primarily to credit an applicant's research, publication, presentation activities, and research and development on educationally relevant programs.

Any of the following may be submitted for validation:

- (a) copies, reprints, or abstracts of published material or presentations,
- (b) professional announcements bearing the applicant's name, presentation title and abstract,
- (c) papers or articles published in reviewed education-psychology journals or texts (including book chapters), or
- (d) copies of programs, project descriptions, or a statement from a supervisor attesting to the validity and extensiveness of the project.

#### CPD Unit Conversion Guidelines Specific to Category 4

1. Publication of papers, articles, or book chapters receives credit as follows:
  - (a) Papers or articles published in blind reviewed psychology or education journals receive five (5) CPD units each. With multiple authorship, the primary author receives 5 units and the secondary authors equally divide 5 units, e.g., if three authors, the first author receives 5 units and the other two authors divide 5 units equally for 2.5 units each.

- (b) Papers or articles published in open reviewed psychology or education journals receive 2.5 CPD units each. With multiple authorship, the primary author receives 2.5 units and the secondary authors equally divide 2.5 units. Book chapters are also included in this category.
- Should this system of multiple authorship credit not accurately reflect credit in the publication of papers, articles or book chapters, please submit a written explanatory statement signed by all contributing authors.
2. Professional presentations receive credit as follows:
- (a) Presentations made at national psychology or education conferences or conventions receive three (3) CPD units each.
- (b) Presentations made at state psychology/education professional gatherings receive two (2.0) CPD Units each.
- (c) Presentations made at local psychology/education professional gatherings receive one point five (1.5) CPD Units each.
3. Planning or evaluation of school programs or projects receive one-point five (1.5) CPD Units each.
4. Other publications will be reviewed on an individual basis. This includes the development of state and local handbooks or policies. An estimate of time spent on the project should be included with the Activity Report.

Note: Applicants claiming credit for published materials which they also presented at national, state, or local professional gatherings will not receive credit for both experiences. It is the applicant's responsibility to claim credit for each activity only once.

#### DOCUMENTATION PROCEDURES

1. Complete the application form attaching the required documentation and fee payment. NASP members desiring joint NASP/KAPS certification must show proof of the NASP membership directory. Your file will be established at the time of completed application.
2. Submit documentation of activities to the committee twice yearly, rather than as they are accumulated, or when a sufficient number of CPD Units are accumulated to obtain a particular certificate. The CPD committee will determine approval/disapproval of submitted documented activities twice yearly, in February and in August. A documentation summary will be sent to each participant regardless of whether he/she has submitted any activity reports for that time period.

3. It is anticipated that at the time of application an applicant may have recently engaged in CPD activities that would qualify for credit under one of the four categories previously described. Credit may be obtained in these instances provided the activity has taken place no longer than one year prior to the initial application date, and after being certified or licensed as a school psychologist or psychometrist. To obtain credit for these activities, the applicant should send validation of each claimed CPD activity along with the initial application. No claimed CPD activity will be accepted unless adequately validated. The file activation date will be the date of the first activity submitted.

4. Each CPD activity validation submitted by an applicant will be reviewed by the CPD Committee to insure that it meets the prescribed requirements. Each validation should include a copy of the following:

- (1) Description of the activity using the Activity Report, and
- (2) Verification Materials as described should be attached to Activity Report.

Once the submitted CPD activity has been accepted, it will be so noted on the applicant's CPD Activity Report form, and verification will be forwarded to the applicant for his/her personal file. If a question arises regarding submitted CPD activities, applicants will be requested to submit additional data.

6. All CPD activities submitted for review must be adequately validated.

No CPD activity will be accepted unless accompanied by appropriate documentation and fee. Again, all submitted validation materials should be copies of originals because they cannot be returned to the applicant.



KENTUCKY ASSOCIATION FOR PSYCHOLOGY IN THE SCHOOLS

"CONTINUING PROFESSIONAL DEVELOPMENT CERTIFICATE"

Application

Please TYPE or PRINT clearly with BLACK ink.

Name: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Office ( ) \_\_\_\_\_

1. How long have you been a school psychologist?(years) \_\_\_\_\_

2. Indicate highest degree received: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

3. Primary location of employment: \_\_\_\_\_

4. \_\_\_\_\_ Certified \_\_\_\_\_ Licensed School Psychologist

5. Professional Affiliations: \_\_\_\_\_

\_\_\_\_\_

6. Type of Certificate applied for:

\_\_\_\_\_ Provisional

\_\_\_\_\_ Standard \_\_\_\_\_ KAPS ONLY \_\_\_\_\_ Combined

\_\_\_\_\_ Outstanding Achievement

7. Current member of \_\_\_\_\_ KAPS; \_\_\_\_\_ NASP

Please attach a copy of your certification/license.

When applying for a combined KAPS/NASP certificate include a copy of your current NASP membership card if you are not currently listed in the NASP membership directory.

PLEASE ENCLOSE YOUR CHECK PAYABLE TO KAPS - \$5.00

Mail To: Teesue Fields  
2504 Merriwood Drive  
Louisville, Ky 40299