

## Checklist for Granting NASP-Approved CPD Credit

As a NASP Approved Provider of CPD for school psychologists, you are responsible for the total CPD experience: assessing needs, recruiting expert instructors, advertising responsibly, ensuring quality and participant satisfaction, responding to complaints, evaluating outcomes, and maintaining financial integrity. So, you do not need to request prior approval from NASP for your activities, but you are responsible for determining *which* activities offered by your organization/institution meet the current guidelines before offering CPD credit. If you are unsure as to whether a course or activity meets the guidelines, please review the most recent revision of the *Approved Provider of Continuing Professional Development Policies and Guidelines* (available on the NASP website, [www.nasponline.org](http://www.nasponline.org).) If necessary, contact Leigh Armistead (larmistead@earthlink.net) who will assist. The following checklist summarizes the requirements:

1. \_\_\_ An activity's topic(s) must fall within at least one of these content areas:
  - a. Data-Based Decision-Making and Accountability
  - b. Consultation and Collaboration
  - c. Effective Instruction and Development of Cognitive/Academic Skills
  - d. Socialization and Development of Life Skills
  - e. Student Diversity in Development and Learning
  - f. School and Systems Organization, Policy Development, and Climate
  - g. Prevention, Crisis Intervention, and Mental Health
  - h. Home/School/Community Collaboration
  - i. Research and Program Evaluation
  - j. School Psychology Practice and Development:
  - k. Information Technology(Be familiar with the expanded descriptions of these content areas as published in the APS Guidelines)
2. \_\_\_ The instructional level must be geared toward credentialed professionals in school psychology and must be intended to enhance their professional knowledge or skills.
3. \_\_\_ Instructors must have training and experience that qualify them to be considered experts in the subject matter being taught.
4. \_\_\_ Activities must have stated instructional objectives related to one or more of the previously listed content areas.
5. \_\_\_ Activities must be one hour or more in duration with CPD credit granted in .25 hour increments. Please do not use the term "CEU" in documentation.
6. \_\_\_ Record attendance and provide documentation of completion in the form of a separate attendance letter for each activity. Documentation should include the title of the activity, presenter, date, CPD hours awarded, and your approved provider statement as shown in the included sample attendance letter.
7. \_\_\_ CPD credit may only be provided to participants who attend the entire activity.
8. \_\_\_ Maintain a roster of participants for at least four years. Use of sign-in rosters at the beginning of sessions and again after lunch breaks is recommended.
9. \_\_\_ Evaluate your CPD activities, and, preferably, the activities' learning objectives.
10. \_\_\_ Activities *can't* be business meetings, professional committee meetings, administrative meetings, or presentations intended primarily for a lay audience. They should be developed specifically to provide CPD for practicing school psychologists.
11. \_\_\_ Activities must comply with NASP *Principles for Professional Ethics*.
12. \_\_\_ Although some of these responsibilities may be delegated to presenters, the *NASP Approved Provider* remains responsible.
13. \_\_\_ The APS Standards are most easily met with traditional workshop-style programs. However, providers may grant credit for online CPD modules with video presentations which replicate workshops. Providers must meet all other requirements in this checklist and in the Standards.

## Recommended CPD Documentation Form Template

|  |   |
|--|---|
| Logo Could Go Here<br>(could use letterhead) | <b>DOCUMENTATION OF ATTENDANCE</b><br><br>Name of Meeting<br>Date<br>Location |
|--|---|

Date

To Whom It May Concern:

This is to certify that \_\_\_\_\_ has attended, in its entirety, the following professional development sponsored by \_\_\_\_\_.

***Title of Workshop***

Presented by \_\_\_\_\_  
on  
Day, Date  
Hours

\_\_\_ CE Hours/CPD Credits

Sincerely,

Name of responsible person

Title

*This workshop provides NASP-approved CPD credits for school psychologists. \_\_\_\_\_ is approved by the National Association of School Psychologists to provide continuing education for psychologists. \_\_\_\_\_ maintains responsibility for the program and its content.*

Name of Organization  
NASP APS Provider Number \_\_\_\_\_ (if applicable)  
Mailing Address