

NASP Approved Provider's Checklist for Granting Approved CPD Credit

As a NASP Approved Provider of professional development 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 or 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 *Procedures and Implementation Guidelines For The NASP Approved Provider System* (available at the NASP website, www.nasponline.org.) If necessary, contact the Professional Growth Committee Chair 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. Interventions and Instructional Support to Develop Academic Skills
 - d. Interventions and Mental Health Services to Develop Social and Life Skills
 - e. School-Wide Practices to Promote Learning
 - f. Preventive and Responsive Services
 - g. Family–School Collaboration Services
 - h. Diversity in Development and Learning
 - i. Research and Program Evaluation
 - j. Legal, Ethical, and Professional PracticeFor more details, refer to the expanded descriptions of these content areas as published in the APS procedures document.
2. ___ The instructional level must be geared toward credentialed professionals in school psychology and 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. ___ Refer to the APS procedures for additional guidelines for self-study, on-line, and digitally-delivered activities.