**CE APPROVAL GUIDE & CHECKLIST**
(as of December 2020)

Name:

Date Application Received:

Date of Workshop requesting CEs:

Co-Presenter(s):

**Resume**

[ ]  Presenter has a Master’s degree or higher mental health degree (*Required*)

[ ]  Presenter is RPT or RPT/S (*Preferred*)

 **OR**

[ ]  Presenter is licensed in their state / Adherence to a Code of Ethics (*Required*)

[ ]  Resume indicates play therapy experience (*Required:* *knowledgeable & familiar*)

[ ]  Resume indicates presenter has special expertise & experience in the field/topic

[ ]  Presenter demonstrates multicultural competency when applicable (*Preferred*)

**Application** (Includes overview[ ]  abstract[ ]  learning objectives[ ]  references[ ]  presenter vitae[ ]  references/citations/research[ ]  post-test[ ] )

[ ]  States date & location of the workshop

[ ]  States the number of contact hours

[ ]  “Play Therapy” is displayed in the program title (*Preferred)*

[ ]  “Play Therapy” is displayed throughout the program content description and reflects a direct connection to the learning objectives listed (*Required*)

[ ]  “Play Therapy” is predominantly displayed in the majority of the program learning objectives and learning objectives are written in behavioral terms (*Required – Review APA Writing Behavioral Learning Objectives*)

[ ]  “Enhances multicultural competency” is displayed in program content description and/or learning objectives when applicable (*Required)*

**The program demonstrates evidence of:**
[ ]  a systematic use of a therapeutic model

[ ]  establishment of an interpersonal process using the therapeutic powers of play

[ ]  intent to prevent or resolve psychosocial difficulties and/or achieve optimal growth and development

 **OR**

[ ] content that enhances the specific professional proficiency of mental health practitioners who are engaged in P.T. practice, supervision, and instruction. Must be P.T. *specific*, not general for all mental health practitioners.

**Uses references, citations, and research that include:**
[ ]  at least 3-5 sources from contemporary scientific literature (more is encouraged)

[ ]  at least 3 of these from scientific journals published within the past 5 years

[ ]  no more than one is from presenter’s own published literature

**Post-test at post-graduate level included for non-contact programs:**
[ ]  6-8 questions per CE credit hour

[ ]  majority written in multiple choice format

[ ]  1-2 true or false questions

[ ]  test must be sufficient depth to access applied and conceptual knowledge on content

**Marketing and Promotional Materials** (ex. flier/brochure; only if requesting sponsorship from PA APT)

[ ]  Event or program name

[ ]  Sponsor and, if applicable, Co-Sponsor name(s)

[ ]  Date(s)

[ ]  Number of contact or noncontact play therapy hours

[ ]  Content description meets play therapy content requirement

[ ]  Measurable learning objectives written in behavioral terms with the term “play therapy” displayed throughout (for each play therapy program if more than one program)

[ ]  Event or program schedule (starting and ending times for each activity including registration, breaks, meals, and other activities)

[ ]  Facility name, address, city, and state or online platform location

[ ]  Cite brief cancellation & refund policy

[ ]  Program presenter(s) (include name, highest mental health degree, and primary mental health credentials)

[ ]  “PA APT Approved Provider 04-150” (mandatory phrase; approval for P.T. contact hours is pending)

[ ]  “Play therapy credit available to mental health professionals & graduate students in a mental health program.” (include statement when offering trainings across multiple disciplines)

**Additional information:**

[ ]  PA APT cost for CEs is $25.00 (per certificate)

[ ]  Indicates the targeted audience (optional)

[ ]  Includes the Dude logo if it is a PA APT *sponsored* event (not just approved by PA APT)