Thank you for your interest in offering continuing education credit for AASP’s Certified Mental Performance Consultant® (CMPC®) program.

**BENEFITS OF OBTAINING APPROVAL FOR MY PROGRAM**
Programs approved by AASP’s Continuing Education Committee (CEC) are provided with a designation statement which indicates the number of CMPC CEUs that can be officially advertised in your program promotion and used on attendance certificates. CEC approval also assures current CMPCs that attending your program will provide them valid continuing education credits for use in their recertification efforts. **APPLICATION STEPS
1. Please read the guidelines provided and complete the form.**

**2. Provide application payment online as described below.
3. Send completed application to Meghan Halbrook, AASP’s Continuing Education Committee Chair, at** **mkhalbrook@gmail.com****.**

## APPLICATION FEE

There is a $100 application fee per program, payable online prior to application submission at <http://www.appliedsportpsych.org/payment>. Select “CE Activity Application Fee” from the payment description dropdown menu. Should your application not be accepted for CMPC credit, you will receive a refund minus a $25 administrative fee. Application fees are waived for programs directly sponsored by AASP, including Annual Conferences, webinars, virtual conferences and Regional Workshops. Non-AASP webinar series programs will be charged $100 for each central topic around which they offer content (i.e. if you are offering a series of 4 individual webinars on Professional Ethics, you would submit 1 application and pay $100).

## REVIEW

Review of Continuing Education Activity Proposals will occur on a rolling basis. Continuing Education Activities are designed to provide in-depth educational experiences on a variety of topics and issues related to applied sport psychology. **The Continuing Education Committee requires a minimum of 2 weeks (14 days) to review each proposal**.

## PRESENTER RESPONSIBILITIES.

## The organizing presenter must be a member of AASP.

1. Design specific content for the activity.
2. Develop appropriate activity materials.
3. Design handout materials for participants.
4. Conduct activity and *provide attendees with a certificate or other proof of attendance that can be used for recertification.*
5. Notify AASP’s Continuing Education Committee Chair of any changes in presenter contact information.
6. Disseminate and collect evaluations and send summative information from the evaluations to the CEC Chair.

### MERCHANDISING OF MATERIALS

CMPC Continuing Education Activities are designed to educate participants on a variety of topics related to applied sport psychology. In keeping with this focus, we encourage you to provide a bibliography of relevant resources for participants. However, it is inappropriate to engage in merchandising of specific texts and materials and we ask that you refrain from doing so.

### DIVERSITY

AASP is committed to the promotion and understanding of diversity within our field. Continuing Education Activities should reflect this spirit. Please contact Amanda Perkins-Ball, AASP's Diversity Committee Chair at amandaperkinsball@gmail.com if you have questions on how to integrate diversity issues into your activities.

**PROGRAM APPLICATION**

*Please fill in the requested information as completely as possible.*

**Activity or Conference Title:**

 **Activity Type (e.g. workshop, webinar, lecture, regional conference, international regional conference):**

**Date(s) of Activity:**

**Time of Activity:**

**Location of Activity:**

**Number of CE hours requested:**

*When calculating how many CEUs your event qualifies for, please note that one clock hour of content delivery equates to 1 CEU.*

**Number of CE hours on diversity requested:**

**Number of CE hours on ethics requested:**

**Number of CE hours on mentorship/supervision requested:**

**Member Submitting Application
Name:**

Highest Degree:

Affiliation:

Phone:

E-Mail:

**Main Program Presenters or Conference Organizers:**

**1. Name:**

Highest Degree:

Affiliation:

Phone:

E-Mail:

**2. Name:**

Highest Degree:

Affiliation:

Phone:

E-Mail:

**3. Name:**

Highest Degree:

Affiliation:

Phone:

E-Mail:

**Check all areas that would apply for this activity:**

[ ]  K1: Professional Ethics and Standards

[ ]  K2: Sport Psychology

[ ]  K3: Sport Science

[ ]  K4: Psychopathology

[ ]  K5: Helping Relationships

[ ]  K6: Statistics and Research Methods

[ ]  K7: Psychological Foundations of Behavior

[ ]  K8: Diversity & Culture

[ ]  Supervision/Mentorship

**Is this a program directly sponsored by AASP?**

[ ]  Yes

[ ]  No

**Activity or Conference Information:**

**A. Abstract:** Please provide an overview of the proposed activity (e.g., target audience, objectives, content, methods, etc.) in 200 words or less. If applying for a conference, please also include abstracts for each keynote presentation (along with a general overall abstract here).

**B. List of Learning Objectives:** Please enumerate a minimum of four (4) MAIN learning objectives of the activity, with specific attention to how they relate to applied sport psychology and the knowledge areas selected above.

**C. Program Agenda:** Please provide an agenda describing activity methods and learning activities for the duration of the program, including approximate time frames. This may also be provided as an attachment to the completed application. Include details on what makes the format consistent with the activity type you selected above. If applying for a conference, please include the conference schedule.

**D. Integration:** Please describe in a few paragraphs how the activity content and methods will enable participants to achieve the learning objectives.

**E. Justification:** Please describe in a few paragraphs how the program will benefit the attendees and why the program is relevant at this time.

**F. Presenter Bios**. Include a brief summary of professional experience for all presenters, especially that which is pertinent to the proposed program (e.g., previous continuing education activities conducted). This may also be provided as an attachment to the completed application. If applying for a conference, please include information for Keynote Speakers (names, talk titles, and brief bios). This information should focus specifically on the topic of their presentation for the conference.

**G. *(Complete this section for Conference Applications only)* Ethics, Diversity, or Mentorship/Supervision Sessions:** If any non-keynote sessions are in these areas, please provide an abstract for the workshop/session.

**Conflict of Interest Agreement**

Member applicants are required to check the box below indicating that they have read, understand and abide by the Conflict of Interest (COI) terms. All conflicts should be disclosed in the space provided at the bottom of the form.

I affirm that, to the best of my knowledge, neither I, nor any of the program presenters outlined in this application have any financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of my fiduciary duties as a presenter of this Continuing Education Activity or would tend to impair their independence, judgment or action in performance of their duties as Presenter, except as described below. I further affirm that, to the best of my knowledge, neither I nor any of my affiliates, is an officer or managing agent of any municipal, state, federal, or private granting or contracting entity that provides or receives funds or other benefits to or from ASSOCIATION FOR APPLIED SPORT PSYCHOLOGY OR THE CMPC PROGRAM, except as described below. As used herein, I understand the term “affiliate” to mean any relative, business or professional partner or associate, or other person or entity (including without limitation any corporation or partnership in which I have a personal or financial interest) with whom I have any significant relationship.

[ ]  **By checking this box, the member applicant acknowledges that all presenters have read, understand, and will abide by the terms outlined in this Conflict of Interest statement.**

Description of actual or potential conflict (Applicable/Not Applicable):

**Application Submission**

Carefully review your activity proposal for completeness. Proposals that are more detailed and follow the above guidelines are more likely to be reviewed favorably. Activity proposals will be evaluated by the AASP Continuing Education Committee according to the following criteria:

 1. **Completeness and quality of proposed program**.

 2. **Providing education in one or more of the CMPC** ® **knowledge areas.**

 3. **Qualifications/expertise of the presenter(s)**.

**Application Review Timeline**

The Continuing Education Committee requires a **minimum of 2 weeks (14 days)** to review submitted proposals. Proposals submitted that require a decision in less than 2 weeks will not be reviewed.

**Where Do I Send My Application?**

Please email your completed application to Meghan Halbrook, Continuing Education Committee Chair, at mkhalbrook@gmail.com.