

PSYCHOLOGIST'S REQUEST FOR SINGLE COURSE REVIEW FORM

MAIL TO: OSPA-MCE
104 Mill Street, Suite F
Gahanna OH 43230

or fax to: (614) 414-5982

DIRECTIONS FOR USAGE: Only complete this form if the workshop/seminar has not been approved by OSPA, OPA or APA. Please complete the following information and attach to it a copy of the seminar's promotional materials or brochure and a copy of a certificate of attendance verifying your attendance at the seminar. Ohio law and regulations require the following criteria for course approval: each course offer content that is relevant in both subject and level for the continuing education of psychologists; specify learning objectives that are measurable and that can serve as a basis for evaluation of the effectiveness of the program or course; and be presented by instructors whose adequate competency is demonstrated by credentials, reputation, appropriate licensure, and or education degrees. If the promotional materials do not adequately address the above criteria, it may be necessary for OSPA-MCE to contact the Provider to obtain additional information.

The OSPA-MCE Review Team will review the materials submitted and determine if the course or seminar can be approved for continuing education credit. Please allow 6-8 weeks turn-around for notification. Psychologists will only be notified if the course is not approved.

Name of Licensee

School PsychologistPsychologist

Name of Seminar/Workshop

Psychology Board License# _____

Name of Provider

Name of Provider

Address of Provider

Address of Provider

Date of Seminar/Workshop

City State Zip

Phone No. of Provider_____

Number of MCE Credit Hours Awarded

Date Sent to Review Team

OSPA-MCE Office Use Only

Signature of Review Team Member

Approved by OSPA-MCE

Date Signed

Not Approved by OSPA-MCE