

2016-18 PSYCHOLOGIST'S REQUEST FOR SINGLE COURSE REVIEW FORM

MAIL TO: OSPA-MCE

ATTN: Rachel Chilton

4449 Easton Way, 2nd Floor

Columbus OH 43219

email to: mail@ospaonline.org

or fax to: (614) 934-1603

DIRECTIONS FOR USAGE: **Only complete this form if the workshop/seminar has not been approved by OSPA, OPA, APA, NASP, the State Board of Education/ODE or the State Board of Psychology.** 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 turnaround for notification. Psychologists will only be notified **via email** if the course is not approved.

Name: _____ SBP License # _____ Your Email: _____

School Psychologist or Psychologist? _____ Date of Seminar/Workshop: _____

Name of Seminar/Workshop: _____

Location of Seminar: _____
City State Zip

Seminar Provider: _____ Phone No. of Provider: _____

Number of MCE Credit Hours Awarded: _____ Date Sent to Review Team: _____

Are you seeking credit for the ethics/cultural competency/professional conduct requirement? _____

OSPA-MCE Office Use Only

Signature of Review Team Member

Date Signed

Approved by OSPA-MCE

Not Approved by OSPA-MCE