

Greetings:

Thank you so much for agreeing to conduct a CE course for Sacramento Valley Psychological Association. We are very honored and excited to have you provide this CE course! I have included and attached information that I need to send to CPA and will work with you on this, to make it as easy as possible for you. Please do not hesitate to contact me if it seems cumbersome or frustrating in any way!

I am the CE Chair for SVPA and will act as the liaison with CPA to facilitate CE credentialing for your workshop.  I will need some information to include with the application, and in an attachment to this email, I have provided a sample of the preferred format for providing the information—please follow this format, even if you think I already have some or all of the information.  Please provide:

* Names of all presenters, including:
	+ their credentials,
	+ work address(es) and phone number(s)
	+ license number of each presenter
	+ Curriculum vitae from each presenter
* Presentation title
* Location, date, and time
* Cost (e.g., $25 members, $40 non-members, $10 students)
* A Course Syllabus (workshop description and timed outline),
	+ including number of CEs requested (must be actual “face-time” hours)
	+ Units can be broken down into quarter-hour increments, but must be at least 1 hour in length
* Course learning objectives written to APA standards (see separate guide)
* **At least 3 scholarly references supporting the presentation content in APA format**
* Level of presentation content (e.g., introductory, intermediate, advanced) and its intended audience (e.g., psychologists, general public, mental health interns, health practitioners, etc...)
* Curriculum Vitae of each presenter

All initial paperwork is submitted to CPA at least 6 weeks in advance of the presentation in order to secure that they have enough time to review and process our request. All correspondence to CPA regarding CEs under the SVPA sponsorship, including final paperwork, any marketing materials (e.g., email letters, flyers, etc.), and payment for processing fees, is to be done through me.

I look forward to working with you, and if you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Saideh Maleafzali, Ed.D.

CE Chair

smalekafzali@viedu.org