

GUIDANCE NOTES FOR APPLICANTS

We appreciate your interest in providing an activity that may benefit our members. Please complete the Application for Approval form in MS Word format, with any flyer attached, and return it to admin@hkps.org.hk. The information will be forwarded to the Continuing Education Committee who will vet the event as suitable for our members.

Please note that the application will be assessed according to the following criteria:

PROVIDER:

The provider must be of good standing in the local and/or international community and have the knowledge, experience or other credentials that are relevant for providing the proposed CE event to psychologists.

SPEAKER (S):

The speaker must be of good standing in the local and/or international community and have the knowledge, experience, training and qualifications that are necessary for providing the proposed CE event to psychologists. The speaker has attained master's level or equivalent in the field.

TOPIC:

The topic must be relevant to knowledge and practice within recognized fields of psychology and have evidence-based or practice-based validity.

CONTENT:

The content must be relevant to the knowledge, practice and/or professional development of psychologists. The event is not solely for commercial gain, e.g. product promotion.

Notes with Reference to the Application for Approval:

(i) Our members include psychology graduates and professional psychologists in clinical psychology, educational psychology, counselling psychology, industrial-organizational psychology. Please consider for which specialty (s) your application is most relevant. You will need to indicate this on the form.

(ii) Please submit your application **at least 6 weeks ahead** of the event. ***Late submissions will not be processed.***

(iii) Selected events will be disseminated to *All Members* on the basis that the event is broadly educational in content, that it is not-for-profit, that it is not restricted in eligibility to attend, and that it does not provide professional accreditation. **Please tick Consideration by All Members** only when the event meets this standard.

(iv) Each Division is responsible for deciding if an event is relevant to its members. Please tick Consideration by (D___) if you would like to apply.

(v) The DCP and DEP award points for CE activities and the DCoP and DIOP do not. Applicants who wish to apply for points from the DCP or DEP, **please tick Consideration by the DCP or DEP** and **add “request points”** underneath. For in-house training and other events that meet the criteria, members can register the points subsequently. Please note that the award of points is at the discretion of the Division.

(vi) The approval of an event as a CE activity does not imply an endorsement of any certificate that may be awarded by the organizer.

(vii) When you send accompanying information with the application, please indicate clearly any part that is for vetting purposes only, i.e. that should not be distributed to members (e.g., CVs of speakers). Otherwise, everything you send will be distributed if the application is approved. It is your responsibility as the applicant to make this clear. Please note that after approval no amendment will be possible. The information you send should be the final version.

(viii) Please note that email distribution to members after approval is once only.

(ix) A FEE of \$500.00 is charged for posting the event on the website (s). There is no fee for email distribution. International conferences may be posted on the website without charge.

The decision of the Continuing Education Committee is final