

**The Hong Kong Psychological Society Ltd**  
**Application for Approval as a CE Activity - Guidance Notes for Applicant**

We appreciate your interest in providing an activity that may benefit our members. Please complete the Application Form in MS Word format, with any accompanying information attached, and return it to [admin@hkps.org.hk](mailto:admin@hkps.org.hk). The information will be forwarded to the Continuing Education Committee (CEC) who will vet the event as suitable for our members. The application will be assessed according to the following criteria. Please note that the decision of the CEC is final.

- **Organizer:** The organizer 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(s) 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:**

1. Please submit your application **at least 6 weeks ahead** of the event. ***Late submissions will not be processed.***
2. 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.
3. Our members include psychology graduates and professional psychologists. Upon approval by the CEC, the event will be disseminated to all HKPS members. DCP, DEP and DIOP can award CE points for their Division members. Please indicate in the Application Form if you wish the Division(s) to consider awarding CE points for your event. You will also have to elaborate how do you verify attendance. Please note that the award of CE points is at the discretion of the Division.
4. The approval of an event as a CE activity does not imply an endorsement of any certificate that may be awarded by the organizer.
5. Please note that email distribution to members after approval is once only. There is no fee for email distribution. A fee of \$500.00 is charged for posting the event on the HKPS website. International conferences may be posted on the website without charge.
6. Please make sure the registration link(s) is clearly provided on the application form.