



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

Thank you for your interest in providing a Continuing Education (CE) activity that may benefit our members.

To ensure clarity with respect to the HKPS's vetting and advertising processes, before completing the Application Form please read through this Guidance Notes.

You can return the completed Application Form, along with supplementary information, to [ce.admin@hkps.org.hk](mailto:ce.admin@hkps.org.hk).

**1.0 Vetting Process:**

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

Applications are vetted by the HKPS' Continuing Education Committee (CEC) comprised of Representatives from four HKPS Divisions:

- Division of Clinical Psychology (DCP)
- Division of Counselling Psychology (DCoP)
- Division of Educational Psychology (DEP)
- Division of Industrial and Organisational Psychology (DIOP)

Applicants must indicate whether an event will be vetted for either (a) or (b) below or both:

- a. Continuous education units (CEU) upon completion for Members of HKPS Division(s),
- b. Event promotion/dissemination of information to the HKPS Members.

**1.1 CEU**

Applicants must specify which of the HKPS Division(s) are to consider awarding CEU on completion of the event. Award and allocation of CEU is at the discretion of each Division. Please note that the decision of the CEC is final.

The approval of an event for CEU does not imply endorsement of an event, its syllabus or award on completion.

**1.2 Event Promotion/Dissemination**

Once the applicant is notified that an event has been approved as suitable for circulation, the HKPS will disseminate information to all HKPS Members, including psychology graduates and professional psychologists who are registered with the HKPS and those who are Members across four specialised Divisions including DCP, DCoP, DEP and DIOP.

- There is **no fee** for an initial email informing Members about a specific event.
- Information will be disseminated via email **only once!**

- Please cross check that all information on the application and supplementary documentation is accurate prior to submission!
- All requests to circulate additional emails, including event reminders or for amendment of content in promotional materials (including errors), will be charged at HKD \$500.00.
- For supplementary information, ***it remains the organiser's responsibility*** to clearly indicate any documentation that is intended for vetting purposes only, i.e. that should not be distributed to members (e.g., CVs of speakers). Otherwise, once approved, all documents submitted may be distributed.

## **2.0. Vetting Criteria:**

Applications are vetted by the HKPS' CEC in accordance with the following criteria:

### **Organiser:**

- Established institution or organisation in good standing amongst the local and/or international communities.
- Demonstration of knowledge, experience or other credentials relevant for provision of a proposed CE event to psychologists.
- **Speaker(s):**
  - Relevance of educational qualifications, acquisition of knowledge and anecdotal expertise either via research, teaching or applied practice, necessary for provision of a proposed CE event to psychologists.
- **Topic:**
  - Relevance to the knowledge, applied practice and professional development within recognized fields of psychology.
  - Demonstration of evidence-based or practice-based validity, where an organiser is issuing a Certificate or Certification to practice an applied therapeutic technique or treatment approach.
- **Content:**
  - Relevance to the knowledge, applied practice and professional development of psychologists.
  - An event is not solely for commercial gain through product or services promotion.

## **3.0. Award on Completion:**

Applicants are required to indicate the type of award issued on completion. For an outline of award categories, please refer to: <https://www.hkps.org.hk/en/upload/page/34/doc-1/61763195bdb9f.pdf>

Applicants should outline the title of the award issued on completion, or provide a copy of the award on completion certificate.

Supplementary information will be requested for events issuing Assessment Based Certificates and Certifications.

Please also describe how your organisation will verify attendance for successful completion.

#### **4.0. Advertising on HKPS Website: Optional**

Fees for posting an event or CEU activity on the HKPS' website for a maximum period of three months leading into the date of the application/ enrolment deadline, are as follows:

- HKPS Members: HKD \$500.00
- Non Members/General Public: HKD \$880.00

To access member fees, please provide the full name and HKPS membership number of an individual from your organisation representing the nominated event / CEU activity (host, trainer or facilitator).

International conferences linked with academic research and psychological practice may be posted on the HKPS website without charge until the start of the event.

#### **5.0 Advertisement and Promotion to the External / Public:**

Applicants must follow the below guidelines when making reference to HKPS in your own promotional materials:

##### ***5.1 During Vetting / Prior to Approval***

Event organisers should **not** mention HKPS or imply that HKPS is involved in the promotional materials.

Organisers may **request in writing** to include a statement in promotional materials that indicates: "Approval from HKPS or CEU Endorsement from specific HKPS Divisions is pending."

This request will be authorised on a case by case basis.

##### ***5.2 Once Approved***

To ensure that a message is not potentially misleading to the public, event organisers must:

- Use plain, clear and specific language when making reference to the HKPS' brand and CE Endorsement into promotional materials.
- Clearly stipulate that CEU will be awarded on completion of a programme only for Members of the Divisions who have approved CE status.

For example, organisers may use the following wordings: "*CEU will be awarded on completion of the programme for Members of the following HKPS Divisions: DCoP, DEP and DCP.*"

Event organiser **must not include the HKPS logo** on advertisement or promotional materials.

Where there is impingement on the use of the HKPS' brand and logo during an event's promotion and marketing activities, HKPS will request the relevant organisation to remove such references immediately. Where an organisation does not take the required action, HKPS shall take actions to protect HKPS' rights without further notice.

*(Updated: 2023 February)*