

## Filling out the CE Application Form

Once your presentation has been approved by the Vice President, fill out the attached form. Here's some information to make it easy:

- The questions are on a PDF. Answer questions on a separate document on your own chosen software program (Mac or Microsoft or other). Please number your answers to correspond with the form.
- If your presentation has more than 1 presenter (i.e. a panel) only one form is filled out for the entire presentation (not a separate one for each panel member).
- All presenters must answer questions 1-9 and 15.
- If you are presenting confidential, clinical or proprietary information, please also answer 9a- 9c.
- If you are receiving compensation (other than honoraria) for your presentation, or other relationships could be construed as a conflict of interest, answer questions 10- 14.
- Please return your form and CV(s) by **February 28 for a Spring conference**, or **August 31 for a Fall conference** (or at least 5 weeks prior to a conference scheduled in months other than April or October). Forms received after these dates cannot be considered for CE credit, which will result in disappointment from your IRSJA colleagues!
- Email your form along with your CV to the CE Facilitator, Co-Chair CE Committee, Martha Blake, NCPsyA, [blakemartha@frontier.com](mailto:blakemartha@frontier.com)

### ***Before returning your form, have you:***

Included your CV?

Made your learning objectives observable and measurable?

Included references?