Thank you for your interest in offering continuing education credit for AASP’s Certified Mental Performance Consultant (CMPC) program. **Please read the guidelines, complete the form, and send completed application to Chelsea Wooding, AASP’s Continuing Education Committee Chair, at** [**cmbutters@gmail.com**](http://cmbutters@gmail.com)**.**

## APPLICATION FEE

There is a $100 application fee, payable online at the time of application submission at <http://www.appliedsportpsych.org/payment>. Select “CE Activity Application” from the payment description dropdown menu. Should your application not be accepted for CMPC credit, you will receive a refund minus a $25 administrative fee.

## REVIEW

Review of Continuing Education Activity Proposals will occur on a rolling basis. Continuing Education Activities are designed to provide in-depth educational experiences on a variety of topics and issues related to applied sport psychology. **The Continuing Education Committee requires a minimum of 2 weeks (14 days) to review each proposal**.

## PRESENTER RESPONSIBILITIES

The organizing presenter must be a member of AASP.

1. Design specific content for the activity.
2. Develop appropriate activity materials.
3. Design handout materials for participants.
4. Conduct activity.
5. Notify AASP’s Continuing Education Chair of any changes in presenter contact information.
6. Disseminate and collect evaluations.

### MERCHANDISING OF MATERIALS

CMPC Continuing Education Activities are designed to educate participants on a variety of topics related to applied sport psychology. In keeping with this focus, we encourage you to provide a bibliography of relevant resources for participants. However, it is inappropriate to engage in merchandising of specific texts and materials and we ask that you refrain from doing so.

### DIVERSITY

AASP is committed to the promotion and understanding of diversity within our field. Continuing Education Activities should reflect this spirit. Please contact Rob Owens, AASP's Diversity Committee Chair at reowens@uncg.edu if you have questions on how to integrate diversity issues into your activities.

**Activity Title:**

**Date(s) of Activity:**

**Time of Activity:**

**Location of Activity:**

**Number of CE hours requested:**

**Presenters:**

**1. Name:**       Highest Degree:

Affiliation:

Phone:

E-Mail:

**2. Name:**       Highest Degree:

Affiliation:

Phone:

E-Mail:

**3. Name:**       Highest Degree:

Affiliation:

Phone:

E-Mail:

**Check all areas that would apply for this activity:**

[ ]  K1: Professional Ethics and Standards

[ ]  K2: Sport Psychology

[ ]  K3: Sport Science

[ ]  K4: Psychopathology

[ ]  K5: Helping Relationships

[ ]  K6: Statistics and Research Methods

[ ]  K7: Psychological Foundations of Behavior

[ ]  K8: Diversity & Culture

[ ]  Supervision/Mentorship

**Activity Information:**

**A. Abstract:** Please provide an overview of the proposed activity (e.g., target audience, objectives, content, methods, etc.) in 200 words or less.

**B. List of Learning Objectives:** Please enumerate a minimum of four (4) MAIN learning objectives of the activity, with specific attention to how they relate to applied sport psychology and the knowledge areas selected above.

**C. Program Agenda:** Please provide an agenda describing activity methods and learning activities for the duration of the program, including approximate time frames. This may also be provided as an attachment to the completed application.

**D. Integration:** Please describe in a few paragraphs how the activity content and methods will enable participants to achieve the learning objectives.

**E. Justification:** Please describe in a few paragraphs how the program will benefit the attendees and why the program is relevant at this time.

**F. Presenter Bios**. Include a brief summary of professional experience for all presenters, especially that which is pertinent to the proposed program (e.g., previous continuing education activities conducted). This may also be provided as an attachment to the completed application.

**Conflict of Interest Agreement**

All submitters are required to check the box below indicating that they have read, understand and abide by the Conflict of Interest (COI) terms. All conflicts should be disclosed in the space provided at the bottom of the form.

I affirm that, to the best of my knowledge, neither I, nor any of my co-presenters or affiliates (hereinafter defined) have any financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of my fiduciary duties as a presenter of this Continuing Education Activity or would tend to impair my independence, judgment or action in performance of my duties as Presenter, except as described below. I further affirm that, to the best of my knowledge, neither I nor any of my affiliates, is an officer or managing agent of any municipal, state, federal, or private granting or contracting entity that provides or receives funds or other benefits to or from ASSOCIATION FOR APPLIED SPORT PSYCHOLOGY OR THE CMPC PROGRAM, except as described below. As used herein, I understand the term “affiliate” to mean any relative, business or professional partner or associate, or other person or entity (including without limitation any corporation or partnership in which I have a personal or financial interest) with whom I have any significant relationship.

[ ]  **By checking this box, the submitter acknowledges that all presenters have read, understand, and will abide by the terms outlined in this Conflict of Interest statement.**

Description of actual or potential conflict (Applicable/Not Applicable):

**Application Submission**

Carefully review your activity proposal for completeness. Proposals that are more detailed and follow the above guidelines are more likely to be reviewed favorably. Activity proposals will be evaluated by the AASP Continuing Education Committee according to the following criteria:

 1. **Timeliness and relevance of topic**.

 2. **Completeness and quality of proposed program**.

 3. **Need for and interest in the topic.**

 4. **Qualifications/Expertise of the presenter(s)**.

The Continuing Education Committee requires a **minimum of 2 weeks (14 days)** to review submitted proposals. Proposals submitted that require a decision in less than 2 weeks will not be reviewed.

Please email your completed application to Chelsea Wooding, Continuing Education Committee Chair, at [cmbutters@gmail.com](http://cmbutters@gmail.com).