

# TAPA

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Texas Association of Psychological Associates

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P.O. Box 601374, Dallas, Texas 75360-1374  
817/588-0476 voicemail ☆ www.txapa.net

## Requirements for Approval of Professional Development

### **PD Recipients**

TAPA may approve Professional Development opportunities, as required by the Texas State Board of Examiners of Psychologists, for Licensed Psychologists, Licensed Psychological Associates, and Licensed Specialists in School Psychology. TAPA also may approve Professional Development for Licensed Professional Counselors, Licensed Marriage and Family Therapists and Social Workers.

### **Application**

The application form for the Approval of PD hours must be completed for each Program or Workshop, including resumés and qualifications of the presenters, a syllabus of the program, and a copy of the flyer or brochure for the program. Once your workshop is approved, TAPA must keep all the information on file for five years in case it is requested by any of the state professional boards for which you are seeking approval.

### **Additional Requirements**

The state professional boards also require that separate sign-in/ sign-out sheets and evaluation forms be completed by each participant seeking CEs. TAPA will provide the sign-in sheets and also the evaluations. They must be returned to TAPA, and TAPA must keep them on file, as well, to verify each individual's participation.

TAPA requires a processing fee of \$10.00 per person requesting a certificate. This can be accomplished by a separate registration (which TAPA provides) for each individual participant who is paying the fee and by your organization collecting and forwarding the fee. This allows only the individual participants who are licensed and who need the certificates to obtain the certificates. Occasionally, an organizing agency or institution will ask to contract with TAPA to provide certificates for all the attendees, rather than to collect the fee for only those requesting certificates. Questions concerning these arrangements should be directed to Betty Dawson at the phone number or email address listed below.

### **Certificates**

TAPA will provide the certificates and will mail them to each of the participants who have requested the CE credits after the completion of the program. The certificates are usually mailed within a week after the required documentation of attendance is received. The certificates are mailed to individual participants who have requested them by completing the separate registration forms.

### **Publicity**

At the presenters request, TAPA will include the program on their website with a link to the presenting organization or information on how to register under the Professional Development section of the Links section. Information may be included in TAPA's newsletter with adequate advance notice and if it coincides with an issue. TAPA's mailing list is not for sale. Names and addresses of the licensees of each of the mental health licensing boards may be found on their websites.

### **Questions?**

Contact Betty Dawson, Secretary, Texas Association of Psychological Associates, at P.O. Box 601374, Dallas, Texas 75360-1374, call or fax 214/691-6373, or email [bedawson@swbell.net](mailto:bedawson@swbell.net).

# TAPA

Texas Association of Psychological Associates

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## Application for Approval of Professional Development Programs

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_(\_\_\_\_)\_\_\_\_\_ Email \_\_\_\_\_

Coordinator of Prof. Development Program \_\_\_\_\_

Approval is sought for the following CEs: (Check all that apply)

- Texas State Board of Examiners of Psychologists (PD hours for Licensed Psychologists, Licensed Psychological Associates, and Licensed Specialists in School Psychology)
- Texas State Board of Examiners of Professional Counselors (CEs for LPCs)
- Texas State Board of Social Worker Examiners (CEUs for Social Workers)

**Professional Development Program, Workshop, Course, etc. for which is approval is sought:**

Name of Program/Workshop \_\_\_\_\_

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_ CE Hours \_\_\_\_\_

Location of Program/Workshop \_\_\_\_\_

\_\_\_\_\_

Approximately how many participants do you think will register for these PD hours? \_\_\_\_\_

Objective of Program/Workshop (Attach additional page if needed.)

**Summary of Program/Workshop:** Include summary of content and description of format  
(Attach outline or syllabus of Program/Workshop **and** copy of flyer or brochure announcing Program/Workshop)

**Presenter(s) of Program/Workshop:** Include names of presenters and their credentials, areas of expertise, and current employment (Attach resumé of **each** presenter)

**Relevance of Program/Workshop for attending Licensed Psychologists, Licensed Psychological Associates, or Licensed Specialists in School Psychology.** (Attach additional page if needed.)

**Complete only paragraphs for which you are seeking approval:**

**Relevance of Program/Workshop for attending Licensed Professional Counselors.**  
(Attach additional page if needed.)

**How does this presentation contribute to the advancement, extensions, and enhancement of the professional skills and knowledge of the practice of social work?**  
(Attach additional page if needed.)

**Return this form to** Texas Association of Psychological Associates, Professional Development Approval Committee, P.O. Box 601374, Dallas, Texas 75360-1374  
**Questions?** Call Betty Dawson, Secretary, 214/691-6373 or email [bedawson@swbell.net](mailto:bedawson@swbell.net).