Requirements for Awarding Continuing Education Credits
(Every presenter/speaker must provide this sixty (60) days prior to the event)
Please email all forms to icpcme@gmail.com and cc to office@icpla.edu

1) Standards for writing your Educational Objectives/Goals:
   a) Learning objectives, or learning outcomes, are statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity. Learning objectives must be observable and measurable. Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors.
   b) Verbs to use when writing learning objectives:
      List, describe, recite, write compute, discuss, explain, predict apply, demonstrate, prepare, use analyze, design, select, utilize compile, create, plan, revise assess, compare, rate, critique.
   c) Verbs to avoid when writing learning objectives:
      Know, understand, learn, appreciate, become aware of, become familiar with
   d) Examples of well-written learning objectives:
      This workshop is designed to help you:
      I. Summarize basic hypnosis theory and technique;
      II. Observe demonstrations of hypnotic technique and phenomena;
      III. Recognize differences between acute and chronic pain;
      IV. Utilize hypnosis in controlling acute pain;
      V. Apply post-hypnotic suggestions to chronic pain; and
      VI. Practice hypnotic technique in dyads.

DESCRIPTIVE LEARNING OBJECTIVES HERE:

1).

2).

3).

2) Demonstrate that your presentation is based on a methodological, theoretical, research, or practice knowledge base
   a. Program content has obtained credibility, as demonstrated by the involvement of the broader psychological practice, education, and science communities in studying or applying the findings, procedures, practices, or theoretical concepts.
   b. Program content has been supported using established research procedures and scientific scrutiny.
   c. Program content has peer reviewed published support beyond those publications and other types of communications devoted primarily to the promotion of the approach.
   d. Program content is related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

Describe, in two paragraphs, how your program content meets one of the four criteria:
3. Describe the accuracy and utility of the materials being presented, the basis of such statements, the limitations of the content being taught, and the severe and the most common risks.

4. Demonstrate that your program content is relevant to psychological practice, education, or science.

5. Provide four to five representative citations for your work presented.