Thank you for your interest in offering a continuing education workshop at AASP’s 39th Annual Conference, October 23-26, 2024 in Las Vegas.

Continuing Education Workshops at the AASP Annual Conference are designed to provide in-depth educational experiences on a variety of topics relevant to applied sport and performance psychology. Workshops must plan for audience interaction and involvement. They are 3-hour programs in one or more of the following:

Priority will be given to submissions that cover one of the required areas for CMPC recertification:

* Professional Ethics
* Diversity
* Mentorship/Supervision

Submissions in other CMPC Knowledge Areas will also be considered:

* 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

Workshops will take place on Wednesday morning, October 23, and/or Thursday evening, October 24. Workshops will be scheduled at the discretion of the Conference Planning Committee.

If a workshop has less than ten registrants 30 days prior to the conference, it may be canceled at the discretion of AASP.

**Application deadline is Monday, April 1, 2024. Please read the guidelines, complete the form, and send the completed application to Meghan Halbrook, AASP’s Continuing Education Committee Chair, at mkhalbrook@gmail.com.**

## REVIEW

The Continuing Education Committee will review the application and make a recommendation to the Conference Planning Committee. Notifications will be sent by June 1, 2024.

## 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 and performance 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 the chair of AASP’s Diversity Committee if you have questions about how to integrate diversity issues into your activity.

**SECTION 1: TITLE**

**Workshop Title:**

**SECTION 2: PRESENTERS**

**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:

**SECTION 3: CATEGORIES AND KNOWLEDGE AREAS**

**Check the primary focus for this workshop:**

**CMPC Required Recertification Areas**

[ ]  Professional Ethics

[ ]  Diversity

[ ]  Supervision/Mentorship

[ ]  Other CMPC Knowledge Area (please specify):

**SECTION 4: WORKSHOP DETAILS**

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

**B. Learning Objectives & Agenda:** Please enumerate a minimum of four (4) MAIN learning objectives of the activity, with specific attention to how they relate to the primary focus selected above, and provide an agenda related to the learning objectives for the workshop (including approximate time frames).

**C. Innovation and Contribution to the Field:** Please describe in a few paragraphs how the workshop will present innovative and unique content that is both novel and contributes information of value to attendees.

**D. Justification:** Please describe in a few paragraphs how the program will benefit the attendees and why the program is relevant at this time. More specifically, why would AASP members benefit from this workshop as a part of their continuing education? What about the workshop makes it worthy of three hours of continuing education credits?

**E. Blind 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 regarding this specific topic). Bios should be written in a way that expresses competency and experience, but maintains anonymity to honor the blind review process (Bios should be limited to 300 words or less).

**SECTION 5: 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**

**Deadline: Monday, April 1, 2024**

Carefully review your workshop proposal for completeness. Proposals that are more detailed and follow the above guidelines are more likely to be reviewed favorably. Workshop 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)**.

Workshop submitters will receive notification via email by June 1.

Please email your completed application to Meghan Halbrook, Continuing Education Committee Chair, at mkhalbrook@gmail.com.