



## OPA-MCE Key Terms

Ohio Psychological Association-  
Mandatory Continuing Education Office  
395 East Broad Street, Suite 310  
Columbus, Ohio 43215  
Phone 888-672-6231 or 614-224-9620  
Fax 614-224-6702  
mce@ohpsych.org

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**Accreditation Agency-** An organization recognized by the Ohio State Board of Psychology that evaluates and approves each provider of continuing education and monitors the quality of the approved continuing education courses. Accreditation agency is used synonymously with authorized approving organization.

**Authorized Approving Organization-** As stated in Ohio Revised Code, means: For a licensed school psychologist or a licensed psychologist with a school psychology specialty, the State Board, the Ohio Psychological Association, the American Psychological Association, the State Board of Education, the Ohio School Psychologist Association, or the National Associate of School Psychologists; and for a licensed psychologist, the State Board, the Ohio Psychological Association, or the American Psychological Association.

**Continuing Education-** As used in the Ohio Administrative Code, is the process through which psychologists and school psychologists become current concerning psychological concepts and techniques, acquire new knowledge and skills relevant to their work, gain new competencies, or improve current competencies and skills by completion of approved and documented educational experiences.

**Co-sponsorship-** Defined as “when an approved provider works with others on the development, distribution and/or presentation of a course”. If this course is a component of a larger event that is sponsored in full or in part by another organization, it is considered to be co-sponsored.

**Course-** An approved systematic learning experience of at least one hour in length. One hour shall consist of 50-60 minutes of actual instruction.

**Credit Hour-** Hours of CE credit means the accumulation in actual hours, by no less than one-quarter hour units and with no more than 10 minutes per hour in rest breaks, of time spent in continuing education involving direct interaction with the course leader in lecture, workshop, or other training or educational format. Credit hours directly relate to actual hours of instruction.

**In-Service-** A succession of short (less than 2 hours), free-standing presentations made by a provider occurring over a period of time whose primary purpose is to provide on-going training to the organization’s staff. For OPA-MCE Program recording purpose only, 1 series is equal to one course. This course equivalency is also applicable for grand rounds.

**MCE Program Administrator-** This person is the primary contact with the OPA-MCE office and is responsible for the timely delivery of all Course Notification forms, Attendance Sheets, mailing label requests and listserv ads. The person responsible for ensuring that the provider organization adheres to MCE regulations and policy as they relate to the administration of its CE Program. The Program Administrator does not have to be a psychologist.

**MCE Program Developer-** The person responsible for ensuring that the content of the continuing education courses adhere to the MCE policies and guidelines. The Program Developer is not required to be a psychologist, but a psychologist must contribute to the development of the program.

**Primary Instructor-** The instructor responsible for the overall material and ensuring that its presentation conforms to the state goals and objectives. This includes responsibility for the administration of the course evaluation.

**Provider-** Also used synonymously with Approved Provider or OPA-MCE Approved Provider, means an organization, institution, association, university, or other business or entity assuming full responsibility for the course offered, whose qualifications as a continuing education provider have been approved by a State Board of Psychology recognized Accreditation Agency.

**Vita-** Any document listing education, training, scope of practice or licensure, experience, workshops, presentations or papers to support an instructor’s competence in the subject matter being presented.