

**New York State Psychological Association**  
3 Pine West Plaza, Ste 308  
Albany, NY 12205  
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### **NYSPA CE and Refund Policies**

#### **Workshop Registration Fee, Deadlines and Refund Policy:**

Full refunds will be given until one week prior to any event. (NYSPA Convention excluded). Any cancellations after this date will be refunded minus a \$25 administrative fee. Unless otherwise indicated, registration fees do not include the fee for continuing education credit. An additional fee of \$10 for NYSPA Members or \$20 for Non-Members is required for continuing education credits.

#### **Continuing Education Statement**

The Foundation of the New York State Psychological Association is approved by the American Psychological Association to offer Continuing Education for psychologists. The Foundation of the New York State Psychological Association maintains responsibility for this program and its content.

#### **Grievance Procedure**

Grievances about NYSPA programs must be submitted in writing to the Foundation of the New York State Psychological Association, Inc., 3 Pine West Plaza, Ste 308, Albany, New York 12205, Attn: Continuing Education Committee

#### **Attendance Requirements**

To receive credit, you must be present for the entire workshop. You are required to sign in at the beginning of the workshop and after the lunch break, if any applicable, and you must sign out before the lunch break and at the end of the program to receive CE credit. Those arriving more than 15 minutes after the scheduled start time or leaving before the workshop is completed will not receive CE credits. All attendees must complete a Program Evaluation.