AASECT Continuing Education Single Event Application

This AASECT Continuing Education (CE) Single Event Application has two sections:

PART 1
- Event Information
- Liability Release
- Grievance Procedure
- Payment

PART 2
- Core Knowledge Areas
- Learning Objectives
- References/Resources
- Syllabus/Outline/Schedule

- Curriculum vitae (CV) of all presenters
- Evaluation form (or post-test if event is a webinar)
- Promotional material (not URL)

PART I

EVENT INFORMATION   Application Date _____

Title of Event_____

AASECT Certified Member planning event _____ Email _____

Event Coordinator/Contact _____

Address _____

Email_____Phone_____

Event Website URL _____

Event Type (Choose one):

☐ Live in-person ☐ Telephone Conference

☐ Online/Computer-based [☐ Synchronous (Participants view at same time/different place)   ☐ Asynchronous (participants view at different times/different place)]   ☐ Other_____

Event Date(s)_____ Number of CE credit hours requested_____

Location of Event (City/State/Country) _____

Presenter(s) (Attach all CVs): _____

_____

_____

LIABILITY RELEASE

I accept the following conditions:

1. Abide by the AASECT Policies and Procedures.
2. Carry out marketing, promotion, and educational instruction in a professional way, consistent with the ethical/professional standards of AASECT. All marketing materials will contain one of the following statements as applicable:
    a. Approval Pending
       i. Application for CE credits from AASECT has been submitted.
    b. Program Approved
       i. This program meets the requirements of the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for_____CE credits. These CE credits may be applied toward AASECT Certification and renewal of certification.
3. Disclose to AASECT and course participants any relevant interest in companies or products discussed in my presentations.
4. Accept that AASECT does not assume in any way, financial, legal or any other liability for programs conducted by me, my staff or organization.
5. Accept that I/we are required to keep the following on file for at least seven years:
    a. List of the names and addresses of all attendees
    b. List of those participants who requested AASECT CE credits
    c. Completed course objective evaluations, identified by attendee
    d. Completed participant satisfaction evaluation, identified by attendee

Signature_____

Printed Name _____

GRIEVANCE PROCEDURE

Please attach a copy of your grievance procedure. Include the steps taken if a participant submits a grievance. Below is an example.

1. The person with a grievance will first try to informally resolve their grievance by contacting the AASECT CE Provider or Non-provider or the Event Facilitator with the issue concerning the training, its delivery, the evaluation method, or technological issue.
2. If the aggrieved person is not satisfied with the resolution through informal means, the aggrieved person shall put their grievance in writing to the AASECT CE Provider or Non-provider or the Event Facilitator. The AASECT CE Provider or Non-provider or the Event Facilitator will then consult with appropriate personnel at the organization that have approved the course to find fair methods of resolving the grievance.
3. If the aggrieved person is not satisfied with the solutions put forth, then they will be directed to put their grievance in writing and contact the appropriate organization, e.g. AASECT or state in which training has been provided. The AASECT CE Provider or Non-provider or the Event Facilitator will abide by any decisions regarding resolution of the grievance.

PAYMENT

Email: Event application and supporting documents to ce@aasect.org.

Mail: AASECT
CE Provider Application
1444 I Street, NW, Suite 700
Washington, DC 20005

Call: AASECT Office at (202) 449-1099 to submit credit card information. Fax: (202) 216-9646

Fees:
- No additional fee for an event delivered by an AASECT Approved CE Provider.
- $100 for a single event offering fewer than nine CE credits (non-reimbursable).
- $200 for a single event offering nine or more CE credits (non-reimbursable).

PART 2

This part of the application consists of educational details about your single event.

The AASECT CE Review Committee will review this part of your application. If necessary, the CE Committee Chair will contact you for more information or will return your application for completion.

Title of Event_____

HUMAN SEXUALITY CORE KNOWLEDGE AREAS AND TRAINING

To indicate how the content of training meets AASECT Certification requirements for sexuality educators, sexuality counselors and sex therapists, circle the letter(s) of one or more core knowledge areas (CKAs) for which the event will provide applicable knowledge. (Note: The CKAs should also be included next to each learning objective listed on the next page.)

Human Sexuality Core Knowledge Areas

A. Ethics and ethical behavior

B. Developmental sexuality from a bio-psycho-social perspective across the life course

C. Socio-cultural factors (e.g. ethnicity, culture, religion, spirituality, socio-economic status, family values) in relation to sexual values and behaviors

D. Issues related to sexual orientation and/or gender identity: heterosexuality, issues and themes impacting gay, lesbian, bisexual, pansexual, asexual people, gender identity and expression

E. Intimacy skills (e.g., social, emotional, sexual), intimate relationships, interpersonal relationships, and family dynamics.

F. Diversities in sexual expression and lifestyles, including, but not limited to polyamory, swinging, BDSM, tantra

G. Sexual and reproductive anatomy/physiology

H. Health/medical factors that may influence sexuality including, but not limited to illness, disability, drugs, mental health, conception, pregnancy, childbirth, pregnancy termination, contraception, fertility, HIV/AIDS, sexually transmitted infection, other infections, sexual trauma, injury, and safer sex practices

I. Range of sexual functioning and behavior, from optimal to problematic, including but not limited to common issues such as: desire discrepancy, lack of desire, difficulty achieving or maintaining arousal, sexual pain and penetration problems, difficulty with orgasms

J. Sexual exploitation, including sexual abuse, sexual harassment, and sexual assault

K. Cyber sexuality and social media

L. Substance use/abuse and sexuality

M. Pleasure enhancement skills

N. Learning theory and its application

O. Professional communication and personal reflection skills

P. History of the discipline of sex research, theory, education, counseling, and therapy

Q. Principles of sexuality research and research methods

Sexuality Education (SE) Training
SE1. Sexuality education training will include, but is not limited to: theory and methods of general education (including curriculum development, delivery, and evaluation).

SE2. Theory and methods of sexuality education (including curriculum development, delivery, and evaluation).

SE3. Ethical issues in sexuality education.

SE4. Theory and methods of approaches to sexuality education with specific populations (e.g., youth, older adults, couples, ethnic/ cultural/ faith-based populations, LGBTQ people, people with disabilities).

SE5. Theory and methods of different approaches to sexuality education delivery (e.g., small group work, one-on-one education, large group lectures or interaction, online delivery or use of other electronic means).

Sexuality Counseling (SC) Training
SC1. Theory and methods of personal/individual counseling.

SC2. Theory and methods of sexuality counseling approaches to specific populations (e.g., youth, older adult, couples, LGBTQ people, people with disabilities, ethnic/ cultural/ faith-based populations).

SC3. Theory and methods of different approaches to intervention in relationship systems.

SC4. Theory and methods of decision-making concerning sexually-related medical interventions.

SC5. Ethical issues in sexuality counseling.

SC6. Theory and practice of consultation, collaboration, and referral.

ST Sex Therapy (ST) Training
ST1. Theory and methods of sex-related psychotherapy, including several different models.

ST2. Techniques of sex-related assessment and diagnosis of the 'Psychosexual Disorders' described in the current edition of the *DSM*.

ST3. Theory and methods of approach to intervention in relationship systems experiencing sex and intimacy problems.

ST4. Theory and methods of approach to medical intervention in the evaluation and treatment of psychosexual disorders.

ST5. Principles of consultation, collaboration, and referral.

ST6. Ethical decision-making and best practice.

ST7. Exposure to treatment of clinical sex therapy cases through direct observation, demonstration, case review, or role-playing. eLearning cannot be applied. Applicants must be very clear in their documentation as to how they gained exposure to sex therapy cases.

LEARNING OBJECTIVES AND CORE KNOWLEDGE AREAS

To follow the American Psychological Association (APA) and Continuing Medical Education (CME) guidelines, the wording of your learning objectives should read, "By the end of this session, participants will be able to" and then use one of the following verbs:

apply	compare	critique	discuss	formulate	name	recall	review	use
analyze	compile	defend	discriminate	identify	organize	recite	revise	utilize
arrange	compute	demonstrate	distinguish	illustrate	plan	recognize	select	write
assess	contrast	describe	employ	integrate	predict	relate	solve	
categorize	construct	design	evaluate	interpret	prepare	report	sort	
classify	create	diagram	explain	list	rate	restate	translate	

Unacceptable verbs include: appreciate, become aware of, become familiar with, know, learn, understand.

List objectives of your event, **giving one learning objective per CE credit requested** (one per 60 minutes of instruction), and indicate which AASECT CKAs they address:

	SMART (specific, measurable, attainable, relevant, and time sensitive) Learning Objectives (one per hour of instruction). Complete this sentence stem with each of your objectives: *By the end of this session, participants will be able to:*	CKA(s)
SAMPLE	list and locate on a drawing at least five anatomical structures of female arousal.	G
1		
2		
3		
4		
5		
6		
7		
8		

Attach list of additional learning objectives with CKAs if needed.

REFERENCES/RESOURCES
List peer-reviewed articles or books that support the content and/or methods of the event. List other resources that support the content and/or methods of the event.

SYLLABUS/OUTLINE/SCHEDULE
Attach the event's syllabus/outline/schedule to this application, including:
- Number of CE credits offered (one per hour of instruction)
- Outline/time schedule (welcome introductions, breaks, and meal breaks must be included in the outline but do not count toward CE credits.)
- Brief descriptions of forms of training methods to be used in teaching program content (i.e. lecture, PowerPoint, Q&A, group discussion, demonstration, practice dyad experiential exercise—ice breaker, role play, fish bowl, etc.)

CVs OF ALL PRESENTERS   Please attach.

EVALUATION FORM   Please attach evaluation form(s), which includes a question for rating each learning objective, each presenter's content and style, and the facility. Or, if the training is a webinar, attach post-test.

PROMOTIONAL MATERIAL   Please attach a copy of any promotional brochures.

(Note: It is the responsibility of attendees to determine if their state licensing board will accept AASECT CE credits.)

REVIEW PROCESS
If this application is complete, it will be reviewed upon receipt. If not, the AASECT Office and/or the Chair of the CE Committee will contact applicant to request more information.

Upon approval of application, applicant will be sent a personalized template of a Certificate of CE credits and an AASECT *Web Posting Form*. If applicant wishes to have the event posted on AASECT's website, complete and return this form to ce@aasect.org.

APPLICATION CHECKLIST

PART 1
- ☐ **Complete** Event Information
- ☐ Liability Release
- ☐ Grievance Procedure
- ☐ Payment

PART 2
- ☐ Core Knowledge Areas
- ☐ Learning Objectives (one per CE credit requested)
- ☐ References/Resources
- ☐ Syllabus/Outline/Schedule
- ☐ CVs of all presenters
- ☐ Evaluation form (or post-test if event is a webinar)
- ☐ Promotional material (not URL)
- ☐ Email application and all supporting documents to ce@aasect.org.

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american association of sexuality educators counselors and therapists

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