**Responsibilities of the Nevada Association of School Psychologists (NVASP) for the Fall 2016 Conference**

**Event: NVASP 2016 Fall Conference
Location: West Career and Technical Academy, Las Vegas, NV**

**Date: October 22nd, 2016**

**Overview:** Providing high-quality professional development for school psychologists requires effective administrative support and program management. This document outlines important procedures and policies for the NVASP Fall 2016 Conference. It is available to all members on nvasp.org/conference

1. Have designated an individual to coordinate their professional development program and be responsible for compliance with NASP professional development standards and Approved Provider System procedures.

Tim McIvor, NVASP President, is the designated individual, and he can be contacted at timothy.mcivor@gmail.com

2. Involve school psychologists in needs assessment and all other aspects of their program planning for school psychologists

All NVASP meetings to discuss and plan for the conference are open meetings meaning all are welcome to attend, contribute with ideas, and assist in its development. For school psychologists unable to attend the meetings, NVASP has reached out to its members and will continue to reach out to its members through social media forums and surveys in order to gain feedback to guide program planning.

3. In accordance with the Americans with Disabilities Act, provide accommodations to program participants who have physical disabilities or sensory impairments

NVASP takes responsibility in assisting anyone with a physical disability or sensory impairment with the modifications and accommodations they need to access the content of the conference curriculum. If you are looking to participate in the NVASP Fall 2016 Conference and have a physical disability or sensory impairment, please contact NVASP at nevadaschoolpsychs@gmail.com to make arrangements for the appropriate modifications and accommodations at the conference. In order to be given appropriate time to provide accommodations, the deadline for accommodation requests is the 1st of October, 2016.

4. Make available to participants a written procedure for addressing any participant complaints in a timely and responsive manner and a cancellation and refund policy.

Any and all complaints regarding the NVASP Fall 2016 Conference will be handled on an individual basis by the NVASP Board of Directors. To file a complaint, please contact NVASP at nevadaschoolpsychs@gmail.com and make sure to give specific details. It is NVASP’s responsibility to give anyone who filed a complaint a formal response within 30 school calendar days.

Cancellation and Refund Policy: In the event that NVASP cancels the Fall 2016 Conference, all participants will be refunded fully. If a participant cancels at least 48 hours prior to the start of the Fall 2016 Conference, they will be refunded 50% of their initial transaction. No refund will be given if a participant cancels less than 48 hours before the start of the conference.

5. Accurately describe in promotional materials the nature of the professional development activity with regard to target audience, learning objectives, schedule, instructional format, instructor credentials, contact hours, and fees.

When all details about the conference have been confirmed including: target audience, learning objectives, schedule, instructional format, instructor credentials, contact hours, and fees, a brochure to promote the conference will be sent out to all NVASP members displaying all aforementioned information. It is the responsibility of NVASP to email the brochure out at least one month before the start of the conference.

6. Disclose to potential participants any commercial support for professional development activities and any potential conflicts of interest on the part of the provider or its presenters, including any commercial interest in tests, instructional materials, or other products to be discussed

If there is any commercial support for professional development activities and any potential conflicts of interest on the part of the provider or its presenters, including any commercial interest in tests, instructional materials, or other products to be discussed, it is the responsibility of NVASP to notify all members via email at least one month prior to the conference regarding this information.

NVASP’s standard information provided to presenters will describe an expectation that they follow NASP ethical principles regarding the disclosure of any conflicts of interest during their presentation. Specifically, the principle Standard III.4.6: “A school psychologist’s financial interests in a product (e.g., tests, computer software, professional materials) or service can influence his or her objectivity or the perception of his or her objectivity regarding that product or service. For this reason, school psychologists are obligated to disclose any significant financial interest in the products or services they discuss in their presentations or writings if that interest is not obvious in the authorship/ownership citations provided.”

7. Utilize a cosponsorship agreement when appropriate

If NVASP chooses to cosponsor the NVASP 2016 Fall Conference, it is the responsibility of NVASP to follow these appropriate procedures:

1. Clarification of the responsibilities of each organization, including financial, administrative, instructional, and others.

2. Involvement of the approved provider in all aspects of program planning. A cosponsorship relationship must be established prior to or during the planning stages of an activity at a point where contributions and changes can still be made.

3. The approved provider must ensure that the NASP Principles for Professional Ethics are upheld.

4. In cases where each organization is NASP-approved, there must be written documentation regarding which organization will accept and maintain responsibility for various aspects of the activity.

**Clarification:** Cosponsorship requires mutually planning an activity. Cosponsorship is not to be construed as lending or transferring approval status. It does not permit the NASP-Approved Provider to act as an “approval body” by reviewing a program or organization and then stating that it is, in turn, approved by NASP. A NASP-Approved Provider must assume the same responsibilities and liabilities when cosponsoring an activity as if they were the sole provider. Cosponsored programs must fulfill professional development objectives and meet all criteria as set forth in this document.