

Center for Deployment Psychology (CDP) Workshop FAQs

Continuing Education Units (CEUs)/Certificates

- **How many CEUs will I earn?** Please refer to the attached CEU Ad Statement from CMI that spells out the exact number of CEUs you will earn for your specific discipline at this workshop. All of our credits are accepted by professional licensing organizations such as APA, ASWB, etc.
- **Which disciplines are covered?** Generally we cover psychologists, counselors (including addiction), social workers, nurses, nurse practitioners, clinical nurse specialists, marriage and family therapists, and other disciplines. Please note our workshops are specifically for providers with a clinical caseload.
- **Can I earn CMEs?** We are not able to provide CMEs but you are welcome to arrange for your own through your licensing board or other sources. We are unable to help with this process, however psychiatrists and physicians are still welcome to attend our workshops.
- **What is the process to get CEUs?** For each day of the workshop there will be a CMI sign-in sheet for CEUs (separate from CDP sign-in sheets) on which you must write down a legible email. At the end of the workshop you must then fill out the CMI evaluation and leave it with the instructor.
- **I have more questions, who can I talk to about CEUs?** Please contact Amy Forsberg at CMI at aforsberg@cmieducation.org with all your CEU questions.
- **When will I receive my CEU certificate?** Certificates from CMI are typically delivered approximately a month after the training to the email address you wrote on their sign-in sheet, so you must write legibly!
- **The CDP instructor gave me a certificate, isn't this my CEU certificate?** No, the CDP distributes a Completion Certificate following the training that is completely different from the CEU certificate you are emailed from CMI. Sometimes this is handed out directly after a workshop has concluded, and sometimes a few days after the workshop you will be emailed a link to a short online post-survey. After completing the online survey you will be redirected to a Completion Certificate ready for printing.
- **Anything else I should know about certificates?** When you sign in at the workshop, you must write clearly or you may not receive your certificate (or it might arrive with your name misspelled.) If you use a Yahoo email address, please be aware that your certificate may get caught in your spam filter. Finally, CMI charges a \$10 fee to both reprint certificates and issue previously unrequested credits.

Cost

- **What does the workshop cost?** It's free! The training, materials, and CEUs are completely covered by our DoD grant for this program.
- **What about my travel expenses, are those covered?** If this workshop is a fully-funded program and advertised as such, then yes your travel expenses are covered – and for further questions, please see the Travel section below. However, if travel was not mentioned in the original ad for your workshop, then you are responsible for your own travel expenses. Please see the Travel section of this FAQ for more travel-specific information.

Eligibility

- **Who is allowed to attend this workshop?** All Tri-Service military (Active Duty and Guard/Reserve)/DoD/GS mental health clinicians are allowed to attend any of these workshops, to include civilian DoD contractors and VA providers. Occasionally we allow a few civilian TRICARE providers to attend as well, but only in special circumstances to be determined by the CDP.
- **If I am a military/DoD/GS mental health clinician and can't attend this workshop, where can I find other training events?** Please visit <http://deploymentpsych.org/training/workshops> for a schedule of our upcoming workshops.
- **I know someone who isn't a mental health professional but is fascinated in this subject and wants to support the military, can they attend?** Only mental health professionals that work in or for the military may attend these workshops. These are advanced clinical-skills workshops specifically for providers with a clinical caseload.
- **Do you offer the same course for civilian providers?** We do! Throughout the year we have very low cost week-long trainings around the country that are designed for civilian clinicians who treat Service Members, Veterans, and their families. New trainings are posted as they are planned and registrations are managed through the CDP's website – please see <http://deploymentpsych.org/training/civilian-practice> for more details.

- **If I am an intern/resident/mental health tech and can't earn the CE credits for this workshop, may I attend anyway?** Yes, with the understanding that this is intensive clinical training (including role-playing), and the full two days attendance will be required. Further, you must still fill out all CMI paperwork even if you're not seeking CE credits.
- **I can't attend the workshop but am interested in the subject/could use this in my practice/need this for my upcoming deployment, so may I have the materials sent to me?** Sorry, we cannot provide materials to those that don't attend the workshop. However, the CDP offers helpful deployment-related resources on our website including articles, practice guidelines, and online trainings. Please visit our website at <http://deploymentpsych.org/training/workshops>.
- **I can't attend the workshop but know others that might be interested, may I pass them the information?** Absolutely! We encourage all mental health providers to share information about our workshops, whether by forwarding our flyers or by passing along our frequently-updated website training schedule: <http://deploymentpsych.org/training/workshops>.

How to Register

- **Is there a registration link, and how do I get it?** To register for training you must contact either the point of contact (POC) directly, follow the registration link on the original workshop advertisement, or check our website for a registration link (<http://www.deploymentpsych.org>). If you can't find it in those places then contact Kris Hannah for more information at khannah@deploymentpsych.org.
- **Why can't you register me if I email you?** The CDP staff doesn't always handle registration for our trainings – typically it's a POC at the training location itself. When the CDP does run registration, it's usually one of several handled concurrently. Between the information we need to register you versus the volume of responses we are receiving at any given time, it's much faster for you to register yourself.
- **I'm not sure yet if I can attend this workshop, can you reserve a space for me?** Sorry, due to the popularity of our workshops we cannot hold a space for you. Your best bet is to register and should things not work out, let us know you can't attend so someone else can have your seat. The fully funded workshops close very quickly.
- **The workshop has filled up and registration has closed. Is there a wait list you can add me to?** Please talk to your POC about a wait list. If CDP is running registration, typically a wait list will be started and should a seat become available, you will be notified.
- **The workshop has filled up and registration has closed. May I volunteer to help at the workshop so I can still attend?** Sorry, we do not accept volunteers at this time.
- **Can you put me on your mailing list for future workshops?** At this time we do not have a specific mailing list to advertise our workshops, so please check our website regularly for new trainings that have been arranged: <http://deploymentpsych.org/training/workshops>.

Location

- **When will I receive location information for my workshop?** The POC for your training will provide specifics for you, or you may find information on the original advertising flyer. If you registered online then CDP staff will send you a registration confirmation letter by email that will outline location information and all logistics for your training.
- **Why did you choose this location?** Locations are chosen based on space, presentation needs, ease of access, cost, and schedule considerations.

Logistics

- **What is the appropriate dress code for these workshops?** For military participants it is always Airman Battle Uniform (ABU), Battle Dress Uniform (BDU), or Army Combat Uniform (ACU). For all civilians it is business casual, and we recommend you bring a light jacket or sweater in case the room is cold (we cannot control temperature at training sites).
- **Do I need to bring anything in particular to the workshop?** Beyond something to write with, not usually. Those who use CDP's online registration process may be asked to bring their confirmation letter as it contains important logistical information such as directions. Otherwise, all handouts, books and/or manuals will be provided to you the first morning of the workshop. Since we can't control the temperature at training sites, we do recommend you bring a light jacket or sweater in case it is cold in the room.

- **Will coffee, breakfast or lunch be provided?** In most workshops, no, however there is usually a place nearby to purchase food and coffee – please check with your POC.
- **What time is the workshop?** All workshops run from 0800-1630. Please be prompt, allowing yourself advance time to park, sign in, go get coffee, etc. so we can get started on time. Lunch is typically held from 1200-1300, and regular breaks are provided throughout the day at the discretion of the instructor.
- **How can I get base access for my workshop, and where do I park?** Please contact your POC for base access and parking instructions.
- **This workshop was great! How can I find out about future ones?** As new workshops are arranged they are posted on CDP's website: <http://deploymentpsych.org/training/workshops>.
- **Can I have an extra set of materials for my colleague?** Sorry, materials are intended for only those that attend our trainings.

Travel

- **If travel is covered by CDP for this workshop, how does that work?** When travelers have received an invitation from the CDP to attend the workshop with their travel fully funded, first as directed they should send their information for either the Cross-Org or ITO (Invitational Travel Order). All forms are filled out and sent along for signatures. Anyone with a Cross-Org gets their LOA (Line of Accounting) put into DTS (Defense Travel System) so they can make their travel arrangements. If a traveler has an ITO, more approval signatures are gathered and the forms are sent to the traveler, at which time they can call SATO to book their flight. ITO travelers using SATO have their flights billed directly to the CDP, but must pay for everything else up front (hotel, food) and get reimbursed for those expenses after the trip is over.
- **How do I create the travel order in DTS?** Your travel administrator is the best person to help with all your DTS needs, but please see www.nps.edu/Services/Travel/Documents/DTS_User.pdf if you have any other questions.
- **Where is my Line of Accounting (LOA)?** Your LOA is located on your Cross-Org that will be sent to you once it has been processed. It is recommended that you send the document to your travel administrator as soon as you receive it from the CDP.
- **Should I save my receipts?** It's always a good idea to save all receipts for anything related to your workshop travel.
- **I have an ITO. Can I book my own flight instead of using SATO?** Absolutely, and then you can submit your flight expense along with all your other expenses for reimbursement after the workshop is completed. However, you must first check with CDP staff for your maximum ticket cost, and then must book your flight directly with a major airline (and not through consolidators such as Orbitz, Expedia, or Travelocity - those tickets will not be reimbursed).
- **Why is SATO used to book flights?** The military has arrangements with SATO so that reimbursements go directly to the traveler.
- **When will I receive reimbursement for my travel?** After the workshop, those with an ITO fill out a paper voucher that gets submitted to the CDP along with all their receipts, and reimbursement occurs approximately one month later. Those in DTS can usually submit expenses electronically within DTS, and the reimbursement process length depends on their command. For information regarding DTS reimbursement, please go to the website www.nps.edu/Services/Travel/Documents/DTS_User.pdf and start on slide 74.
- **Can I rent a car when I travel to a CDP-funded workshop?** Generally no, as all workshops are held at locations convenient to public transportation and nearby hotels.
- **But can I drive instead of flying?** Sure, if you use your own car. You will be reimbursed for mileage only, and you must check with CDP staff in advance to determine the maximum amount covered (the amount will equal the maximum set cost for flights).