

**Center for Deployment Psychology:  
Military Evidence-Based Psychotherapy (EBP) Workshop FAQs**

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Continuing Education Credits (CEs)/Certificates

- **How many CEs will I earn?** Our EBPs typically offer 14 credits when sponsored by CDP. Please refer to the CE memo and/or the EBP flyer which spells out the exact number provided for full attendance (partial credit is not offered). If you are not a psychologist or social worker, you are still welcome to participate and arrange for your own credits through your licensing board or state agency. Please note our military EBP trainings are meant for providers with a clinical caseload.
- **I am a M.D., will I receive CMEs?** We are not able to provide CMEs but you are welcome to arrange for your own through your licensing board (we are unable to help with this process).
- **What is the process to get CEs?** For on-site workshops, there will be sign-in sheets on both days and you must legibly sign in and out each day where indicated. At the completion of day two you must fill out the CE evaluation and give it to the instructor, who will verify that you signed in/out each day as required and then hand you a CE certificate on-site (occasionally they are emailed a week or two later). Partial credits are not offered so you must attend the full two days, and sign in/out only for yourself. The sign-in sheets are considered affidavits of attendance.
- **Can I give an anonymous evaluation for the EBP training?** We send out a webinar evaluation following a webinar, followed by an anonymous post-survey. Whether commenting on either one, we always appreciate your honest feedback and take all comments into consideration to improve future trainings.
- **Does the CDP offer certification for EBP trainings?** No, we do not offer certification.
- **I took an EBP workshop with you in the past when there was a different credits administrator, and now I have questions about those CEs. Who should I talk to?** Most EBP workshops that the CDP held prior to September 2019 were through PESI, so please contact their credits administrator (be sure to provide the topic, date, and location of the workshop): Lori Manning at 800.647.8079 x5257 or Deanna Cantley at 800-647-8079 x8178. If your info is not in their files then the credits may have been through another entity – in that case, contact Kris Hannah for details at [kristin.hannah.ctr@usuhs.edu](mailto:kristin.hannah.ctr@usuhs.edu).

Cost

- **What does the military EBP workshop cost?** It's free! The training, handouts, and CEs are completely covered by our DoD funding for this program. PE/CPT manuals plus any participant travel or expenses must be self-funded. More details about manuals will be given once registered.

Eligibility to Attend

- **Who is allowed to attend this workshop?** All Tri-Service Active Duty, DoD-GS, and DoD-contractor behavioral health providers with a clinical caseload of Service members on a military base are allowed to attend these workshops. Nurses, nurse practitioners, clinical nurse specialists may attend as well if they provide conventional psychotherapy. If you have a military email address (.mil) and fit this description, generally you are eligible. Currently we are unable to accommodate non-DoD providers at military-specific EBP workshops (such as VA, TRICARE, or other community clinicians), but encourage all others to check our website training schedule for publicly-offered EBP webinars.
- **If I am a military/DoD behavioral health clinician and can't attend this workshop, where can I find other training events?** Please visit <https://deploymentpsych.org/training> for a schedule of our upcoming trainings. You are eligible to attend any publicly-offered webinar you see there.
- **I know someone who isn't a behavioral health professional but is fascinated in this subject and wants to be supportive to the military, can they attend?** Only behavioral 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. However, please see our website for on-demand trainings, found here: <https://deploymentpsych.org/content/self-paced-elearning-courses>.

- **If I am a military intern/resident/behavioral health tech and can't earn the CE credits for this EBP workshop, may I attend anyway?** We have limited seats available for senior-level techs, residents and interns, so please contact Ms. Kris Hannah for more information at [kristin.hannah.ctr@usuhs.edu](mailto:kristin.hannah.ctr@usuhs.edu). If approved, you must register with the understanding that this is intensive clinical training (including role-playing), and the full two days attendance and participation will be required. Further, you must still fill out all CE paperwork even if you're not seeking 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> for more information.
- **I can't attend the workshop but know others that might be interested, may I pass them the information?** Absolutely! We encourage all eligible behavioral health providers to share information about our military EBP workshops, whether by forwarding our flyers or by passing along our frequently-updated website training schedule: <https://deploymentpsych.org/training>.
- **I am a civilian TRICARE provider, may I attend this military-specific training?** Currently our EBP workshops at or for military installations are for Active Duty/DoD-GS/DoD-contractor clinicians as described in detail above. Please consider attending an EBP training from our standard webinar program which is held year-round and always open to civilian providers – the schedule is found at <https://deploymentpsych.org/training>.
- **I am a VA clinician, may I attend the EBP training?** Our EBP trainings for military installations are for Active Duty/DoD-GS/DoD-contractor clinicians as described above. We recommend you contact your VISN or EBP Coordinator further for training opportunities, or attend one of our public EBP webinars as described above.
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#### How to Register

- **Is there a registration link, and how do I get it?** To register for a military EBP workshop you must reach out to the point of contact (POC) directly, follow the registration link on the original EBP workshop advertisement you've received, or register via the CDP website listing for that date. Dates are posted to the website once arrangements are finalized.
- **Why can't you register me if I email you?** We do not have the manpower to manually register interested providers, so please register via the website link or through your designated site POC.
- **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 trainings and limited space, we cannot hold a tentative registration for you. If you do register but can't attend, please let us know immediately so someone else can have your space.
- **The military EBP workshop has filled up and registration has closed. Is there a waiting list you can add me to?** Please talk to your POC about a waiting list. Typically a waiting list will be started and should a seat become available, you will be notified. In the meantime, to sign up for notifications about our public EBP program for both military and civilian providers, you can submit your contact info here: <https://deploymentpsych.org/CDP-MED-Opt-In>. Public webinar registrations typically open 90 days prior to a training date.
- **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 military-specific workshops?** We do not have a mailing list for military workshops/webinars but you can usually find those listed on our website's training calendar. To sign up for notifications about our public EBP program which allows unlimited civilian providers, however, you can submit your contact info here:

<https://deploymentpsych.org/CDP-MED-Opt-In>. Those webinar registrations typically open 90 days prior to a training date.

- **Will the training be recorded so I can watch it later?** No, we do not offer recordings of our EBP workshops whether in-person or online.
- **What if I have to cancel?** Please contact your designated POC or Kris Hannah at [kristin.hannah.ctr@usuhs.edu](mailto:kristin.hannah.ctr@usuhs.edu) immediately to cancel so they may offer your space to another provider.
- **Can you tell me more about your “public EBP program”?** Our EBP topics are held multiple times throughout the year as webinars. All CDP training opportunities can be found at <https://deploymentpsych.org/training>, and the list is regularly updated as dates are arranged. Public EBP webinars are open to both military and civilian providers, provide the exact same training as on-site military webinars, and require a \$45 fee to cover CE costs. Every topic offered is time-shifted at least once each year to better accommodate participants from the West Coast. Please submit your information here to be notified when the next one opens: <https://deploymentpsych.org/CDP-MED-Opt-In>. Webinar registrations typically open 90 days prior to each training, and these are popular so we strongly recommend registering immediately for anything of interest that you see. Registration links for this program will always be listed on the website when opened. Webinar platforms for public trainings include Zoom and Second Life, and specific information about each will be found in its registration information on our website.

#### Location

- **When will I receive location information for my military EBP workshop?** The POC for your EBP training will provide specifics for you, or you may find information on the original advertising flyer.
- **Why did you choose this in-person location?** Locations are chosen based on space, availability, technical needs, ease of access, cost, and schedule considerations. We work closely with the POC and location to arrange for appropriate seating and technical arrangements. Please note we aren't always able to control the temperature in the room.

#### Logistics

- **What is the dress code for in-person EBP workshops?** For military participants it is always Airman Battle Uniform (ABU), Army Combat Uniform (ACU), or Navy Working Uniform (NWU). For civilians it is business casual. Please note the training location temperature can't always be adjusted, so dress in layers and bring a sweater or jacket if needed.
- **Do I need to bring anything to the workshop?** If you are taking PE or CPT, please bring the manual you have acquired in advance. All other training materials 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. If you bring a laptop or anything of value, please take it with you during the lunch hour as there is no guaranteed staffing provided in the training room during breaks.
- **Will coffee, breakfast or lunch be provided?** CDP is unable to provide beverages or food service, however there is usually a place nearby to purchase food and coffee – please check with your POC. Some training locations may have restrictions on bringing food/beverages into the room – your POC will have this information.
- **What time is the workshop?** All military EBP workshops or webinars run from 0800-1630 unless otherwise stated. Please be prompt, allowing yourself advance time to park, sign in, leave to get coffee, etc. so we can get started on time. Lunch is typically held from about 1200-1300, and regular breaks are announced throughout the day by the instructor. The agenda for your training is found in your CE advertising memo.
- **What if I need to leave early?** In order to receive credits for the training, you must attend the full two days and complete an evaluation distributed at the end of the last day to receive your CEs. Please see the first section of this FAQ for more details about CEs and attendance. Should you

have an unforeseen emergency that requires your early departure during a training, please let the instructor or CDP staff know immediately.

- **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 EBP workshops are arranged they are posted on CDP's website: <https://deploymentpsych.org/training>. As with the majority of military EBP trainings these are all free and include CEs, but any travel or expenses must be self-funded.
- **Can I have an extra set of materials for my colleague?** Sorry, materials are intended for only those that attend our trainings.

#### Cancellations/Postponements

- **What is your inclement weather or cancellation policy for in-person workshops?** EBP workshops are rarely canceled, but if that becomes a necessity then all registered participants will be notified via email immediately at least 24 hours in advance by either the POC or CDP directly. If bad weather is predicted or a specific event happens that may require cancellation of a workshop (such as a state funeral), we will make every effort to keep all registrants immediately informed of our plan.
- **What about COVID-19 considerations?** In-person workshops will only be held when deemed safe for both the trainer and attendees, and those will follow standard COVID-19 restrictions such as face masks, social distancing, etc. If an in-person military EBP workshop is arranged while COVID-19 is still a risk, we will also arrange a backup option for it either in the form of a future webinar or future in-person workshop (those details will be discussed on a case-by-case basis). A safety assessment will be done about 4-6 weeks prior to the workshop, and if postponement is necessary we will notify all registrants immediately.

#### Accessibility

- **I require specific aids or services per the Americans with Disabilities Act, whom do I speak to regarding assistance?** Please contact your POC directly or Kris Hannah immediately to discuss your specific needs ([kristin.hannah.ctr@usuhs.edu](mailto:kristin.hannah.ctr@usuhs.edu)).