

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

Continuing Education Credits (CEs)/Certificates

- **How many CEs will I earn?** Please refer to your CE ad statement from PESI, Inc. that spells out the exact number of CEs you will earn for your specific discipline at this workshop. Your workshop POC can provide this ad statement to you. Our credits are accepted by professional licensing organizations such as APA and ASWB. If your discipline is not listed on the CE ad statement then we are unable to provide CEs directly, but you are welcome to participate and arrange for your own credits through your licensing board or state agency. Please note our workshops 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 or other sources (we are unable to help with this process).
- **What is the process to get CEs?** For each day of the workshop there will be a PESI sign-in sheet for CEs (separate from CDP sign-in sheets) on which you must write a legible email and check the box indicating whether you want CEs or not. Please remember to bring your professional license number with you if possible. At lunchtime each day you will need to initial yourself back in on the appropriate area of the sign-in sheet. At the end of the workshop you must then fill out the PESI evaluation and leave it with the instructor. Partial credits are not offered, so you must attend the full two days and all participants must sign in only for themselves. Please print legibly. Approximately 4 weeks following a training, PESI will send your CE certificate via email (keep an eye on your spam folder just in case!)
- **I signed in both days but forgot to initial myself back in after lunch, what should I do?** If PESI sees that you wanted credits but didn't provide initials after lunch, they will need to send you an affidavit for you to certify your full presence at the workshop. Note this will significantly delay receipt of your CE certificate.
- **Can I give an anonymous evaluation for the EBP training?** We send out an online post-survey following a workshop in which you may rate things anonymously. Whether this way or on the PESI evaluation, we always appreciate your honest feedback and take all comments into consideration to improve future workshops.
- **Will I receive a completion certificate?** A few days after the workshop you will be emailed a link to a short online post-survey, and after completion you will be redirected to a simple Completion Certificate to print for your training files. It does not list any CE information – CE certificates will come separately as stated above.
- **When will I receive my CE certificate?** Certificates from PESI 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!
- **It's been a month and I haven't received my CE certificate, how can I get it?** If 4-5 weeks has passed since your workshop and the certificate still hasn't arrived, first check your spam folder then contact our PESI credits administrator Bridget Schaub at bschaub@pesi.com, letting her know the date and location of the workshop you attended. Note that PESI charges full price to issue previously unrequested credits.
- **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, PESI charges a \$10 fee to reissue certificates, and full price to issue previously unrequested credits.
- **Does the CDP offer certification for EBP trainings?** No. We do offer a Certificate of Completion to add to your training files.
- **I have more questions, who can I talk to about CEs?** Please contact our PESI credits administrator Bridget Schaub at [800-844-8260 x8204](tel:800-844-8260) or bschaub@pesi.com with CE questions only. For questions regarding workshop logistics, please contact your POC. For questions regarding future trainings, please refer to CDP's website.

Cost

- **What does the EBP workshop cost?** It's free! The training, materials, and CEs are completely covered by our DoD funding for this program. Any participant travel or expenses must be self-funded.

Eligibility to Attend

- **Who is allowed to attend this workshop?** All Tri-Service Active Duty/DoD-GS/DoD-contractor behavioral health providers with a clinical caseload of Service members on a military base are allowed to attend any of these workshops. Nurses, nurse practitioners, clinical nurse specialists may attend as well if they meet this criteria. Once the minimum number of participants has been met, occasionally a limited number of seats may be available to non-DoD-affiliated providers such as VA or TRICARE clinicians.
- **If I am a military/DoD behavioral health clinician and can't attend this workshop, where can I find other training events?** Please visit <http://www.deploymentpsych.org> for a schedule of our upcoming workshops.

- **I know someone who isn't a behavioral health professional but is fascinated in this subject and wants to support 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.
- **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 khannah@deploymentpsych.org. If approved, you must register 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 PESI 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>.
- **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 workshops, whether by forwarding our flyers or by passing along our frequently-updated website training schedule: <http://www.deploymentpsych.org/workshops>.
- **I am a civilian TRICARE provider, may I attend the training?** Our workshops are primarily for Active Duty/DoD-GS/DoD-contractor clinicians as described in detail above, but occasionally we may have a limited number of seats available to TRICARE providers. Please contact Ms. Kris Hannah at khannah@deploymentpsych.org for more information. Should you be unable to attend the training, please consider attending one of our EBP webinars as described below.
- **I am a VA clinician, may I attend the EBP training?** Our workshops are primarily for Active Duty/DoD-GS/DoD-contractor clinicians as described above, but we may have a limited number of seats available to VA clinicians. Please contact Ms. Kris Hannah at khannah@deploymentpsych.org for more information (CPT workshops in particular have strict requirements for all VA providers). Should you be unable to attend our training, we recommend you contact your VISN or EBP Coordinator further for training opportunities, or attend one of our EBP webinars as described below.
- **Do you offer online EBP trainings?** We do! Various webinars including 5 EBP topics are also held throughout the year. All CDP training opportunities can be found at <http://deploymentpsych.org/training> - this list is regularly updated. EBP webinars are open to both military and civilian providers, provide the exact same training as on-site workshops, and require a \$45 fee to cover CE costs. Please submit your information here to be notified when the next one opens: <http://eepurl.com/0X4HX>. Webinar registration opens about 45 days prior to each training, and these are popular so we strongly recommend registering immediately for anything of interest that you see. In general, webinar platforms include Second Life and Adobe Connect, and specific information about these will be found in registration information via our website.

How to Register

- **Is there a registration link, and how do I get it?** To register for an-onsite workshop you must contact either the point of contact (POC) directly or follow the registration link on the original EBP workshop advertisement. If you can't find it in those places then contact Ms. 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 – usually 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 more efficient 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, immediately let us know you can't attend so someone else can have your seat.
- **The 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. If CDP is running registration, typically a waiting 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 EBP trainings that have been arranged: <http://www.deploymentpsych.org/workshops>.
- **Will the training be recorded so I can watch it later?** No, we do not offer recordings of our EBP workshops.

Location

- **When will I receive location information for my workshop?** The POC for your EBP 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, availability, presentation 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 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 in particular to the workshop?** Beyond a pen and your provider license number, there's usually nothing else required. All 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, please take it with you during the lunch hour as there is no guaranteed staffing provided in the training room at that time.
- **Will coffee, breakfast or lunch be provided?** Not for the majority of EBP workshops, 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 workshops run from 0800-1630. 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.
- **What if I need to leave early?** In order to receive credits for the training, you must attend the full two days and fill out a paper evaluation distributed at the end of the last day. Please see the first section of this FAQ for more details about CEs. 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: <http://www.deploymentpsych.org/workshops>. As with the majority of CDP 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.
- **What is your inclement weather or cancellation policy?** 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 that may require cancellation, we will make every effort to keep all registrants informed well in advance as to our intentions.

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.