Service Fee Pricing FAQ

1) What does it mean to co-sponsor an event?
A co-sponsored event is an event that is generated by another department or organization, and the Institute for Professional & Continuing Studies (IPCS) is asked to contribute by offering continuing education credit. The amount of work that IPCS is asked to provide will determine the fee structure.

2) What is the most inexpensive fee and minimum amount of work IPCS can provide?
At a minimum, IPCS can just handle the continuing education credit at an event; this includes getting the event reviewed by the CE Approval Committee, sending evaluations, and creating and distributing certificates to attendees that request continuing education credit. The department or organization sponsoring the event would be responsible for managing registration, creating promotional materials, promoting the event, and paying the presenter. Please note that if you are choosing to manage your own registration page and/or create your own promotional materials, the registration page and all promotional materials must be reviewed and approved by IPCS before an event is promoted. IPCS will also need to add required language regarding continuing education approval.

A breakdown for the minimum fee(s) for each type of event is provided below.

If it’s a co-sponsored event charging admission, the following minimum fee would apply (see pg. 2 for more information):

- **10% of Gross Revenue**: Covers review of event by committee, creating and sending evaluations, creating and distributing certificates, creating registration page and handling registration, creating promotional materials, and creating sign-in sheet for event.

If it’s a conference, the following minimum fees would apply (see pg. 3 for more information):

- **$25 Review Fee per Workshop Reviewed**: Covers review of workshop(s) by committee. The fee is charged for each workshop that is reviewed.

- **$10 CE Processing Fee per Attendee Requesting CE Credit per Workshop**: Covers sending evaluations and creating and distributing certificates to attendees that request continuing education credit. Continuing education certificates are distributed for each individual workshop, so the fee is charged per workshop attended for participants receiving credit. Participants not receiving credit will not be charged the fee. The fee can be paid by the attendee or the department or organization sponsoring the conference.

3) What are the fees paying for?
The minimum fees, the Review Fee and the CE Processing Fee, cover the basic support needed to offer continuing education credit at an event. The Review Fee covers the operational support needed to organize the event information and send it to the committee for review to ensure it meets the criteria
standards outlined by the American Psychological Association and state of Illinois. The CE Processing Fee covers the operational support needed to create, distribute, and track completion of the evaluations as well as the operational support needed to create and distribute continuing education certificates.

The optional fees identified below cover the additional operational support for an event. These fees are not required to offer continuing education credit at an event, and departments or organizations are only charged these fees if additional support is requested. The department or organization can choose to handle these processes, and therefore, would not be charged the additional fees.

4) If I'm creating my own promotional materials and registration page, why am I required to have them approved by IPCS before I can promote the event?

You are required to send all promotional materials and the registration page to IPCS for review before an event is promoted. The American Psychological Association (APA) and the state of Illinois have specific requirements about the information that is provided to participants. IPCS is responsible for ensuring these requirements are followed for all continuing education events; not following these requirements can result in our approval status not being renewed. IPCS also needs to add the APA Approved Sponsor Logo and required disclaimers. There is no additional fee for reviewing these materials.

5) What if I can't find a package on the service fee list that works for my event?

If the packages identified on the service fee lists do not offer the support needed for your event, you can work with IPCS to create an á la carte package.

6) What if I am planning to offer an event that is free to attendees?

If you are an internal department at TCSPP, there is no charge for an event that is free to attendees. If it is an external event that is free to attendees, you can work with IPCS to arrange an agreement.

7) What's the difference between CEs and CEUs?

The term “CEs” refers to continuing education credits earned by psychologists. To offer CE for psychologists, programming must follow the criteria established by the American Psychological Association (APA). Most licensing boards accept Continuing Education Credits sponsored by APA; non-psychologists are recommended to consult with their specific state-licensing board to ensure that APA-sponsored CE is accepted.

The term “CEUs” refers to continuing education units earned by mental health disciplines including LCPCs, LCSWs, and MFTs. Programs offering CEUs for LCPCs, LCSWs, and MFTs at The Chicago School of Professional Psychology follow the criteria outlined by the Illinois Department of Financial and Professional Regulation (IDFPR) and the California Board of Behavioral Sciences (BBS).