

APA Continuing Education (CE) Policies & Disclosures

Cognitive Leap Solutions, Inc.

APA CE Sponsor Statement

Cognitive Leap Solutions, Inc. is approved by the American Psychological Association to sponsor continuing education for psychologists. Cognitive Leap Solutions, Inc. maintains responsibility for this program and its content.

Target Audience

This continuing education program is intended for licensed psychologists and other professionals interested in advancing their knowledge and professional competencies in psychology and related fields. Participants may include psychologists, mental health clinicians, counselors, social workers, researchers, educators, and graduate-level trainees in psychology or related disciplines.

Conflict of Interest Disclosure

Albert “Skip” Rizzo, PhD, serves as Chief Science Officer of Cognitive Leap Solutions, Inc., the organization sponsoring this continuing education activity, and will serve as the instructor for this course.

This professional role represents a potential financial or organizational relationship with the sponsor of the program. This relationship has been disclosed to participants in accordance with the continuing education policies of the American Psychological Association.

All individuals involved in the planning, development, and delivery of this continuing education activity have disclosed any relevant financial relationships. Any potential conflicts of interest have been reviewed and managed to ensure that the educational content remains balanced, objective, and evidence-based.

Attendance & CE Credit Requirements

Participants who wish to receive continuing education (CE) credit must complete all course requirements.

For **live online programs**, participants must attend the entire session and remain logged into the online meeting platform (e.g., Zoom) for the full duration of the program. Attendance may be verified through the online meeting platform or other attendance monitoring methods.

For **recorded or on-demand programs**, participants must view the full course recording and complete any required course components.

Participants must complete the required **post-course evaluation** and any **knowledge assessment** associated with the course.

To receive CE credit, participants must achieve a **passing score of 70% or higher** on the assessment. Participants are permitted **up to three (3) attempts** to successfully pass the assessment.

CE certificates will be issued only after all program requirements have been successfully completed. Participants who do not meet the attendance, completion, or assessment requirements will not be eligible to receive CE credit.

Cognitive Leap Solutions maintains responsibility for verifying participant completion of program requirements and issuing CE certificates in accordance with the continuing education policies of the American Psychological Association.

Payment and Refund Policy

Full payment is required at the time of registration in order to secure a participant's place in this continuing education program.

Participants who are unable to attend the program may request a refund by submitting a written request via email to the program administrator.

Refund requests received **at least seven (7) days prior to the scheduled program date** will be eligible for a **full refund of the registration fee**. Refund requests received **within seven (7) days of the program start date** are generally **not eligible for a refund**.

Failure to attend the program without prior notice will be considered a **no-show and is not eligible for a refund**.

If the program is canceled by Cognitive Leap Solutions, participants will receive a **full refund of the registration fee**. Participants will be notified as soon as possible if cancellation or significant changes to the program occur.

Approved refunds will typically be processed within **10–14 business days** using the original payment method whenever possible.

Refund requests should be directed to:

Email: info@cognitiveleap.com

Grievance Procedure

Cognitive Leap Solutions, Inc. is fully committed to conducting all continuing education activities in strict conformance with the Ethical Principles of Psychologists established by the American Psychological Association. Cognitive Leap Solutions complies with all legal and ethical responsibilities to ensure that program activities, promotional materials, and the treatment of participants are conducted in a fair, professional, and non-discriminatory manner.

Although every effort is made to provide a high-quality educational experience, participants may occasionally have concerns or complaints related to a continuing education activity. This grievance procedure provides a process for addressing such concerns.

When a participant submits a grievance, either orally or in writing, and expects action regarding the complaint, the following procedures will apply:

1. Grievances related to speakers or presentation content

If the grievance concerns a speaker, the content presented by a speaker, or the style of presentation, the participant will be asked to submit the complaint in written format. The program administration will review the complaint and may share the comments with the speaker while maintaining the confidentiality of the individual submitting the grievance.

2. Grievances related to workshop content or delivery

If the grievance concerns a workshop offering, including the content, level of instruction, or the delivery format of the program, the program administration will review the complaint and determine appropriate actions. If the participant requests action, the administration may take steps to address the concern, which may include remedial actions such as program adjustments or issuing a refund when deemed appropriate.

3. Grievances related to the continuing education program

If the grievance concerns the Cognitive Leap continuing education program in general, the program administration will review the concern and attempt to resolve the matter in a fair and timely manner.

4. Conflict of interest in grievance review

If a grievance involves an individual responsible for reviewing grievances, that individual will not participate in the grievance review process until a decision has been reached.

Grievance Contact

All questions, concerns, or formal complaints regarding continuing education activities should be directed to:

Lauren Stockly

Cognitive Leap Solutions, Inc.

Email: lauren@cognitiveleap.com

Participants may submit grievances by email, and written documentation of grievances will be maintained for program records.

ADA / Accessibility Statement

Cognitive Leap Solutions is committed to providing equal access to its continuing education programs.

In accordance with the **Americans with Disabilities Act (ADA)**, reasonable accommodations will be provided to participants with disabilities who require assistance to participate in this educational activity.

Participants who require accommodations should contact the program administrator as early as possible to allow sufficient time for appropriate arrangements.

Accommodation requests may be sent to:

Email: info@cognitiveleap.com