

Iowa Association for Play Therapy

Policy and Procedures Concerning Potential Conflicts of Interest

As an Association for Play Therapy (APT) approved provider of continuing education, the Iowa Association for Play Therapy (IAPT) is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery, and evaluation of continuing education. Consistent with concepts outlined in the APT Play Therapy Best Practices standards, potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair their objectivity, competence, or effectiveness.

Potential Conflicts of Interest in the Planning of Continued Education

The IAPT Board is responsible to identify, declare, and resolve any potential conflict of interest IAPT may have in offering any specific program of continuing education. In the event of a potential conflict of interest, the IAPT Board will assume responsibility to resolve the potential conflict.

IAPT requires that professionals participating in the planning of continuing education identify any potential conflict of interest they may have in the review, selection, development, delivery, or evaluation of that program and disclose the conflict or recuse themselves from any decision-making concerning that program. In the event of a potential conflict of interest, the IAPT Board will ensure that the individual recuses themselves from the planning process.

Potential Conflicts of Interest in the Promotion of Continuing Education

When preparing promotional material for continuing education, IAPT will include information concerning any financial support, including in-kind support, provided by another party. IAPT also informs potential participants of any potential conflicts of interest an instructor may have. If there is no financial support or any potential conflict of interest or commercial support, IAPT will ensure that this is clearly stated in the promotional material. If information about financial support or any potential conflict of interest is not included in the promotional material prepared for continuing education, IAPT will clearly indicate how a potential participant can secure that information.

Potential Conflicts of Interest in the Delivery of Continuing Education

IAPT requires that there is a process to clearly describe any financial support for a continuing education program at the time the continuing education program begins. Any other relationship that could be reasonably construed as a conflict of interest will also be disclosed. If there is no financial support or potential conflict of interest, IAPT will ensure there is a process (e.g. a designated individual or a slide at the start of the presentation, documentation in materials) to clearly state any potential conflicts at the time the continuing education program begins.

Grievance Policy

While IAPT goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, it recognizes that complaints do and will arise. IAPT will do its best to anticipate problems and, when they do present themselves, will attempt to alleviate complaints as quickly as possible.

When a complaint, either verbally or written, is filed with either the President of the Board of IAPT or the Chair of the Training & Conference Committee the following guidelines are followed with respect to achieving resolution:

1. Complaints relative to a speaker or workshop leader, contents of instructional materials being presented, or an individual educational style being utilized, the individual voicing disapproval is requested to first address concerns to the presenter. If the presenter is not available, the complainant will be directed to place their comments in writing. The Board President and/or the Chair Training & Small Conference Committee will convey these comments to the speaker while maintaining confidentiality of the complainant.
2. If the complaint concerns a continuing education activity, its content, level of presentation, or facilities in which the event is being held, the Board President and/or Chair of the Training & Small Conference Committee will attempt to resolve the matter as expeditiously as possible. If the offered resolution (resolutions may include, but not be limited to partial/full refund of fees paid, credit toward future event, etc.) not satisfactory to the individual filing the complaint, then further action may be taken.

In the latter instance, the individual is requested to place their complaint in writing to the attention of the Board President and Chair of the Training & Small Conference Committee through the IAPT board email address at board@iowaa4pt.org. The complaint is then reviewed by the IAPT board leadership. A written response will be issued within 30 days of receipt of the written complaint.

Within 30 days of the resolution rendered, the complainant may file a written appeal to the full IAPT Board of Directors. The decision of the full Board is final.

Please contact the board at board@iowaa4pt.org for additional information.

CEs Awarded

IAPT will work to assure appropriate Continuing Education units are awarded. All workshop/conference attendees will be expected to sign into and sign out of the workshop/conference with name and time. Conference certificates will be mailed/emailed out after the conference attendee completes an anonymous evaluation. Virtual CE events will also require attendees to complete a post-test in order to receive CE credit. Play Therapy credits will not be awarded to non-mental health professionals.