# Documentation to be included in Program Brochure/Schedule

1. **Program Overview**
2. **Behavioral/Educational Objectives**

If a lecture series, overall program objectives must be included in brochure. Individual session objectives must be listed and distributed on day of session to participant and listed on evaluation forms.

1. **Target Audience**

The course is designed for…

1. **Continuing Education Information** (Wording cannot be altered in any manner)

The Department of Psychiatry University of Pennsylvania is approved by the American Psychological Association to sponsor continuing education for psychologists. The Department of Psychiatry University of Pennsylvania maintains responsibility for this program and its content. Each lecture carries (…) CE credits.

1. **Fee for Continuing Education Credit**

A $25 fee is applicable for anyone applying for APA credit.

1. **Special Needs Statement** (Wording cannot be altered in any manner)

If special arrangements are required for an individual with a disability to attend this meeting, please contact ….insert the contact person for the lecture/seminar here, with their phone numbers, so they can make the necessary arrangements… no later than two weeks prior to the lecture date.

1. **Nondiscrimination statement** (Wording cannot be altered in any manner)

The University of Pennsylvania values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities, admission policies; scholarship and loan awards; athletic or other administered programs or employment. Questions or complaints regarding this policy should be directed to the Executive Director, Office of Affirmative Action, 1133 Blockley Hall, Philadelphia, PA 19104-6021 or 215/898-6993 (Voice) or 215/898-7803 (TDD).

1. **Cancellation and Refund Policy Statement**

The Department of Psychiatry, University of Pennsylvania, reserves the right to cancel or postpone any course due to any unforeseen circumstances. In the event of cancellation or postponement, the Department of Psychiatry will refund any registration fee but it is not responsible for any related costs, charges, or any expenses to participants, including cancellation costs incurred by airlines/travel agencies.

In order to process refunds for course withdrawals, written notification of cancellation must be received two weeks prior to the lecture (subject to a service fee). No refunds will be granted thereafter.

1. **The Penn Medicine Logo**
2. Financial disclosures for each presenter should be listed on all promotional and handout materials.