

WSPA Convention Policies:

Confirmations: *Confirmations are sent by email about 7 days prior to the workshop. You must provide an email address if you would like a confirmation.*

Cancellation Policy: In order to receive a refund, cancellations and requests for refunds must be received 10 business days prior to the workshop. A refund, less a service charge of \$25, will then be remitted. No refunds will be provided if a cancellation is made within 10 business days of the workshop.

Equity Policy: WSPA seeks to promote an open, inviting and welcoming professional association and convention. We do this by offering continuing professional development and training opportunities to our members and other educators. The convention planning team is charged with selecting presenters who develop content that respects issues of diversity. Concerns with the content of any presentation should be identified on the evaluation form so that convention planners can follow up with an individual. Any concern about the interactions with individuals can also be addressed to Linda Servais, WSPA Convention Planning - lservais@horicon.k12.wi.us.

Special Needs: Convention locations are selected based on their handicap accessibility. Participants who require accommodations for special needs (e.g., physical, visual, and/or hearing impairments) should contact Linda Servais, WSPA Convention Planning - lservais@horicon.k12.wi.us. Advance notice will be required to ensure appropriate accommodations can be made.

Grievance Procedure: When a grievance arises pertaining to continuing education programs or processes, the complainant is expected to notify the conference continuing education coordinator (Rob Dixon, Continuing Professional Development - dixon.robe@uwlax.edu) either by phone or in writing, as soon as possible, so that the nature of the concern can be addressed in a timely fashion. If the grievance occurs during a workshop, an attempt will be made to resolve it immediately. If it is not resolved immediately, a response will be sent to the complainant within 30 days. All grievances will remain confidential.

Professional Development:

- The Wisconsin School Psychologists Association (WSPA) is approved by the National Association of School Psychologists (NASP) to offer continuing professional development to school psychologists and the American Psychological Association (APA) to offer continuing education for psychologists. The Wisconsin School Psychologists Association maintains responsibility for the program.
- The Wisconsin School Psychologists Association (WSPA) frequently will contract with local universities to offer graduate credit. A syllabus will be available to review the specific requirements for obtaining credit before the conference begins.
- Verification of Attendance will be available to participants that complete an entire section. You must sign in and sign out to verify your attendance. These certificates can be used for Professional Development Plans (PDPs) or other local uses.