

**Date of Approval: August 26, 2022**

**OPERATIONAL POLICY FOR ONLINE PROFESSIONAL DEVELOPMENT  
CONTENT  
ON THE APA WEBSITE**

**Purpose**

To provide guidance and direction for the hosting of online professional development content on the APA website. The online professional development content is for informational purposes only and will not count toward the continuing education requirements specified in the APA Bylaws.

**Goal**

To deliver instant and convenient access to appropriate online professional development material for APA members on core topics of practice, thereby improving the quality of service they provide their agencies, departments, clients and the public.

**1. Responsibilities**

- 1.1. The Professional Development Committee (PDC) shall be responsible for:
  - 1.1.1. Review of content submitted for online professional development on the APA website.
  - 1.1.2. Establishing and maintaining standards for approval or disapproval of online professional development content on the APA website.
  - 1.1.3. Reporting annually to the APA Board of Directors the number of submissions and acceptances.
  - 1.1.4. Coordination with the Communications and Public Relations Committee on all website technical issues.
  - 1.1.5. Establishing the organization of content on the APA website.
  - 1.1.6. Establishing mechanisms to receive and review submissions.
  - 1.1.7. Reporting the PDC decision to the author of the submission.
    - 1.1.7.1. In cases of rejection of the content, the PDC shall disclose the reason to the author.
    - 1.1.7.2. Authors may correct deficiencies identified by the PDC and resubmit the content for re-consideration.
  - 1.1.8. Periodically reviewing the accepted content to ensure it continues to represent evidence-based practices.

- 1.2. The decisions of the PDC are final and not subject to appeal.
- 1.3. The Communications and Public Relations Committee (CPRC) shall be responsible for:
  - 1.3.1. Coordination with the PDC for the organization of online professional development content.
  - 1.3.2. Establishing maximum file sizes of the submitted content.
  - 1.3.3. Establishing acceptable file formats.
  - 1.3.4. Ensuring files contain no malicious content.
  - 1.3.5. Ensuring the content is easily accessible to APA members.
  - 1.3.6. Ensuring the online professional development files do not interfere with the operation of the website.
  - 1.3.7. Safeguarding content against hacking and unauthorized copying.
  - 1.3.8. Notifying APA members of new content when it is posted.
  - 1.3.9. Notifying the APA President, Chair and President Elect when the APA website has been adversely affected by a online professional development file.

## **2. Minimum Standards**

- 2.1. Online professional development content submitted for review by the PDC for placement on the APA website shall:
  - 2.1.1. Cover practical topics such as polygraph interviewing, testing, analysis, theory, psychology, physiology, law, testimony, reporting, decision-making or other areas having a direct relationship with the practice of polygraph.
  - 2.1.2. Shall identify the author and the author's affiliation.
  - 2.1.3. Present only evidence-based practices.
  - 2.1.4. Become the intellectual property of the APA if accepted by the PDC.
  - 2.1.5. Include a disclaimer that clearly states the presentation does not necessarily represent the position or views of the APA.
  - 2.1.6. Not promote practices that are in conflict with the APA Bylaws or Standards of Practice.
  - 2.1.7. Not include ad hominem criticism.
  - 2.1.8. Not promote any products, services or providers.
  - 2.1.9. Not include opinions for which the author(s) would not be qualified by a proper educational background (e.g., law, psychiatry, etc.)
  - 2.1.10. Not use the APA logo.
  - 2.1.11. Shall be in English.
    - 2.1.11.1. Other languages are permitted when a separate English-language

version accompanies the submission.