

Division of Industrial-Organizational Psychology (DIOP)

Continuing Education (CE) Requirements

1. Objectives and Principles of DIOP CE Requirements

1.1 As Psychologists and DIOP Members, we hold an ethical duty to remain abreast and updated of developments within our field (HKPS, 2012, Principle B, Competence), which means adhering with the Society's policies on continuous education and seeking out regular opportunities to engage in continuous learning.

1.2 The DIOP CE encourages continuous professional development of DIOP members in their knowledge and practice of industrial-organizational psychology through planned and purposeful CE activities, deemed important to maintain and enhance the quality of services provided to the clients,

1.3 DIOP CE activity can be broadly defined as any activity that is directly related to the maintenance and enhancement of DIOP members' professional knowledge, competence, and skills in industrial-organizational psychology. DIOP CE activity could be related to, but not limited to, the following areas and topics: selection & assessment; training & development; performance appraisal & career development; coaching, counselling & mentoring; organizational development & change; occupational health & safety. Broader topics related to psychology or HR could also be regarded as DIOP CE activities, subject to the approval by DIOP CE Committee.

1.4 DIOP CE requirement is mandatory and a prerequisite for DIOP full members to renew their membership annually. DIOP full members who have reached the retirement age of 60 are exempted from the CE requirement. DIOP affiliate members are not required to fulfil such requirements.

2. Vetting of DIOP CE Activities

2.1 CE activities can be those organized internally by DIOP or externally by other organizers, training providers and/or speakers.

Events organized by HKPS and DIOP are recognized as DIOP CE activities.

Events organized by the professional bodies/associations below are recognized as DIOP CE activities:

- American Psychological Association (APA)
- British Psychological Society (BPS)
- Australian Psychological Society (APS)
- Singapore Psychological Society (SPS)
- Chinese Psychological Society (CPS)

- Macau Psychology Association (MPA)
- Taiwan Psychological Association (TPA)
- National Board for Health & Wellness Coaching (NBHWC)
- European Association of Work and Organizational Psychology (EAWOP)
- International Society for the Study of Work & Organizational Values (ISSWOV)
- National Career Development Association (NCDA)
- International Coaching Federation (ICF)

2.2 As a member of the HKPS Continuing Education Committee (CEC), the DIOP CE Committee is responsible for vetting other external CE providers and activities. Approval of other external DIOP CE activities is based on the following criteria:

- The organizers, training providers and/or speakers must be of good standing in the local and/or international community and have the knowledge, experience, qualifications or other credentials that are necessary to provide the proposed CE event to industrial-organizational psychologists.
- The contents of the proposed CE event should be instrumental to industrial-organizational psychologists' professional development.

Organizers, training providers or speakers may apply to HKPS CEC to seek prior recognition of CE activities: https://www.hkps.org.hk/en/education/application_for_approval_as_a_ce_activity/.

For DIOP Members plan to attend CE events not organized by the HKPS or DIOP or the above listed organizations:

- Activities must be reviewed by the DIOP CE Committee to be eligible for CEU.
- DIOP encourages Members to submit a vetting form at least 2 weeks in advance of an events commencement. If not possible, DIOP will accept CEU vetting forms no later than 2 weeks after an events completion, and pending submission of proof of enrolment, syllabus and completion certificate.
- Unrecognized / unvetted activities will not be counted as DIOP CE activities.

3. CE Units Allocation of DIOP CE Activities

3.1 The following table indicates the number of Continuing Education Units (CEUs) that may be accepted in various activities:

<i>Activity</i>	<i>CEUs</i>	<i>Records of evidence</i>
1. Attending events which are organized by HKPS, DIOP or major organizational psychology related organizations	<ul style="list-style-type: none"> – 1 CEU per hour – 3 CEU per half day – 6 CEU per day 	– Confirmation / certificate of attendance
2. Attending events which are pre-vetted by HKPS or DIOP CE Committee	<ul style="list-style-type: none"> – 1 CEU per hour – 3 CEU per half day – 6 CEU per day 	– Confirmation / certificate of attendance

3. Enrolling in a programme of study leading to a relevant degree / diploma in an area relevant to IO Psychology	– 1 CEU per credit	– Transcript for each semester – Diploma / certificate – Enrollment confirmation – Handbook or web information about the programme
4. Enrolling in online course in an area relevant to IO Psychology	– 2 CEU per course	– Confirmation / certificate of completion – Web information about the programme
5. Writing for publications	– 3 CEU per news / magazine article – 10 CEUs per journal article / book chapter – 20 CEUs per book	– Abstract of the article, chapter or book – Web link to the article or book
6. Being a speaker on IO Psychology related topic <i>(Note: Commercial or promotional activities, e.g., promoting about own products, workshops, etc., would not be counted. Paid job as a speaker, e.g., paid teaching job, would not be counted.)</i>	– 4 CEUs per event (less than 2 hours) – 8 CEUs per half-day event – 16 CEUs one-day event	– flyer or web information about the activity – Proof of invitation
7. Being a mentor in DIOP Mentorship Program	– 6 CEU per year	– Nil (DIOP will have the record)
8. Being a mentor in other Mentorship Programs	– 6 CEU per year	– Proof of the Mentor's role (e.g. email from relevant organization confirming the Mentor's role)
9. Listening to DIOP's In-Conversation series	– 1 CEU per episode	– Reflection piece (minimum 250 words)

3.2 The records of evidence listed in the above table serve as illustrative examples. As a general guiding principle, members should keep records and information that help to (1) prove their attendance at the activity, (2) illustrate the contents of the activity, and (3) illustrate the credibility of the organizers / training providers / speakers.

4. Requirements of DIOP CE

4.1 A CE cycle coincides with every financial year (i.e. 12 months from every April to the next March). For existing DIOP full members, the cycle begins on the 1st of April each year. For new DIOP full members, the cycle begins on the upcoming 1st of April after admission to membership.

4.2 A minimum of 6 CEUs are required within each CE cycle. Members can accumulate and carry forward extra CEUs to the next year (and for one year only). For example, if a member

accumulates 15 CEUs in 2020, after deducting the 6 CEUs required for 2020, he/she can carry forward the extra 9 CEUs to 2021. Assuming he/she does not accumulate any additional CEUs in 2021, after deducting the 6 CEUs required for 2021, he/she should have 3 CEUs left (carried forward from 2020), yet these 3 CEUs will expire by 2021 and cannot be further carried forward to 2022.

4.3 DIOP members should input their CE activities and submit relevant documents via the [DIOP CE online platform](#), within the CE cycle

4.4 At the end of each CE cycle, DIOP CE Committee will audit evidence of CE activities from at least 5% of DIOP's Members. Members who have not fulfilled the DIOP CE requirement or who fail to pass DIOP CE Committee's review will be given an opportunity to fulfil the CE requirement in the following CE cycle while subject to compulsory review of their CE records.

4.5 Members who have not fulfilled the DIOP CE requirement and/or fall short of DIOP CE Committee's audit of CE records for two consecutive CE cycles, will lose their DIOP full membership status.