

## **Division of Industrial-Organizational Psychology (DIOP)**

### **Continuing Education (CE) Requirements**

#### **1. Objectives and principles of DIOP CE Requirements**

With the ultimate objective of encouraging DIOP members to maintain and enhance the quality of services provided to the clients, the DIOP CE aims to encourage further professional development of DIOP members in their practice of industrial-organizational psychology through planned and purposeful CE activities.

DIOP CE activity is 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.

DIOP CE requirement is mandatory for DIOP full members to fulfill in order to renew their membership. DIOP full members who reach the retirement age of 60 are exempted from the CE requirement. DIOP affiliate members are not required to fulfill such requirements.

#### **2. Vetting of DIOP CE Activities**

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

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

Events organized by major organizational psychology related organizations (listed below) are automatically 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)

As a member of 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 for providing 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/](https://www.hkps.org.hk/en/education/application_for_approval_as_a_ce_activity/).

To conclude, events that are not organized by HKPS, DIOP or the above-listed organizations, or activities that are not pre-approved by HKPS CEC will not be recognized as a DIOP CE activity.

If DIOP members, who plan to join an unrecognized activity, wish to check on the activity before joining, they should submit their vetting request by filling in the Vetting Form and sending it to [diopsec@gmail.com](mailto:diopsec@gmail.com) at least 6 weeks prior to the activity date. Unrecognized / unvetted activities will not be counted as DIOP CE activities.

### 3. Quantification of DIOP CE Activities

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>
<b>1.</b> Attending events which are organized by HKPS, DIOP or major organizational psychology related organizations	<ul style="list-style-type: none"> <li>– 1 CEU per hour</li> <li>– 3 CEU per half day</li> <li>– 6 CEU per day</li> </ul>	<ul style="list-style-type: none"> <li>– Confirmation / certificate of attendance</li> </ul>
<b>2.</b> Attending events which are pre-vetted by HKPS or DIOP CE Committee	<ul style="list-style-type: none"> <li>– 1 CEU per hour</li> <li>– 3 CEU per half day</li> <li>– 6 CEU per day</li> </ul>	<ul style="list-style-type: none"> <li>– Confirmation / certificate of attendance</li> </ul>
<b>3.</b> Enrolling in a programme of study leading to a relevant degree / diploma in an area relevant to IO Psychology	<ul style="list-style-type: none"> <li>– 1 CEU per credit</li> </ul>	<ul style="list-style-type: none"> <li>– Transcript for each semester</li> <li>– Diploma / certificate</li> <li>– Enrollment confirmation</li> <li>– Handbook or web information about the programme</li> </ul>
<b>4.</b> Enrolling in online course in an area relevant to IO Psychology	<ul style="list-style-type: none"> <li>– 2 CEU per course</li> </ul>	<ul style="list-style-type: none"> <li>– Confirmation / certificate of completion</li> <li>– Web information about the programme</li> </ul>

Activity	CEUs	Records of evidence
<b>5.</b> Writing for publications	<ul style="list-style-type: none"> <li>– 1 CEU per news / magazine article</li> <li>– 10 CEUs per journal article / book chapter</li> <li>– 20 CEUs per book</li> </ul>	<ul style="list-style-type: none"> <li>– Abstract of the article, chapter or book</li> <li>– Web link to the article or book</li> </ul>
<b>6.</b> 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)</i>	<ul style="list-style-type: none"> <li>– 2 CEUs per event (less than 2 hours)</li> <li>– 4 CEUs per half-day event</li> <li>– 8 CEUs one-day event</li> </ul>	<ul style="list-style-type: none"> <li>– flyer or web information about the activity</li> <li>– Proof of invitation</li> </ul>
<b>7.</b> Being a mentor in DIOP Mentorship Program	– 4 CEU per year	– Nil (DIOP will have the record)
<b>8.</b> Being a mentor in other Mentorship Program	– 4 CEU per year	– Proof of the Mentor's role (e.g. email from relevant organization confirming the Mentor's role)

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 of 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

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

A minimum of 6 CEUs are required within each cycle. Members can accumulate and carry forward extra CEUs to next one 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.

DIOP full members who reach the retirement age of 60 are exempted from the CE requirement. DIOP affiliate members are also exempted from the CE requirement.

DIOP members should input their CE activities and submit relevant documents using the DIOP CE online platform. DIOP members are required to submit their CE records within 3 months after they attend the activities.

At the end of each CE cycle, DIOP CE Committee will examine the evidence of CE activities of at least 5% of the members who have recorded their CE activities. Members who fail to meet the requirements or examinations will be subject to compulsory examination of CE records in the following year.

Members who have not fulfilled the DIOP CE requirement or who fail to pass DIOP CE Committee's examinations will be given an opportunity to fulfill the CE requirement in the next one year. For members who have not fulfilled the DIOP CE requirement and/or who fail to pass DIOP CE Committee's examinations for two consecutive years, their DIOP full membership will be terminated.