

**Request for Proposal (RFP)
Continuing Education Sponsor Approval (CESA)
American Psychological Association (APA)**

Issued by:

California Association for Play Therapy (CALAPT)
P.O. Box 12404
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Date of Issue: April 1st 2025

Proposal Due Date: April 15th 2025

1. Introduction

CALAPT is seeking proposals from qualified providers (**must be a licensed psychologist in good standing with CA Board of Psychology**) to complete the renewal application for Continuing Education Sponsor Approval (CESA) from the American Psychological Association (APA). The selected provider will be responsible for completing the initial renewal application according to CESA guidelines and responding/defending to CESA inquiries accordingly.

2. Background

The Mission of the California Association for Play Therapy (CALAPT) is to sustain a community of support for play therapists while promoting an understanding of play therapy and its effective practice through outreach, training and research, with special emphasis on diversity and the developmentally appropriate treatment of children's mental health.

According to APA, "Continuing Education Sponsor Approval (CESA) was created by APA to facilitate psychologists' access to CE programs and to ensure that the highest level of quality is maintained in program planning, management and delivery." The CESA application process can be a time consuming and meticulous task, requiring a skilled professional.

3. Scope of Work

The selected provider will be responsible for the following:

- **Completion of Application:** Complete CESA renewal application per CESA standards.

- **Inquiry Responses:** Respond to CESA inquiries in a timely manner.
 - **Communication:** Communicate with necessary board members to ensure accuracy of information.
 - **Commitment:** The scope of this project is estimated to be 10-30hrs of work across 30-60 days. The majority of work is to complete the application. Then there is a waiting period for CESA to review. Afterwards, if corrections are required, the person will be responsible for completing the edits. Furthermore, if CESA denies the initial application, the person will be responsible for submitting any applicable appeal documentation. Therefore the total commitment could be across several months, with a range of hours, more hours (30-40hrs if appeal is needed).
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4. Proposal Requirements

Interested applicants should submit a detailed proposal including the following:

1. **CV**
2. **Professional References** (at least 1 reference, 3 preferred)
3. **W9**
4. **Cost**

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with APA's CESA requirements
 - Capacity to deliver programs in various formats
 - Cost-effectiveness and budget feasibility
 - References (at least 1 reference, 3 preferred)
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6. Submission Guidelines

Submission Deadline: April 15th

Submission Method: Email

Contact Person for Questions: CE Director Albert Knapp: cemanager@calplaytherapy.org

All proposals must be submitted by the deadline. Late or incomplete proposals may not be considered.

7. Terms & Conditions

- CALAPT reserves the right to accept or reject any or all proposals.
 - This RFP does not commit CALAPT to awarding a contract.
 - The selected provider will be required to sign a formal agreement outlining project scope, deliverables, and payment terms.
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8. Contact Information

For inquiries, please contact:

Name: Dr. Albert Knapp

CALAPT CE Director

Email: cemanager@calplaytherapy.org

Phone: 732 397 3067

We look forward to receiving your proposal!