



<b>GRADUATE PROGRAM IN CLINICAL PSYCHOLOGY</b>	
<b>POLICY:</b>	<b>Funds for Continuing Education Directly Related to Clinical Program Expansion</b>
<b>DATE APPROVED BY CEC:</b>	2024-01-02
<b>REVISION DATES:</b>	

As the USask Clinical Psychology Program expands, requests have been advanced to use funds for continuing education (CE) opportunities that directly support program expansion. This policy outlines the requirements for accessing available funds for these purposes.

1. All requests must be submitted in writing to the Clinical Executive Committee (CEC).
2. Written requests must include:
  - a. the nature of the request and how this relates directly to Clinical Program expansion; and
  - b. a proposed budget that identifies the funds being requested and for what purpose these funds will be used.
3. Individual requests must not exceed \$4,000.
4. Approved submissions will require:
  - a. submission of a Travel and Expense Reimbursement claim; and
  - b. preparation of a brief written report or oral presentation to the CEC.
5. CEC will evaluate the appropriateness of requests. Requests that relate to more pressing program expansion needs will be given priority.
6. Appropriate requests may include (but are not limited to): costs associated with attendance at professional meetings, conferences, workshops, and resource materials.
7. Funding approvals shall be distributed across individuals whenever possible.
8. These funds are not to be used for personal research/continuing education purposes.
9. Expenses exceeding the requested budget can be tabled with the CEC for consideration but may not be approved.
10. Total yearly spending on CE must not exceed a specified amount that is set and approved by CEC so as to ensure these funds continue to be available as the program expands. The current limit has been set at \$8,000.
11. This policy will be reviewed and updated as needed, and at minimum on a yearly basis, as the program is continuing to expand, needs for CE continue to be identified, and approved uses and funding limits may need to be adjusted.