



# Continuing Education Units (CEUs) Protocol

This document CONTAINS BOOKMARKS/LINKS allowing you to go directly to specific sections of this document or to access other documents.

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The WVPRC has the approval of several professional organizations to provide continuing education units for prevention-related events. The WVPRC CEU Protocol, outlined below, is set in accordance with requirements of each of the professional organizations (*CTRL+click for [StateBoards](#)*). In order to maintain our approved CEU provider status, the protocol below must be followed. If the protocol is not followed, CEUs will not be awarded. Any questions and/or concerns should be directed to Judy Hall, [ceus@wvprc.org](mailto:ceus@wvprc.org), 304-766-6301 ext. 15.

**The professional organizations require that a WVPRC staff member attend all events for which CEUs are offered. If a WVPRC contact person is unable to attend an event, we will NOT be able to provide CEUs. Expenses (travel, meals, lodging, and event fees) for one WVPRC staff person must be paid by the entity coordinating the event.**

## QUICK CEU INFORMATION

REQUIREMENTS		
1 Month Prior to Event (Sponsor)	Immediately After Event (WVPRC)	2 Weeks Post-Event (Sponsor)
Completed application <i>(CTRL+click for <a href="#">CEU Application in a separate window</a>)</i>	WVPRC CEU Facilitator must deliver completed Sign In Sheets <i>(CTRL+click for <a href="#">Sign In Sheets information</a>)</i> to the WVPRC immediately after the event	Electronic copy of Participant Information Spreadsheet <i>(CTRL+click for <a href="#">Participant Information Spreadsheet.xls in a separate window</a>)</i>
Marketing materials <i>(CTRL+click for <a href="#">Marketing information details</a>)</i>	WVPRC CEU Facilitator must deliver LET credit forms to the WVPRC in a sealed envelope	Electronic copies of session/event handouts
Detailed agenda (including start/end times for each session and breaks)		Electronic or paper copy of completed evaluations <i>(CTRL+click for <a href="#">Generic Workshop Evaluation Survey.pdf in a separate window</a>)</i>
Presenter BIODs/Resumes		Electronic copy of media coverage
Travel Reimbursement Forms		Electronic copy of sponsoring entity logo for certificates
State Bar Fee (if applicable) <i>(CTRL+click for <a href="#">StateBarFee</a>)</i>		Total Number of Attendees (not just those requesting CEUs)

**CEU PROVISION THROUGH THE WVPRC REQUIRES PRIOR APPROVAL FROM THE WVPRC. APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED DOCUMENTS WILL NOT BE CONSIDERED. EVENT APPLICATIONS NOT SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT WILL NOT BE APPROVED. YOU WILL BE NOTIFIED VIA EMAIL REGARDING APPROVAL FOR AN EVENT.**

### MARKETING MATERIAL CONTENT

**MARKETING MATERIALS MUST NOT REFER TO CEUS PROVIDED THROUGH THE WVPRC UNTIL AFTER YOU HAVE RECEIVED CEU APPROVAL FROM THE WVPRC CEU TEAM.**

The following contents must appear on all printed and electronic marketing materials (flyers, brochures, advertisements, websites, emails, etc.) used to promote the event:

- **Event Title, Date, Time, Location**
- **Event /Overview Summary** (Including Learning Objectives )
- **Presenter(s) Name(s), Credentials & Brief Bio(s)**

- **CEU Provision Statement:** The WVPRC logo and the CEU provision statement, which include the number and types of CEUs offered, will be provided via your CEU Approval Notification email.
- **Marketing Materials:** For small marketing materials such as a one-page flyer or small print advertisement, you may include the following CEU provision statement instead of the detailed one provided via the CEU Approval Notification email: *CEUs will be provided through the WVPRC ([www.PrevNET.org](http://www.PrevNET.org)).*
- **For Events NOT YET APPROVED:** If you have submitted your CEU Application, the following statement may be used on any materials: *CEUs have been applied for through the WV Prevention Resource Center ([www.PrevNET.org](http://www.PrevNET.org)).*

### **MISCELLANEOUS**

- **State Bar CEU Fee** (If Applicable): When offering Legal Education CEUs, Event Coordinators are responsible for the **State Bar CEU fee of \$30 per event**. Checks should be made payable to the WV State Bar.
- **LET (Law Enforcement Training)** forms must be available if LET Credits have been approved for the event.
- **CLE (Continuing Legal Education) Attendance** forms must be available to participants if CLE Credits have been approved for the event.

### **SIGN IN SHEETS**

WVPRC sign-in sheets must be used at events to document attendance. Sign in sheets will be provided by the WVPRC staff facilitator designated for the event. If WVPRC Staff are unable to read handwriting or information is incomplete on a sign-in sheet, CEUs will not be granted. Additionally, **DO NOT SIGN** the sheet for anyone else other than yourself. In order to maintain the integrity of the information on the original completed Sign in Sheets, they must be delivered or mailed to the PRC immediately after an event and should remain in the custody of the CEU Monitor until then. Once the sheets arrive at the PRC, copies will be made and sent to the event's coordinator if requested. If the event is at the Dunbar office, copies can be made immediately after the event and given to the event coordinator at that time if requested.

### **EVALUATION FORMS**

Evaluation forms must be available for each event and completed forms must be sent to the WVPRC or CEU Certificates will not be issued. If your event does not have a specific evaluation form, a generic one can be accessed using the link in the table above.

### **CEU CERTIFICATES**

The WVPRC will prepare all CEU certificates as PDF (portable document format) files and certificates will be emailed. Certificates issued with no email address will be mailed to the sponsor for distribution to the individual participants. To ensure accurate attendance and CEU hours, participants must sign in and select the requested CEU type for all sessions attended. Certificates will be dispensed at the earliest possible date after all required documentation has been received from the event coordinator. **Non-CEU specific "attendance" certificates will not be provided by the WVPRC.**

### **PREVENTION TRAINING AND EVENTS CALENDAR**

All events will be posted on WV Prevention Training & Events Calendar (located at [www.PrevNET.org](http://www.PrevNET.org)) by the WVPRC CEU team within 48 hours of approval. The calendar entry for the event will include contact information for someone from the primary entity coordinating the event (if not the WVPRC). The entry will also include in the description section a statement that CEUs are being provided through the WV Prevention Resource Center.

### **CEU HOURS CALCULATION & PROFESSIONAL ORGANIZATIONS**

The WVPRC CEU Team will calculate CEU hours based on the varying requirements of the professional organizations listed below:

The WVPRC is **pre-approved** to provide CEUs by the following professional organizations (*CTRL+click to access each website*):

- WV Certification Board for **Addiction & Prevention Professionals** <http://www.wvcbapp.org>
- National Commission for **Health Education** Credentialing <http://www.nchec.org>
- WV Board of Examiners in **Counseling** <http://www.wvbec.org>
- WV Board of Examiners for Registered Professional **Nurses** <http://www.wvrnboard.com>

- WV Board of **Social Work** Examiners <http://www.wvsocialworkboard.org>

These professional organizations **require approval** for each event and the WVPRC will submit a CEU application on behalf of the event sponsor approximately **1 month prior to the event**, provided that all WVPRC requirements are met:

- WV Coalition Against **Domestic Violence** <http://www.wvcadv.org>
- **WV Board of Psychology** <http://www.wvpsychbd.org/ContinuingEd.htm>
- **WV Law Enforcement** Training Board
- The WV State Bar (**Legal Education**) <http://www.wvbar.org>