

Guidelines for Requesting CEU Approval for Chapter and Division Workshops and Obtaining Certificates

General NBCC Requirements

The Alabama Counseling Association is an approved provider of NBCC Continuing Education Activities. Continuing Education Units (CEUs) can be awarded to participants of ALCA continuing education activities if the following guidelines are followed:

- A. The activity for which CEUs will be awarded must fall within one of the following NBCC core content areas:

- Counseling Theory
- Human Growth and Development
- Social and Cultural Foundations
- The Helping Relationship
- Group Dynamics, Processing and Counseling
- Lifestyle and Career Development
- Appraisal of Individuals
- Research and Evaluation
- Professional Orientation in Counseling

- B. The activity must be appropriate for master's level professionals in the field of counseling.
- C. If the activity is self-help in nature, the activity must include instruction for use in the counseling process.
- D. The program must be offered by ALCA or chapters or divisions of ALCA, and must be available to all members of ALCA or the ALCA chapter or division. Official programs are those which have been approved by the Executive Committee of the chapter or division when planning annual program offerings. An example of a program for which ALCA cannot offer CEUs is a workshop planned and conducted by a private counselor or organization that asks a chapter or division to merely co-sponsor the workshop.

Program Approval Procedures

- A. The activity should be **pre-approved** for CEUs. ALL MATERIALS MUST BE SUBMITTED PRIOR TO ADVERTISING THE PROGRAM OR WORKSHOP. The procedures for obtaining pre-approval include submitting to the CEU Coordinator at least one month in advance of the workshop or program:
1. A one-page description of the program, including the

- a. Program title
 - b. Goals of the program
 - c. Length of the program
 - d. Description or outline of the program
 - e. Date, place and time of the program
 - f. Schedule of sessions and presenter(s) for each session
 - g. Identification of the NBCC core content area addressed
 - h. Evaluation procedure and copy of evaluation form.
2. Presenter's name and credentials and short vita.
 3. A letter or e-mail from the President of the chapter or division stating that the workshop or program is an official offering of that chapter or division, preferably voted upon by the Executive Committee of the chapter or division when planning their annual program.
- B. The CEU Coordinator will review the submitted materials to determine if the program is in compliance with NBCC guidelines for CEU credits. Within two weeks of receiving the materials, the CEU Coordinator will notify the chapter or division representative regarding approval and the number of CEU credits to be awarded.

Obtaining CEU Certificates After the Approved Activity

- A. Following the approved activity for which CEU credits are to be awarded, the chapter or division representative should forward to the CEU Coordinator the (a) attendance roster signed by participants, (b) the names, addresses, phone numbers, e-mail addresses, and (c) \$5.00 checks made out to "ALCA" for all attendees who wish to receive a CEU certificate.

The chapter or division may wish to collect the individual \$5.00 checks and send one composite check, or

The participants may be given a form to complete for them to send individually to the ALCA CEU Coordinator. The form should contain the program title, number of continuing education hours, name, address, phones and e-mail address and a check for \$5.00 made out to "ALCA".

- B. The CEU Coordinator will process and mail the CEU certificates within 4 weeks after receiving the roster, names, attendee data, and fees, or the individual CEU applications.

Send requests for pre-approval and information following the program to:

M. Carolyn Thomas
ALCA CEU Coordinator
P.O. Box 640454
Pike Road, AL 36064-0454

For further information contact M. Carolyn Thomas at:

W-334/244-3437 or mthomas@aum.edu

Rules to Remember

1. Presenters may not receive credit for workshops or parts of workshops they present.
2. CEU credits are awarded only for the program part of activities. Business portions of meetings, registration periods, meals and breaks are not included in the program length.
3. Credit should be requested only for programs attended in their entirety. Credit cannot be granted for parts of programs, unless the workshop is composed of discrete and separate parts. This format should be described when seeking pre-approval.
4. Certificates of attendance are not legitimate substitutes for CEU certificates with NBCC numbers.
5. The program must be an official program of the ALCA chapter or division and not one co-sponsored for a private counselor or entity.
6. One hour of continuing education equals .1 CEU. Note that the Administrative Code of the Alabama Board of Examiners in Counseling Section 255-X-.03 Continuing Education states that a minimum of forty (40) formal contact clock hours of relevant professional and continued educational experience shall be required for renewal of LPC license (6 clock hours devoted to ethical concerns). THE CODE DOES NOT REQUIRE 20 OR 40 CEUs, ONLY 20 AND 40 CONTACT HOURS OF CONTINUED EDUCATIONAL EXPERIENCE.