

**Approval Guidelines for Alabama Counseling Association Chapter/Division and Affiliates Workshops**

Chapters, Divisions and Affiliates of the Alabama Counseling Association who wish to provide professional development workshops must follow the established guidelines. The following information will outline specifically the approval process for programs and workshops and will ensure attendees will be eligible to receive certificates of completion following the event.

**ALCA Pre-Approval Guidelines for Programs and Workshops**

1. The activity for which contact hours will be awarded must fall within one of the following core content areas:
2. Counseling Theory/Practice and the Counseling Relationship
3. Human Growth and Development
4. Social and Cultural Foundations
5. Group Dynamics and Counseling
6. Career Development and Counseling
7. Assessment
8. Research and Program Evaluation
9. Counselor Professional Identity and Practice Issues
10. Wellness and Prevention

 2. The program or workshop must contain content appropriate for master’s

 level practitioners within the discipline of counseling.

1. Presenters must be qualified by appropriate education, experience, and/or

training to present/author the particular subject matter or author the publication concerning subject matter.

Additional Qualifying Information:

* Program presenters must be able to show they are qualified to present the material that is relevant to counseling.

4. If the activity presented is self-help program in nature, the activity must include

 clear instructions for use application and relevance to the counseling process

 and helping the profession.

5. The program is available to all members and non-members of ALCA.

6. Only programs hosted by ALCA or ALCA Chapters/Divisions/Affiliates

 will be approved for hours. Programs must not be co-hosted or co-sponsored

 outside ALCA and its chapters/divisions, and affiliates. Programs planned

 and conducted by private counselors or organizations are not eligible using

 ALCA hours.

7. Poster sessions are not eligible for continuing education hours.

8. In order to receive credit, sessions within a program or event must last for at

 least one full hour. It is the responsibility of the program coordinator to ensure

 that presenters understand this and plan accordingly.

 9. Sessions which are less than one hour in length will not qualify for credit.

**Pre-Approval Procedures:**

1. All materials must be submitted at least **30 days** prior to the workshop or program*.* Advertising is prohibited until the pre-approval process has been *completed and the program planners* *have received their approval form.* Please note that all materials must be received for the application to be reviewed and the review period takes roughly two-three weeks.
2. A detailed program description must be written which includes the following information:
	1. Program Title
	2. Goals of the program
	3. Length of the program
	4. Description or outline of the program
	5. Date, place, and time of the program
	6. Schedule of sessions and presenter(s) for each session
	7. Identification of core content area addressed
	8. Evaluation procedure and copy of evaluation form
	9. Copy of ALCA application form for hours following completion of workshop.
	10. Advertising procedure and copy of all advertising forms. **These forms must include the NBCC statement and logo.** This will be sent to you once your program is approved.
3. Presenter information for each presenter:
	1. Presenter’s full name
	2. Presenter’s educational background
	3. Presenter’s credentials
	4. Identification of presenter category
	5. Presenter’s job history
	6. Short resume/vita (1-3 pages) for the presenter.
4. A letter or email from the President of the chapter, division, or affiliate stating the program or workshop is an official event of that chapter/division/affiliate that has been voted on by the Executive Committee of the organization when planning their annual program. All collaborating chapters/divisions/affiliates should be included in the application process.
5. Upon receipt of all materials, the Alabama Counseling Association ACEP Coordinator will review the submitted materials to determine if the program/workshop is in compliance with the guidelines for offering hours. The ACEP Coordinator will then contact the chapter/division/affiliate representative regarding approval and the number of hours to be awarded.

**Please note!**

In order to be approved for continuing education hours, the guidelines must be followed explicitly. The steps below outline the procedures necessary to offer certificates to attendees for hours. **The documentation must be received within 10 days of the program completion.** It is important to note that hours will only be awarded for the program portion of the session. Business meetings, registration, meals, and breaks are not eligible to receive hours. These activities should not be included in the program length submitted in the application.

**The following items must be submitted:**

1. Attendance roster signed by participants indicating time of arrival/departure; programs with both morning and afternoon sessions must have a sign-in sheet for both sessions. Credit may only be requested for sessions attended in their entirety. **Presenters may not receive credit for workshops or parts of workshops in which they present.**
2. For live, virtual workshops, screenshots must be provided throughout the event, which can verify full attendance at the program/workshop. Documentation should include a time/date stamp to verify attendance and provide verification for all sessions included in the workshop. Certificates will not be offered to attendees if their attendance cannot be verified.
3. A summary of the feedback received through evaluation at the completion of the program or workshop.
4. To apply for certificates, chapters/divisions/affiliates have two choices:
	1. Have attendees submit their applications individually OR
	2. Program organizer submits all attendee applications with one composite check made out to ALCA. (PREFERRED METHOD)
	3. The fee for ALCA members is $5.00; the fee for non-ALCA members is $20.00.
	4. *Chapters/divisions/affiliates choosing to collect fees from all attendees who want certificates must submit one composite check made out to ALCA, attendance rosters, and completed applications for those requesting certificates.*
5. Attendees must be informed of the deadlines regarding the application process and replacement certificates.
* Certificate fees for ALCA member applications submitted more than 60 days after the date of the program are $10.00.
* Late application fees for non-ALCA members are $25.00.

 **Note:**

 **The Alabama Counseling Association ACEP Coordinator will process and send certificates within four weeks of receiving the applications and**

 **required documentation from chapters, divisions and affiliates. (Attendance roster and evaluation summaries).**

**Additional Information:**

1. Certificates of attendance are not a legitimate substitute for ALCA ACEP #2001 certificates.

1. The ALCA certificate with the ALCA ACEP provider number is accepted by the a) Alabama Board of Examiners in Counseling, b) Alabama Board of Examiners in Psychology, and c) Alabama Board of Examiners in Marriage and Family Therapy.
2. The Alabama Counseling Association has been approved as a provider by the Alabama Board of Social Work Examiners.

**ALL APPLICATIONS SHOULD BE SENT TO:**

**Dr. Debbie Grant**

**Alabama Counseling Association ACEP Coordinator**

**2705 Royal Lane**

**Pelham, Alabama 35124**

**drdebgrant@gmail.com**

**The following form should be utilized for attendees applying for continuing education hours from programs workshops. Please use this as a template to create your own individual application for hours.**

**Certificate Application Form**

**Your Workshop Title**

**Date**

**Chapter/Division/Affiliate**

**Number of Contact Hours**

**This form must be completed fully. Please print neatly.**

**Please make a copy for your records.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last name First Name**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 **Street City State Zip**

 **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If multiple sessions, list**

* **Title of session/number of hours Certificates are sent electronically-**
* **Title of session/number of hours make sure your email address is**
* **Title of session/number of hours legible!!**

**I certify the information on this form is complete and accurate:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Name Date**

**Return this completed form with a check to ALCA to:**

**Dr. Debbie Grant**

**ALCA ALCA Membership Status**

**2705 Royal Lane**

**Pelham, Alabama \_\_\_\_\_\_\_ Active Member**

**drdebgrant@gmail.com** **\_\_\_\_\_\_\_ Non-Member**

**Application Fees**

$5.00 Application Fee for ALCA Member

$20.00 Application Fee for Non-ALCA Member

$10.00 Replacement Fee for members and non-members

$10,00 Late fee for applications submitted after 60 days for member

$25.00 Late fee for applications submitted after 60 days non-member