



Continuing Education Units Protocol

This document contains BOOKMARKS/LINKS allowing you to go directly to specific sections of this document or to access other documents. To return HERE from sections of this document, press the Ctrl and Home button on your keyboard.

The WV Prevention Resource Center (WVPRC) has the approval of several professional organizations to provide continuing education units (CEUs) for prevention-related events. 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.

WVPRC CEU CONTACT

Questions and/or concerns should be directed to the CEU Coordinator at ceus@wvprc.org / 304.766.6301 EXTENSION 21 or 12.

WVPRC APPROVAL & MONITORING

CEU provision through the WVPRC requires prior approval from the WVPRC. **Applications must be submitted at least 30 days prior to the event** and be accompanied by ALL required documents or they will NOT be considered. You will be notified via email regarding approval for an event.

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.

FEES/PAYMENT

Per event CEU Application and CEU Certificate Fee(s) are the responsibility of the event sponsor. Application Fees are non-refundable and do not guarantee CEU approval.

APPLICATION FEES

A **\$35 CEU Application Fee** will apply for each application. CEU Applications will not be reviewed until the application fee is received from the sponsor. Payment must be remitted at the time of application. *Please make CEU Application Fee checks payable to the WVPRC/MURC and mail to WVPRC, 100 Angus E. Peyton Drive, South Charleston, WV 25303, Attention: CEU or contact us for Credit Card payment information.*

CERTIFICATE FEES

A **\$15 CEU Certificate Fee** will be assessed for each CEU certificate to be issued for your event. Once CEU attendance has been verified, an invoice will be emailed to you reflecting the CEU Certificate Fees amount due. Upon receipt of payment from the sponsor, CEU Certificates will be emailed to the CEU participants. *Please make Certificate Fee checks payable to the WVPRC/MURC and mail to WVPRC, 100 Angus E. Peyton Drive, South Charleston, WV 25303, Attention: CEU or contact us for Credit Card payment information.* Reissuance of CEU Certificates will be subject to an additional fee of \$25.00 per certificate.

REQUIREMENTS TIMELINE

1 Month Prior to Event <i>SPONSOR Submits to WVPRC</i>	Immediately After Event <i>WVPRC CEU FACILITATOR Submits to WVPRC</i>	2 Weeks Post-Event or earlier <i>SPONSOR Submits to WVPRC</i>
Completed Application <i>(CTRL+click for CEU Application in a separate window)</i>	Completed Sign In Sheets <i>(CTRL+click for Sign In Sheets information) to the WVPRC</i>	Completed Participant Information Spreadsheet (electronic copy) <i>(CTRL+click for Participant Information Spreadsheet.xls in a separate window)</i>
CEU Application Fee(s)		Session/Event Handouts (electronic copies)
Marketing Materials <i>(CTRL+click for Marketing Material details)</i>	LET Credit Forms (in sealed envelope)	Completed Evaluations (electronic or paper copies) <i>(CTRL+click for Generic Workshop Evaluation Survey.pdf in a separate window)</i>
Detailed Agenda (including start/end times for each session and breaks, including presenter(s) name for each session)	Workshop Evaluation Survey Forms (ORIGINAL COPIES)	Media Coverage (electronic copies)
Presenter Bios/Resumes		Sponsoring Entity Logo (electronic/ gif format)
Travel Reimbursement Forms		Total # of Event Attendees (not just those requesting CEUs)
		CEU Certificate Fee(s) payment due upon receipt of invoice

CEU FEES

- **Collection of CEU Certificate fees** are the responsibility of the sponsor. Any checks the Sponsor or agent receives from participants for CEU Certificate fees should be made payable to the Sponsor or their agent. Any changes to this procedure must be approved by the West Virginia Prevention Resource Center.
- Upon receipt and verification of required post-event documents, the WVPRC will email a detailed CEU Certificate invoice to the Sponsor. Invoice payment should be made payable to and submitted to “WVPRC/MURC” upon receipt of the invoice. CEU Certificates will be emailed upon receipt of payment.

MARKETING MATERIALS 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)**
- **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).*
If you have NOT submitted your CEU Application, the following statement may be used: *CEUs will be applied for through the WV Prevention Resource Center (www.PrevNET.org).*

SIGN IN SHEETS

The WVPRC will provide sign-in sheets to document CEU requests and attendance throughout the event. All participants are required to sign the sheets. If WVPRC Staff are unable to read handwriting or information is incomplete on a sign-in sheet, CEUs will not be granted. Participants must **NOT SIGN** the sheet for other participants. All sign in sheets must be returned to the WVPRC CEU Monitor at the event. After the event, the sheets will be scanned (at the WVPRC office) and emailed in PDF format to the sponsor’s event coordinator.

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.

OTHER FORMS

- **LET (Law Enforcement Training)** forms must be available if LET Credits have been approved for the event.

CEU CERTIFICATES

The WVPRC will prepare all CEU certificates as PDF (portable document format) files and upon receipt of the CEU Certificate Fee(s), the 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 “event attendance” certificates will not be provided by the WVPRC.**

PREVENTION TRAINING AND EVENTS CALENDAR

The WVPRC maintains WV’s Prevention Training & Events Calendar, which is available at www.PrevNET.org. When you apply for CEUs, your event will be added to the calendar (if it’s not already posted) with the following statement: *CEUs have been applied for through the WV Prevention Resource Center.* The calendar entry for the event includes contact information for someone from the primary entity coordinating the event (if not the WVPRC) along with a brief description of the event.

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>
- 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 **Law Enforcement** Training Board

All of the professional organizations require a detailed agenda showing start/end times including breaks. Learning objectives, workshop descriptions, biographical information for each presenter, evaluations and attendance for each participant is also required.