

SIG EVENT/WORKSHOP: CE GUIDELINES AND PROCEDURES

Please read the following GUIDELINES and PROCEDURES, and use the provided CE DOCUMENTATION label

GUIDELINES

State CAMFT sets and oversees requirements for Chapters providing CEs ; and CAMFT holds the right to audit Chapters for compliance with their CE requirements; and CEs are documents tied to licensure, and therefor must be administered properly.

STEPS TO RECEIVE LA-CAMFT BOARD APPROVAL TO PROVIDE CEs

In order to comply with State CAMFT CE requirements, LA-CAMFT SIGs must:

1. Notify the LA-CAMFT Executive Board of the wish to offer CEs using **FORM D: SIG Event/Workshop: Proposal & Budget**
2. Receive approval from the LA-CAMFT Executive Board to offer CEs.

State CAMFT require the following documents to be created, completed, stored:

- *Syllabi for all courses;*
- *The time & location of all courses;*
- *Copies of Course advertisements, with specific course objective language;*
- *Instructor’s CV/resume;*
- *Attendance rosters with the names & license numbers of licensees who attended the course;*
- *Sign-in sheets, with 'sign in' and 'sign out' times and signatures for each receiptant of CEs;*
- *Course Evaluations, with specific questions;*
- *Record of course completion and CE issued to licensees,*

Providers are required to submit the above records to the State CAMFT if audited. Providers will be audited on a random basis to ensure compliance with all requirements.

PROCEDURE TO PRODUCE CEs DOCUMENTS

CE documents follow templates created by LA-CAMFT. A SIG Chair is responsible for contacting, in a timely manner (at minimum two weeks prior to the event/workshop), the *SIG Liaison* for guidance on setting up and receiving the documents.

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GUIDELINES ON THE DAY OF THE EVENT/WORKSHOP FOR MANAGING CEs

To ensure all documents are collected according to State CAMFT requirements, LA-CAMFT requires the following:

1. To receive a CE a participant must complete and return an evaluation sheet.
2. To receive a CE a participant must provide their BBS#, and must sign in & out.

For auditing workshop attendance and CE signatures, the SIG 'check-in' team just prior to the day of an event/workshop must download a final registration spreadsheet from Formstack, and create a 'check-in' sheet using the Formstack data. A 'check-in' sheet template is available from the SIG Liason.

Example of a SIG event/workshop participant 'check-in' sheet (not to scale):

LA-CAMFT: SOMATIC EXPERIENCING EVENT						NOVEMBER 3, 2013			
Att	Last	First	Phone	Email	BBS #	Time	Sign in	Time	Sign out
X	Doe	Jane	323-555-2121	jane@gmail.com	#101010		<i>Jane Doe</i>		<i>Jane Doe</i>
X	Smith	John	310-555-1212	john@gmail.com					

PROCEDURE TO ORGANIZE COLLECTED CEs & REQUIRED PAPERWORK

To assist SIG Chairs/s in organizing the required CE paperwork that must be maintained by LA-CAMFT for 4 years, SIGs Chair/s must do the following:

1. Obtain 8.5 x 11 envelope(s) for holding all completed and collected CE documents;
2. Adhere to the face of each envelope the **CE DOCUMENTATION** label (provided below);
3. Fill out and sign the adhered **CE DOCUMENTATION** label, checking off each bullet item to acknowledge all documents have been placed in the envelope(s) and accounted for;
4. Contact SIG Chair for current instructions for delivery of envelope(s) to long-term storage.

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CUE DOCUMENTATION envelope label:

**CALIFORNIA ASSOCIATION OF MARRIAGE & FAMILY
THERAPISTS, LOS ANGELES CHAPTER
CE DOCUMENTATION**

Date(s) or workshop/event: _____

Name of workshop/event:

Location of workshop/event:

- Course Description / Syllabus
- Copies of advertising
- CV / Resume of instructor
- Collected & completed evaluations
- Sign-In/Sign-Out sheets with Signatures
- Copy of the CE Certificate
- Copy of Evaluation Sheet (blank)

Documents reviewed by (a SIG Chair):
