

## **GUIDELINES FOR APPLYING FOR CE APPROVAL FOR CONTINUING EDUCATION OPPORTUNITIES**

Certification of Continuing Education (CE) for persons who participate in your continuing education program may be awarded Certified Contact Hours based on four factors:

1. The program content is consistent with education within any of the content areas listed below;
2. The participant has experienced direct contact with the presenter for the time specified in the program;
3. The presenter must meet minimum requirements for Professional Counselor Licensure in Louisiana;
4. "A qualified presenter is considered to be someone at the masters level or above, and trained in the mental health field or related services." (LPC Board of Examiners Continuing Education Policy, p2.)

The content areas for review for Approved Provider Status include:

1. Counseling Theory
2. Appraisal of Individuals
3. Human Growth and Development
4. Research and Evaluation
5. Social and Cultural Foundations
6. Professional Orientation
7. The Helping Relationship
8. Marriage and Family
9. Group Dynamics
10. Chemical Dependency
11. Lifestyle and Career Development

This review process must take place prior to the presentation of your program and cannot be done via the telephone. If the information is sent through the U.S. Postal Service, do not require a receiving signature. This will slow down the review process. Please send the following items at least 35 days prior to your presentation date in order to have your program reviewed for Certified Contact Hours for Professional Counselors:

1. The outline of content for the program.
2. The specific time of content between the presenter and the participant.
3. The curriculum Vitae or Resume for each presenter.
4. The Presentation Level of the program:
  - a. Introductory Level: presentation of basic concepts
  - b. Intermediate Level: Introduction of treatment techniques, skill building skills
  - c. Advanced Level: Advanced theories and/or application of techniques.
5. A check in the amount due:

\$65 for one time presentation; \$100 for a conference/convention; \$130 for multiple presentations of the exact same workshop over a year. A \$25 rapid review fee should be added if the request is submitted less than 35 days in advance of the presentation date. Checks should be made out to LCA. The review fee cannot be invoiced.

6. The name, address, and phone number of the person who will be responsible for managing the program sign-in/evaluation/certification process.

Once your application has been reviewed, you will receive appropriate provider approval including the number of contact hours for which it has been approved. You will also receive a sign-in sheet. You may make as many copies of these as you need. Participants in your program must complete the sign in form. The original copies of the sign in sheets must be returned to LCA at the completion of the program. You may keep copies of these documents for your files but the originals must be kept on file with LCA for five years.