

# **POLICIES AND GUIDELINES FOR PROVIDING CONTINUING EDUCATION ACTIVITIES TO MENTAL HEALTH PROFESSIONAL COUNSELORS OF LOUISIANA**

Approved and adopted by LCA February 1992; Revised October 1995; Revised November 8, 2011; Revised January 11, 2012; Revised June 2021; Revised July, 2025

## **A. Continuing Education Activities for Louisiana Licensed Professional Counselors and for Nationally Certified Counselors**

LCA will abide by the information contained in the Louisiana Mental Health Counselor Licensing Act and the rules promulgated by the LPC Board of Examiners. LCA will also abide by the procedures required by the National Board for Certified Counselors as contained in the NBCC Continuing Education Policies and Procedures.

## **B. Calculating Contact Hours**

Contact hours are defined as the number of actual clock hours spent in direct participation in a structured educational format as a learner. Typically, one Continuing Education Unit is equivalent to 10 contact hours. In a college or university program, one semester hour is equivalent to 15 contact hours and one quarter hour is equivalent to 10 contact hours. Therefore, 45 contact hours will be given for a three-hour university course completed at a regionally accredited program.

Contact hours will be defined by the Executive Director upon submission of provided application packet and review of these appropriate documents. The application packet will be submitted electronically using the applications on the LCA website. Continuing Education Contact Hours will be approved only for those presenters whose knowledge/expertise is at least equivalent to that of the audience requesting Contact Hours. LCA and the Louisiana Board of Examiners reserve the right to make the final determination in this matter.

Credit CANNOT be granted for the following portions or activities:

- Business/governance meetings
- Breaks
- Social activities including meal functions except for the actual time of a content speaker.

Credit CANNOT be given to persons who leave early from an approved session.

## **C. Application Procedures**

Definitions:

A **Workshop** is an event without sessions occurring at the same time whereby participants are required to attend all educational facets to receive credit on a per day basis.

A **Conference/convention** is an event comprised of multiple sessions occurring at the same time whereby participants make a choice of sessions or where participants make a choice of sessions or where participants may receive CEUs by reported sessions attended.

**Review Fees** are as follows:

Workshop (one time presentation)	\$65.00
Conference	\$100.00
Multiple presentation of the exact same workshop	\$130.00

less than 30 days in advance of the presentation.

**Additional Information:**

- Divisions of LCA may seek approval for activities sponsored by the LCA division at no cost.
- No fee is imposed on the presentations submitted for approval for the LCA annual conference or pre-conference workshops.
- No fee is imposed for LPC Networking Groups, Agencies Partners doing In-house trainings and Parish School Counseling Associations. This review is a member-benefit. CE certificates will be provided by LCA for all LCA members. Non-member participants may obtain a certificate for a \$15.00 fee.
- No fee is imposed for in-house training provided by the Office of Behavioral Health (OBH). This is a partnership between LCA and OBH. The OBH will be responsible for the distribution of certificates.
- Sponsors should use the Application Change Request Form (found on the website) to request a change in the advertisement on the LCA web calendar. There is no charge for the first change request or for a request to change information included by an LCA mistake. There is a \$25.00 charge for all other change requests.

**D. Submission Requirements**

- Title
- The agenda for the program
- Dates of program
- Location of the program, whether the program is face-to-face or virtual (live or recorded)
- Explanation of how the session addresses the required topics
- Learning objectives
- The specific time of contact between the presenter and the participants
- The curriculum vitae or resume of the presenter (s)
- Participant's registration fee
- Registration link
- A check for the review fee made out to LCA; a credit card may be used.
- The name, address, telephone number and email address of the person responsible for managing the program/sign in/evaluation/certification process.

#### E. Awarding Contact hours for Approved Activities

The LCA is an NBCC-Approved continuing Education provider and may offer NBCC-approved clock hours for programs sponsored by LCA that meet NBCC Requirements.

The Louisiana Counseling Association has been authorized by the Mental Health Law to review and approve workshops and activities for Louisiana Licensed Professional Counselors (LPC). This authorization is also found in the Rule of the Louisiana Licensed Professional Counselors Board of Examiners (LPC Board Rules 803-B-2-A). To ensure uniform high quality learning experiences, the following will serve as a basis for approval for continuing education contact hours to be used by Licensed Professional Counselors for their license renewal. In 2025, the LPC Board authorized LCA to review and approved workshops for LMFT credit. This authorization will be used only for workshops sponsored by LCA or one of its divisions.

#### F. Use of LCA NBCC Provider Number

The LCA is an authorized NBCC provider of continuing education hours. LCA will offer NBCC credits for any continuing education opportunity sponsored by LCA including but not limited to the annual conference, the Ask an Expert Series, the LPC Networking Groups, and the Parish School Counseling Associations. LCA sponsors its divisions in the use of the NBCC provider number for their sponsored continuing education opportunities. The LCA Divisions may not use the LCA NBCC provider number to co-sponsor activities with other groups. Authorization is granted through an application and review process.

The Division must submit the online application (check). Instructions and timeline must be followed to ensure timeliness of the process. The process must be completed before the program may be advertised as LCA sponsored. The Division must be in good standing with LCA. All Division CE opportunities must be submitted to LCA for review and approval. The Division is responsible for the distribution of certificates

### **APPLICANTS**

Application for review of events may be made by accredited schools, professional organizations, social service agencies, hospitals, mental health centers, and other organizations that meet the following criteria and conditions:

#### **Applicants must have:**

- An organization structure for continuing education with a designated professional who administers and coordinates an organized schedule of continuing education;
- A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.

**Applicants agree to:**

- Submit application information and application fee at least ONE MONTH IN ADVANCE OF THE PROGRAM.
- The original sign in sheets should be maintained by the sponsor for three years.
- A copy of the certificate to be used should be submitted to LCA prior to the presentation date.
- Include in the announcement of the program the following statement:  
The Louisiana Counseling Association is approved by the Louisiana Licensed Professional Counselor Board of Examiners to offer continuing education for Louisiana Licensed Professional Counselors. This program meets requirements for \_\_\_\_\_ of continuing education clock hour credit for Louisiana Professional Counselors.

Application may also be made by the presenter of a workshop if all other criteria are met. Application for approved contact hours may not be made by individual participants who attend the program.

Applications for approved credit must be made **prior** to the workshop and may not be made after a workshop has been completed.

Applications may not be submitted after the program has been presented.

Application and fee should be submitted by the sponsoring organization or the presenter. It may not be submitted by individual participants.

**PRESENTERS**

A current vita must be submitted for each presenter. The presenter must have a master's or doctorate degree in the mental health field or related services. There is no exception as this is part of the Louisianan Mental Health Law and the LPC Board Rules.

**PROGRAMS**

CE contact hours may be awarded for approved programs under the following conditions:

- All programs must relate directly to at least one of the following 12 topic areas:
  1. Counseling Theory
  2. Human Growth and Development
  3. Social and Cultural Foundations
  4. The Helping Relationship
  5. Group Dynamics
  6. Lifestyle and Career Development
  7. Appraisal of the Individual
  8. Research and Evaluation
  9. Professional Orientation
  10. Marriage and Family
  11. Chemical Dependency

## 12. Supervision

- All programs must be focused on how mental health professionals may use the knowledge presented to aid clients in a professional mental health setting. The object must be clearly identified in the program or agenda.
- The workshop participant has direct contact with the presenter for the time specified in the program. CE Contact hours may not be awarded for time **not** spent in direct contact with the presenter. Contact hour credit will include only the actual instruction time with the presenter and discussions led by the presenter or staff pre-arranged by the workshop. It shall not include informal discussions over lunch or other non-instructional activities. In the event an educational program is connected with a meal function, time spent eating will not be included although credit may be approved for the educational portion of the time, generally no more than half of the time allotted for the meal function. No credit shall be given for business meetings.
- Program evaluations should be part of the process for the workshop. These evaluations should be tallied and the tally sheet should be maintained with the sign-in sheets for three years.
- LPC Board Rules require that LPCs and PLPCs must submit hours approved specifically in the following areas for renewal:
  1. Ethics---3.0 CE clock hours
  2. Diagnosis---6.0 CE clock hours
  3. Supervision ---3.0 CE clock hours (if an LPC-S)
  4. Telehealth---3.0 CE clock hours (if privileged in teletherapy)
  5. Social and Cultural Foundations (Multiculturalism) 3.0 CE clock hours
- Definition of Required Areas:
  1. Ethics—Presenters may use any Mental Health Code of Ethics in the presentation for the presentation to award ethics hours; presentations approved for LMFT Ethics hours must use the LMFT Code of Ethics. Presentations should include specific examples of the ethical standard being addressed.
  2. Diagnosis—Presentation awarding hours in diagnosis may include actual diagnosis, Counseling theories, assessment, and/or treatment.  
(counseling theory includes a study of basic theories, principles and techniques of counseling and their application in professional settings;  
appraisal of individuals-includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability, psychometric statistics, factors influencing appraisals, and use of appraisal results in helping processes)
  3. Supervision—includes studies in theory and techniques of supervision as well as ethical and legal issues, case management, and topics related to the specific supervised setting;
  4. Social and cultural foundations includes studies that provide a broad understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, and differing lifestyles

## PROCESS

- **Complete the Application.** The application must be complete; please do not refer reviewers to a brochure for the information. Include, however, the brochure as well as the vita must be included in the application packet.
- The application is found on the LCA website and should be completed and submitted from the website. Hardcopies of the application are not available.
- A letter will be sent as soon as the program has been reviewed.

## ISSUANCE OF CERTIFICATES

Certificates must be issued to all participants who have successfully completed the program. If the workshop is a one-day workshop, a participant must attend the entire program to receive a certificate for the number of approved CE Contact Hours. The certificate may be issued by the sponsoring agency or by LCA.

- If the sponsoring agency issues the certificate, the certificate must include the following information:
  - Participant's name
  - Name of the Workshop
  - Date of the workshop
  - Location (city) of the workshop
  - Name and educational credentials of the presenter (s)

The following statement should also appear on the certificate:

"This program was awarded \_\_\_\_ clock hours of continuing education credit by the Louisiana Counseling Association as authorized by the Louisiana Licensed Professional Counselor Board of Examiners."

### A. Advertising Approved Activities

- Approved activities should be advertised **Lagniappe** and on the virtual calendar on the LCA Web Site
- Sponsoring agencies should include the following statement as they advertise their activity:  
For programs awarding CE credit for LPCs:  
*The Louisiana Counseling Association is approved by the Louisiana Licensed Professional Counselor Board of Examiners to offer continuing education for Louisiana Licensed Professional Counselors. This program meets requirements for \_\_\_\_ of continuing education clock hour credit for Louisiana Professional Counselors*
- If the sponsor is an LCA members and the activity has not been approved by LCA but is

covered by an NBCC Provider Number, the activity may be posted on the LCA web calendar for a fee of \$25.00.

- If the sponsor is not an LCA member and the activity has not been approved by LCA but is covered by an NBCC Provider Number, the activity may be posted to the LCA web calendar for a fee of \$100.00.