The Plan for Today

- Review eligibility criteria to request CE hour approval
- Review application components, including templates
- Common issues in applications
- Approval letter and post event responsibilities
- Prioritizing accessibility in your events
- Questions
Exciting news!

- We are now able to approve CE hours for counselors, social workers and marriage and family therapists

- Licensed chemical dependency professionals can use our CE hours as well

- We are exploring approval for the home study format

- Our goal? To help every OCA chapter, division and committee hold at least one successful CE event per year!

Handouts

- 2020 OCA CE Approval Submission Form and Checklist

- Common Issues Impacting CE Approval

- Conference Session Information template

- Universal Design tip sheet (2)
Why we need what we need...

- Adhere to commitment to assist chapters, divisions and committees to provide high quality professional development content
- Support the continued education and development of our members and our field
- ... We also get audited every 2 years by CSWMFTB to retain our approval status

Behind the scenes...

- Submitted application is first reviewed by the Chair to ensure it is complete and to address any issues
- Application and materials sent to all PDC members to review
- PDC members vote via email, and hold discussion when necessary
Behind the scenes...

- Chair advises requestor of approval outcome and sends official approval letter OR assists with revisions
- After the event, requestor provides Chair with post event materials
- The Chair enters the event on CE Broker and enters roster information
- The Chair is responsible for archiving all event information - with your help!

Eligibility criteria review

- Must be submitted by the leadership of an OCA chapter, division or committee
- Individual OCA members, private practices, community agencies are not eligible
- HOWEVER - co-sponsorships and collaborative events ARE encouraged
  - Great way to reach a wider community
  - Be mindful of pricing ethics
  - OCA chapter, division or committee leadership must be the ones submitting the application
Application review and walk through

- Submission deadline = **30 working days** prior to the date of the event
- Complete each section fully and make sure all information aligns appropriately
- Additional information to include for virtual events
  - Pre-registration strongly recommended
  - Platform being used
  - Attendance
  - Evaluations

Application review

- Supplemental materials to include
  - Presenter(s) CV
  - Copy of evaluations, sign-in sheets, and CE certificate (if not using template)
  - If not using templates, still consult them for necessary wording
  - Advertising drafts
    - Do not state “CE’s pending” instead “CE’s applied for” if want to start advertising prior to CE approval
- All materials - the application and supplemental materials - should be emailed all at once
Application review - Breakout Sessions and Conferences

- All day workshops with multiple sessions, conferences with breakout session options over the span of one or more days

- Utilize the application as a summary of the event
  - Make sure to list all of the possible hours, not just the total possible one attendee could get for the event

Application review - Breakout Sessions and Conferences

- Use the “Conference Session Information template”
  - One for each session

- Consider standardized sign-in and evaluations for all sessions

- All materials - including the application and all supplemental materials - still need to be all turned in at once
Application Review - Breakout Sessions and Conferences

➤ Try to be mindful of submitting materials with corresponding orders
  ➤ For example, match the order of CV's to the order on the Conference Session Information Template - that makes it easier for the PDC members to scroll through and compare, as opposed to having to “hunt” for matching materials

➤ For larger conferences or a high number of breakout sessions, may need to utilize a shared drive to submit materials
  ➤ Make sure to set up access via a link which can be shared

Common Issues in Applications

➤ Content areas

➤ Incomplete applications/ information doesn’t align

➤ Presenter expertise and background

➤ Client care focus
Common Issues in Applications

- Supervision focus

- Inclusion of clinical and/or evidence-based content
  - Specific needs for law and ethical codes being referenced

- Pre-registration, attendance and evaluation

Approval letter

- Your event is not officially approved for CE hours by the OCA PDC until you receive an Approval Letter via email from the Chair

- Approval letter includes:
  - Date of approval
  - Name of requester, title of program, and chapter/division/committee
  - Number and type of CE’s awarded
  - Both OCA CE provider numbers to be included on certificates
  - Post-event responsibilities
Post Event Responsibilities

- Provide - either physical or digital - CE certificate to all attendees
  - Consider reminding attendees to watch for the event to show up on their CE Broker account and then upload their individual certificate for CSWMFTB auditing purposes

- Send OCA Chair:
  - Copy of sign-in sheet OR evidence of attendees if virtual
    - Names and FULL license number
  - Copy of certificate and all advertising used
  - Copy of evaluations
    - Can also be a summary of evals if using a virtual polling format, but still needs to include all data

Prioritizing Accessibility at Your Events

- Consider a “Universal Design” mindset
  - Designing all aspects of the event with accessibility in mind from start to finish
  - Accessibility begins with advertising
  - Consider asking about accessibility needs during registration
  - Ensure that your venue or virtual format can attend to accessibility needs
Prioritizing Accessibility at Your Events: Suggestions

- Have an open question about accessibility on the registration or highlight who to contact for accessibility needs

- Common accessibility needs:
  - Service animals
  - Handicap accessible venues - including elevators and accessible restrooms near by
  - Screen reader ready handouts
  - Presenters that use microphones (even if they don’t think it’s necessary)
  - Closed captioning on virtual platforms or with any videos - with instructions
  - Content alerts
  - Sending handouts early so can load into software programs
  - Wifi access and statement supporting the use of devices

Questions?
Thank you!

Emily Ribnik, M.Ed., LPCC-S
Chair, OCA Professional Development Committee

330-244-5048
eribnik@kent.edu