MD WCC MCRSP CEU APPROVAL REQUEST FORM

Organizations, providers seeking pre-approval, or approval of continuing education opportunities must complete this application for each program/activity. Applications must be submitted **20 days** preceding the date of the program/activity or 10 days after the program or activity. Academic courses will not be approved until the completion of the course.

Organization Information

_____

Organization Offering Program/Activity

_____   _____

Address   Telephone Number

_____   _____

City/State or Province/Zip or Postal Code   Facsimile Number

_____

Program Contact Person

Program/Activity Information

_____

Program/Activity Title

_____

Location

_____   _____

Actual Number of Clock Hours of Training (excluding breaks)   Date(s) of Training

Length of Training in Days (Circle One): 1 2 3 4 5 6 7 8   (see #4 below for college or university courses)

Number of Participants Expected (Circle One):   1-25   26-50   51-100   101-150   150+

Type of Instruction: 1-Multi-day Conference   3-Home Study/Internet

2-Seminar/Workshop/Half-day Conference

4-College/University Course   Semester hours _____

(✔ Semester) Fall__Spring___Winter__Summer__

Documentation to be attached
- One copy of promotional material such as direct mail flyer or marketing brochure.
- An outline or agenda, if not contained within the promotional material, to include a breakdown of **clock or contact hours**.
- A copy of the evaluation form to be given to participants.
- Academic Courses: A copy of the description of the course out of the College catalog. A copy of the participant's final grade upon completion of the course.

Program Requirements:

The program must be a minimum of one clock or contact hour in duration. (See definition of clock/contact hour below)

1. A clock/contact hour is defined as 60 minutes of instruction time and excludes coffee breaks, social hours, meals, etc.
2. The focus of the program must be to increase the participant's knowledge of or skill in their area of practice, i.e., human service, nursing, physical/occupational therapy or counseling. To be approved, a program must clearly meet one of the domain focus areas for continuing education.
3. The purpose of the program must be clearly defined in terms of expected outcomes/learning objectives.
4. Every course shall be provided in adequate facilities with appropriate instructional materials to carry out continuing education programs.
5. Every course shall be offered by instructors who have suitable qualifications.
6. The program must include an evaluation component that must be completed by the participants.

Approved programs include:

1. Academic courses offered by accredited institutions. Coursework must be related to the participants field of practice as recorded by the Commission;
2. Presentations sponsored by:

   a. Departments of accredited educational institutions.
   b. National, regional, state, or local professional organizations or associations.
   c. Public or private human services agencies or organizations.
   d. In-house programs sponsored by corporations or other organizations that have been approved by your Board or Commission, CRC, CCM, etc.

Home Study Course or Articles:

Must be approved by the appropriate Boards or Commissions. Proof of submission including a copy of the Continuing Education Certificate, which gives the number of clock or contact hours, and the article that relates to the on-line test must be forwarded to the Commission for approval of credits.

How are outside WCC credits calculated?

- For every three (3) clock or contact hours submitted for a program or activity, the individual will receive one (1) WCC credit.

  Example: Program   six (6) clock or contact hours

  WCC credits   Two (2) Credits
- Academic courses acquired from a college or university: If you are taking a Masters or Doctoral level academic course, you may be entitled to credits per semester hours. Those courses must meet the program requirement listed above.