

Policy and Procedure for CE Approvals Members Only (updated 7/31/17)

Continuing Education (CE) Approval for Members Only Form will be accepted via online, email or fax.

FILL OUT the form completely. (If you do not fill in the number of hours you are requesting, the CE committee will not grant hours.)

Generally, an LPCA member should apply for individual CE approval if he or she has attended (Post-Approval) a training program/workshop that meets the GA Composite Board of LPC, SW, and MFT Rule 135-5 and 135-9 (<http://www.sos.georgia.gov/plb/counselors>). These rules state that activities sponsored, co-sponsored, or approved by a licensing or certification board in another jurisdiction (authority) which regulates the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling; or activities sponsored by federal, state, or local government agencies, public school systems and licensed hospitals can be counted for CE credit.

Evaluation forms must be part of the program to evaluate the degree to which the stated educational objectives were met and will be made available to LPCA upon request.

YES.... WHAT LPCA DOES APPROVE FOR CE

CORE hours are issued for educational programs that have the intention of expanding/improving knowledge and/or skills in the practice of Professional Counseling.

ETHICS hours, if approved by another organization, do not need LPCA approval.

- Ethics hours are granted to programs that contain substantial and focused content on ethical issues commonly faced in professional practice.
- The ethics content must be apparent throughout the program and be in the title.
- Ethics may be from any behavioral health discipline.

SUPERVISION workshops: Instruction about effective supervision is an appropriate continuing education activity. However, it will not be approved as part of an internal staff development activity.

NO.....WHAT LPCA DOES NOT APPROVE FOR CE

RELATED hours: LPCA does not approve related hours.

NBCC: LPCA does not approve NBCC approved workshop as they already are approved for counselors.

LPCA does not approve retrospective (i.e. Trade Fair, Exhibitor events) approvals.

LPCA does not approve online or web-based events.

LPCA does not approve continuing education programs in excess of 20 hours UNLESS the program is a professional conference offering multiple presentations per the License Board rules.

LPCA does not approve yoga, enneagram, Reiki, retreats, or content not counseling/clinical in nature.

AGENCY: If the activity for which approval is requested is for agency employees (i.e., professional staff development), the program must offer an appropriate professional educational experience rather than focusing on agency procedures.

SUPERVISION: Supervisory sessions or activities, even if purchased outside the place of employment, are not eligible for continuing education credits. Supervision is a requirement for licensure under the rules of the Georgia Composite Board.

Instruction about effective supervision is an appropriate continuing education activity. However, it will not be approved as part of an internal staff development activity.

Rule 135-9 Summary:

Events by APA, GPA, MFT, NASWGA, MAC, CEAP, FAPA, DAPA, RPT-S, ICAADC, ICCS etc. and activities sponsored by federal, state, or local government agencies, public school systems and licensed hospitals.

IF THE EVENT IS NOT APPROVED BY ANY OF THE ABOVE MENTIONED ENTITIES, IT PROBABLY WILL NOT BE APPROVED FOR CE CORE HOURS.

Another way to verify if an event would be approved is if the providers CE Certificate of Attendance contain the 5 items as required by the Georgia Composite Board of PC, SW, MFT:

Title of Event

Date and location (city/state) of the program

Name of participant

Who it was approved by, approval number and type (ethics or core); leaving early voids the CE

Name of person or organization and contact information, sponsoring/presenting the program

Applications for POST APPROVAL must be within 30 days after the event. Submit a \$35.00 processing fee and the following:

1. **Brief outline of workshop** (must include description of content and specific schedule)
2. **Presenter's qualifications** listed on printed documentation (i.e., brochures or vita)
3. **Copy of attendance certificate** (must include number of CE hours of credit) or other Proof of Attendance.

Submit Online Application, Email or FAX completed form, with required attachments to:
LPCAcontinuingeducation@gmail.com.