

## **Chapter 5 - CEU Program**

### **Explanation of Benefits**

This year CRC, CDMS, & CCM have put new procedures and guidelines in place that will no longer allow for IARP & IARP representatives to pre-approve conferences, seminars and other educational events. Due to this change in policy the IARP board has voted to continue to pick up the costs that will be implemented by the certifying bodies. This will allow the IARP chapters to continue receiving continuing education credit with no direct cost to the chapter.

CRC, CDMS, & CCM procedures require that applications must be in by 4 weeks prior to the event. With IARP working as the central CEU office we are requiring another 2 weeks above this to allow for IARP to gather the funds and review the paperwork to ensure expedited service. If a chapter gets their application in to IARP Headquarters less than 6 weeks prior to their event, the chapter will incur late fee penalties which can add up to \$150 per event.

We understand that these changes will make for chapters needing to be prepared sooner. Please review the procedures over the next few pages and call IARP Headquarters with any questions.

## **Beginning of Year**

### **Headquarters**

October of Each Year, Headquarters will file pre-approval applications with CRC for the following year.

Each application will have a fee that needs to be paid with it. Contact the CRC to find out if the application has been updated or if the fee has been increased.

Headquarters will send out a CEU packet by November 15 to each chapter. The packet will include a copy of the certification maintenance plan process, new applications and focus area sheets for each commission.

### **Chapter**

Each Chapter is to provide a list to Headquarters by November 1 of who will be handling their CEU applications for the following year.

## Application Process

### Chapter

Each chapter will need to fill out an application for *each certifying body* for their program/activity and submit back-up information (listed below) to IARP headquarters **6 weeks** prior to the chapter event. ***Be sure to submit this information to IARP Headquarters in order to get the application fee waived. If you submit this to the certifying body, your chapter will be responsible for the application fee.***

If the chapter submits an application after the deadline, the chapter will incur any tardiness penalties – typically \$50 per commission.

#### Back-up Items required

- Copy of conference brochure or other marketing materials
- Copy of Registration Form
- Sign-In Sheet for program (Sample Provided)
- Copy of Session Materials
  - Speaker contact information & CV/resume
  - Brief session description
  - Session goals & objectives
  - Session Evaluations (master provided by Headquarters to be used as template)
  - Focus Area sheets for each commission – Check only one box per focus area sheet
- Attendance Verification/Completion Form (master provided by Headquarters to be used as template)

### Headquarters

As Headquarters receives chapter CEU application packets, the headquarters representative will log the packet into the master track file.

A copy of the packet will be made to keep at Headquarters for historical purposes. To be kept for 5 years

The original CEU application packet will be sent on to the Certification Maintenance Plan Representative – currently Margaret Moore.

## **Approval Process**

### **Certification Maintenance Plan Representative**

Representative will look over/review application.

Representative will either approve or deny the application.

The Representative will issue approval numbers for each session and an overall approval number for the conference.

The representative will send a copy of the signed approval form and approval numbers to the Headquarters representative.

### **Headquarters**

Once the approval numbers have been received from the plan representative, they will be entered into the master tracking file.

Headquarter will complete the attendance verification sheet by filling in the appropriate approval numbers in the correct lines and inserting plan representatives signature.

Headquarters will send completed attendance verification sheet and signed approval form on to chapter.

## **Preparation for On-Site Process**

### **Chapter**

This system/process is designed for Conferences, Seminars and Workshops

Once approval numbers are received, chapter should then copy session evaluation forms by color based on type of approval for session. This makes the end process much easier.

Yellow – General CEU  
Pink – Professional Development CEU  
Blue – Ethics CEU

Attendance Verification form should be taken to a local print shop and photo copied on to 2 part NCR paper. Be sure to make enough copies for all attendees. Yellow copy will be returned to Headquarters for the Master File. White copy goes to attendee for their records.

Print out Sign-in Sheet – Typically a roster of attendees with an additional column for the attendee to sign-in on. This will be returned to Headquarters for Master File.

## On-Site Process

### Chapter

Arrange for a CEU monitor for each session. Provide CEU monitors with instructions of what will be expected of them on-site. Be sure they are comfortable with the process, as they may need to make some ethical decisions.

Provide each CEU monitor with items listed below, prior to session.

Session Evaluations  
Self-Inking Stamp or Pens for Initialing by CEU monitor

**Session Evaluations:** 10 minutes after the session has started, the CEU monitor should pass out session evaluations for each attendee. At the end of the session the CEU monitor should stand at the door and stamp evaluation forms as people leave.

\* Glance at the form to make sure you are stamping the session evaluation for that session. Some attendees may try to get you to stamp a different session evaluation, have that individual discuss that with the CEU desk. Some attendees may get upset. Remember the process can only be maintained by making good ethical decisions.

Attendees should keep their session evaluations until the end of conference when they will turn them into the CEU desk for tallying.

CEU monitors should bring all blank evaluations back to the CEU desk to be disposed of after the conference.

#### **CEU Desk/Attendance Verification Form:**

At the end of the conference or when attendees have attended the last session they plan to; the attendee should bring all completed session evaluations to the CEU desk.

The person verifying attendance at the desk should separate evaluations by color.

Add up all yellow evaluation hours and put total on general CEU approval line for each commission. (See Sample)

Add up all pink evaluation hours and put total on profession development CEU approval line for each commission. (See Sample)

Add up all blue evaluation hours and put total on ethics CEU approval line for each commission. (See Sample)

Total of all 3 lines is the number of total CEUs the attendee earned at the program. This may need to be explained to attendee, as they may not understand and may misinterpret the sheet.

Monitor should then sign the attendance verification form.

Tear apart the NCR Sheets. Attach the session evaluation forms to the yellow sheet and keep for the chapter records. Provide the attendee with the white sheet to mail to the commissions.

## **Post Event Process**

### **Chapter**

Provide copies of sign-in sheets to headquarters to be kept in historical file.  
Provide all attendee verification forms to headquarters to be kept in historical files.

### **Headquarters**

Follow up with chapters if sign-in sheets and attendee verification forms are not received at headquarters one month after program.

## **Year End**

## **Headquarters**

January of each year, Headquarters will provide each commission with a copy of the master tracking form. The following items will be tracked.

Date application received

Date application approved

Program/Activity Title

Location of Program

Approval Number for each Program

Approval Number for each session, if multiple sessions included under program.

Headquarters will also handle purging files from storage after the five year period.