

# AHEC Veterans Mental Health Project

## Professional Credit Overview

### Type and amount of Continuing Education Credit

The amount and type of continuing education (CE) credit needed by audiences who may attend vary by discipline and by state.

Contacting state licensing/certification boards will tell you who needs continuing education credits and the amount of credits needed. Using an internet search engine, type in the name of the discipline you are searching for (psychology, social worker, nursing, etc.), then type “licensing board,” then type your state and hit <Enter>. On the home page of most licensing boards will be a link to information about continuing education credits and requirements. In that information you should also find:

- The process to get the program approved for credit
- The timeline for submitting the credit package
- The cost for getting approval (most providers ask that you include the check with the credit package)
- What needs to be on the CE certificate

If a discipline does not have CE requirements, then the organization offering credits can award “contact hours” credit only.

If your AHEC is planning to offer the 4-hour curriculum or the 1-hour curriculum as designed and provided in this toolkit, A-TrACC has arranged with the Postgraduate Institute for Medicine (PIM) to offer CE credits for a contracted cost per event. See accompanying information sheet “Postgraduate Institute for Medicine.” The contact person is Angela Noreen, and her email is [anoreen@pimed.com](mailto:anoreen@pimed.com). She will guide you through their process. PIM may charge their usual rate for credits for any other curricula.

### Paperwork needed

Each credit provider, including PIM, has specific documentation requirements for approving credit. Be sure to check with your provider before completing the application. Most require the following information in the credit package:

- Title of program
- Date and location
- Description
- Agenda
- Learning objectives
- Names of speakers and resumes/curriculum vita (CV) for each speaker
- Names of sponsors
- Number of hours of credit you wish to receive

If most of this information is on the brochure, the credit provider may accept a copy of the brochure with the resume/CV for each speaker and any other missing information added.

### Timeline

Most credit providers, including PIM, need to be contacted 7-8 weeks prior to the program to give them time to process the paperwork.

### How to determine number of hours for credit

Most licensing/certification boards accept a 60 minute hour as being equivalent to 1 CE credit, with the exception of the Continuing Education Unit (CEU) which uses 10 instructional hours for 1 CEU. If the program

is 6 hours long, then it will receive 6 hours of CE credit (or .6 CEU credit). Most professional boards will not give credit for lunch or breaks, so credit is determined by adding the total number of hours the participants are at the program, then deducting lunch time and break time. Contact hours are figured using 60 minutes = 1 contact hour.

### Continuing Education Certificate

The agency that is providing the credit must give each participant a Continuing Education Certificate stating that he or she attended the program. Licensing boards require different information on the certificate, but most boards will accept a certificate that includes:

- Participant name
- Title and location of training (city and state)
- Date of training
- Speaker's name
- Number of CE hours

If the program has been approved for multiple credits (i.e. psychology, nursing, and social work), some licensing boards allow all the credits to be shown on the certificate while other boards want only their credit on the certificate. Check the website for the requirements of licensing boards in your state.

For those new to coordinating educational programs, this may be very confusing. If you need help, contact Sheryl Pacelli, Consultant to A-TrACC on Veterans Mental Health Project, at 910.686.1918 or email at [sherylpacelli@charter.net](mailto:sherylpacelli@charter.net).