

CE On-Campus Workshop Instructions

So, you have decided to sponsor an on-campus workshop and want to apply for GCCA Continuing Education. Great!! There are a few things that you need to know to make the application for CE hours go smoothly....

PART A - STANDARDS

1 - GCCA workshop requirements and program content reflect similar requirements and guidelines of the National Board of Certified Counselors (NBCC) and satisfy the state licensure and national certification requirements.

2 - GCCA reserves the right to monitor the programs and activities for which approval is granted and to withdraw approval from any program or activity which does not meet the guidelines set forth below.

3 - The program content must be directly related to one of the following 10 content areas: More detail on the definition of each content area, can be found at the [NBCC](#) website.

- a. Counseling Theory
- b. Human Growth and Development
- c. Social and Cultural Foundations
- d. The Helping Relationship
- e. Group Dynamics, Processing and Counseling
- f. Life-Style and Career Development
- g. Appraisal of Individuals
- h. Research and Evaluation
- i. Professional Orientation
- j. Multiple Sessions/Conferences

4 - The program must be geared toward professionals in the field of mental health.

5 - The program must increase the participant's skill or knowledge in the practice of counseling.

6 - Speakers/Instructors must have at least a masters degree with a license in a mental health field or commensurate training **and/or experience that qualifies them to train master's level professionals**. A resume or vita must be sent to the CE Director for each presenter participating in the workshop.

7 - The application must be submitted no less than 30 days prior to the activity.

8 - If the program is offering training on a newly-developed counseling theory, technique or method, the provider must present research supporting the efficacy of that theory, technique or method. Lacking that, the provider must present a clear link to an already established and researched theory, technique or method.

9 - The program must be held in an accessible, barrier-free location so that persons with disabilities are not excluded from attending.

PART B - THE FORM

1 - Print a copy of the CE Form.

2 - If more than one person is hosting/sponsoring the workshop, choose one person to fill out the CE Form and do the necessary paperwork.

3 - Under "Description of the proposed CE," if there is more than one presenter, list their name, title, and abstract on the reverse side.

4 - Mail or fax the Form to the Continuing Education Director whose address is listed on the form.

5 - The CE Director will look over the application and determine if it meets the requirements for GCCA CE hours. The CE Director also determines how many CE hours are offered.

6 - If the workshop meets GCCA specifications for CE hours, the CE Director will fax or mail the form to the individual who initiated it. The form has an attendance roster. Use that roster as a sign-in sheet for people attending the workshop.

7 - When the workshop is completed, return the original CE Application Form (which will now include the names of people in attendance) to The CE Director. This is absolutely important in order for the Association to record CE credits!

8 - If new members attend the workshop, be sure to collect the membership fees and the completed Membership Forms (the form can be downloaded from the website or found inside the GCCA brochure). Return the money and Membership Forms to the GCCA Treasurer.

9 - Contact the Membership Director for GCCA brochures, which include the GCCA Membership Form. Membership Forms can also be obtained from the website. Return the Membership Form(s) and money to the Treasurer. **DO NOT return them to the CE Director.**

10 - CE Attendance Certificates will be awarded to participants at the workshops. The CE Director prepares a master certificate, which is forwarded to the workshop coordinator to copy and provide to attendees. The master certificate is returned with the attendance roster to the Director. **TO RECEIVE CE HOURS, ONE MUST BE A GCCA MEMBER.**

PART C - FEES

1 - An honorarium not to exceed one hundred dollars (\$100.00) is available to offer workshop presenters. The workshop coordinator must consult with the Director before offering a presenter any honorarium from GCCA because the honorarium is approved at the discretion of the CE Director.

2 - On-campus workshops are **FREE TO GCCA MEMBERS**. If an additional workshop fee is necessary for food/beverages/presenter/location (for example), a minimal fee may be charged to cover the cost.

3 - **NON-GCCA MEMBERS** cannot receive GCCA CE hours. Therefore, if non-GCCA members wish to attend a workshop and receive CE hours, they must become GCCA members at that time by filling out the GCCA Membership Form and paying the appropriate fee. If there is a cost for the workshop (examples: presenter, food, beverages, etc), they must pay that fee **IN ADDITION** to the membership fee.

4 - If a non-GCCA MEMBER **WANTS** to attend a workshop and does **NOT WANT** to receive CE units nor become a GCCA member, they can. They just need to pay \$35, plus the add-on fee of any food, beverage, etc. in order to attend. Importantly, they **MUST BE TOLD** that they **WILL NOT BE** eligible for CE hours from GCCA.