

CE Application FAQ: An Application Guide

Please review the FAQs prior to applying.

- LPCA is the premier site for recognition as education provider
- LPCA Continuing Education Application Approval Program is a way to increase your marketability and income as a quality continuing education provider.
- LPCA confirmation will be valuable in attracting Professional Counselors, and others in the Mental Health field desiring programs for professional development and licensure renewal.
- The objective of LPCA's CE Application Program is to recognize sound, relevant, and appropriate CE opportunities for Mental Health Professionals.
- ADVERTISING on the very popular LPCA website is a separate application form.

CONTINUING EDUCATION INTRODUCTION

1. LPCA CE approval is recognized by Professional Licensing Board(s)

- The Georgia Board of Professional Counselors, Professional Counselors, and Marriage and Family Therapists recognize the LPCA CE Approval. Rule 135-9
- Other states currently recognize and accept the LPCA CE approval number.
- Providers and participants are responsible for following states' rules and regulations regarding licensure.

2. Who can apply for LPCA CE approval?

Any agency, state institution, individual provider, or organization that offers educational or training programs by qualified experts relevant to Professional Counselors and other mental health professionals can apply for CE Approval; this includes providers of workshops, conferences, webinars, and internet-based distance learning education.

3. What types of Programs receive CE Approval?

- Program types include workshops, conferences, in-house training events, webinars, and other types of internet-based distance / web-based learning education.
- WHAT IS NOT ACCEPTED: No Yoga, retreats, meditation, dance, exercise, etc. that the public (non-counselors) can find in the public arena.
- Continuing Education events need to be advanced graduate level type training.

4. What is the difference between a **Synchronous** and **Asynchronous** Continuing Education Program?

- Synchronous activities require participants and instructors to be present at the same time. (Rule 135-9)
 - Synchronous activities may include, but not be limited to, the following:
 - In-person (live): Participants are physically present at the location where the presentation, lecture, workshop, or seminar is being held and are present for the entire length of the activity.
 - Webinars: Participants **MUST** have their Camera On. A presentation, lecture, workshop, or seminar that is transmitted via the internet and allows full participation between the participants and the presenter(s) who also must have their camera on; or,
 - Video conferencing: Participants are in two or more locations in a virtual conference room and communicate as if they were sitting right next to each other.
 - May be a virtual classroom but must allow participants to ask and the Speaker/Expert to answer questions directly, either face-to-face or through instant messaging.
- **Asynchronous activities** are online courses or a recording of a previously held program sometimes call “on-demand” that one can access on one's own schedule. When completely an “on demand” course there should be a quiz or exam to complete before receiving a CE Certificate of Completion.

5. What do you need to complete a CE application?

Who, What, Where, Why, When:

Contact information: The Person /organization that is responsible for responding to correspondence about the event, pay invoices, and maintain records e.g. the approval email letter, attendees sign-in-sheet, certificates of attendance, and presenter information for at least 4 years.

Criteria for the CE program:

- Workshop/program must have a clearly identified name/title

- Bio of presenter(s) that shows training/expertise in the subject matter.
- State at least three (3) objectives
- The location of the workshop should be designated; in-person workshop address/phone number. For Webinars-clearly state Zoom, MS Teams, etc.
- A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.
- A system for evaluation of programs by participants.
- Content which is clearly of use for therapists / mental health professionals in their practice settings, agency, work site(s); and

6. Do I need to complete an application for each program, conference, and course/workshop individually?

Yes. Each program, conference, and course must contain a separate application with the required supporting documentation.

7. How many times can I hold a program?

Once a program is approved, it may be hosted only on the approved program date *

A fee is charged for hosting a program on more than one date.

See CE Application Form B for fees. Note: You cannot alter an approved program without first contacting the LPCAGA CE Application Review Team. And the program presenter/instructor must remain the same. If the presenter/instructor changes or the program changes slightly, it constitutes **a new program**, and **a new CE Application** must be submitted to the LPCAGA CE Application Approval Team for approval.

8. Earlier this year, we sent you our presenters/instructors' resume(s)/curriculum vitae (CV). Can you make a copy for subsequent applications with the same presenters/instructors?

No. Each application must stand on its own and contain all required elements.

9. We plan to hold 2 workshops on the same day with 2 different topics. Can we use one application?

No. Each workshop will require its application and fee.

10. We want to submit an application, but we have not yet determined the date(s) or place(s). Is this allowable?

No. We must identify at least the first date and location before we can review your application.

If you plan to host a program more than once during the 12-month approval period, you must include the dates and locations before hosting the subsequent workshop.

If dates/sites change you may submit a “Change request”.

11. Will applications be reviewed without payment?

No. Applications will not be reviewed until payment is received and all the information required to process them is received. There will be no exceptions or waivers to this policy.

12. In addition to the date, program title, attendees name, and LPCA CE approval number, include the items below on all provider printed certificates:

- Specialized category credit (e.g., ethics, core, tele-mental health, or related)
- CE hours of ethics, core, tele-mental health, or related.
- Name and credentials of the presenter. *Exception: not required for conferences issuing a single certificate
- Three (3) objectives
- Name of organization or provider that is hosting the event.
- A sample CE Certificate [CLICK HERE](#)

13. Do I need to submit evaluation forms for the workshop/ program?

No.

The Provider must only submit a list of attendees within 30 days of the program.

LPCA reserves the right to audit a percentage of CE approval, which will be a request of the evaluation data.

14. Do I need to turn in sign-in sheets for the workshop/ program offered?

No. Attendance monitoring forms are records maintained by the Provider for

4 yrs.(Rule 135-9)

15. Will incomplete or applications missing required documentation be reviewed?

No. Please make sure that your application is filled out completely and all required documentation is attached.

16. I'm still unsure about how to complete the application.

When unsure, it's best to contact the LPCA Staff at CE@LPCAGA.org

Time Frame For Processing Applications:

1. Does LPCA process applications after a continuing education program has occurred?

Under certain circumstances LPCA retroactively approve a program/workshop. There is an additional fee.

2. Late fee will be applied for workshop approval requests less than 15 days to event.

A late fee will be applied if the application is received "late". Please complete the application at least three (3) weeks before the event to make sure the committee has time to review and process.

3. What is the CE Application Number? When will the CE Application Number be issued?

The CE Application Number is a unique number assigned to each CE Application

The CE Application Number will be noted in the application confirmation and approval letter email received.

The CE approval process may take 10-15 days due to holidays and weekends.

4. Which statement should I use on my marketing materials while my application is pending?

NONE. You must have the LPCA CE unique number before advertising that LPCA is reviewing your application.

Continuing Education Hours (CE)

1. Is there a minimum amount of time to conduct a CE workshop?

No. The CE committee suggest at least a minimum of 1 (one) hour to encourage attendance. .

2. Can a maximum number of CE hours be offered?

Yes. No more than twenty (20) hours of continuing education shall be from any one course, workshop, or presentation.

This limit does not apply to professional conferences that offer multiple presentations over a period of several days. (Rule135.9.10)

3. What activities are not considered in the total number of CE hours?

Welcoming speeches, scheduled coffee/bathroom breaks, or other social events are not considered CE time.

4. Can I offer a CE program during a meal such as lunch?

Yes, but only 50% (half) of CE hours can be allotted during a meal-based educational program.

Program Quality and Objectives

1. What should the program/workshop objectives include?

The learning objectives and format of the proposed presentation will be reviewed to ensure high-quality learning experiences.

Clearly stated learning goals, educational formats, and explicit expectations regarding the participation of attendees.

Include agenda and time schedule for the educational offering.

2. What are learning objectives?

Learning objectives allow LPCA to understand better the presenter's required knowledge to facilitate the subject matter. Please remember that learning objectives (and the course content associated with the learning objectives) should **clearly show how the program builds on a foundation of academic education, knowledge, and skills.**

Payment & Fees | Refund Policy

1. If my application is denied or if the program is canceled/rescheduled, do I get a full refund?

No. CE application fees are non-refundable. All fees are non-refundable, even if the application is denied

The CE application fee is for reviewing the application and does not guarantee approval.

Applicants are highly encouraged to read the application forms fully, including the FAQs, prior to submitting the application for CE approval.

2. Can an approved organization request a CE Certificate from LPCA on behalf of its participants?

No, LPCA no longer provides CE Certificates for organizations that have approved programming.

Replacement CE Certificates may only be distributed by the Provider/Sponsoring Organization. The Sponsoring Organization is solely responsible for distributing lost or missing CE Certificates to program registrants.

3. Can a workshop program date be changed?

Yes. There is a change application

LPCA CE Application Presenter / Speaker, Certification, Agenda, Etc.

1. What is the Presenter/Workshop Terms/Definitions?

- **Qualified Presenter** —The sponsor of a continuing education program/event must make sure that the presenter/speaker **is qualified**.
- Individual presenter/speaker/instructor have the responsibility for offering only those events for which they are qualified.

Specific requirements for the Qualified Presenter include:

- Competence in the subject matter with a resume/CV that speaks more directly of the course topic
- Experience to transmit the subject matter
- Ability to transmit the educational content to the participants' understanding of continuing education objectives

- Knowledge and skill in instructional methodology, learning processes, and the use of psychotherapy laden material
- Capacity for self-evaluation and modification of future offerings in response to evaluations conducted by self, sponsor, and participants

Co-presenter - Another licensed professional co-facilitating a workshop. Additionally, each presenter's name is listed on the evaluation program and certificate of attendance.

Certificate - A **certificate** verifies that a person has completed a course or series of courses at an educational institution. **A training certificate must be dated within the last 10 years of the submitted CE Application.**

Evaluation—Formal evaluation of each continuing education event is essential for maintaining or improving the quality and effectiveness of future events.

- Two distinct but related measures of evaluation may be appropriate. The first is the instructor's, sponsor's, and participants' assessment of the event with respect to content, format, methodology, instruction, and facilities.
- The second is an assessment of the knowledge acquired by participants. It is based on a demonstration of a taught skill, an oral or written test, a project or report, a self-assessment checklist, another instrument designed to collect data on changes in participant knowledge or performance attributed to the educational experience. The instructor and sponsor should review the evaluation outcome and revise subsequent events.

Agenda - The primary purpose of an agenda is to give the participants a clear understanding of the meeting or subject at hand and logically guide the participants through the process. It also familiarizes the participants with the topics to be discussed.

What is the definition of Core, Related CE hours?

According to the GA Composite/Licensure Board Rule 135-9-.01. Defines Core hrs. as follows:

(5) Core hours are continuing education hours acquired in activities in the specialty where the license is held; e.g., PC core hours must reflect PC content, SW core hours must reflect SW content, and MFT core hours must reflect MFT content. Core hours may be obtained through graduate-level education, conferences, workshops, seminars, or online courses approved for continuing education by organizations authorized to offer continuing education credit.

(6) The GA Composite/Licensure Board defines Related hours as continuing education hours acquired in activities in a specialty other than the one in which the license is held or

in the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling. Related hours may be obtained from:

(a) activities sponsored, co-sponsored, or approved by professional associations in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions for Psychiatry, Psychiatric Nursing, Psychology, Pastoral Counseling, or allied health specialties,

(b) activities sponsored, co-sponsored, or approved by an academic department in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy, or the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling.

For a complete description of Core and Related hrs., visit

<http://sos.ga.gov/index.php/licensing/plb/43>

How do I obtain Core, Related, Ethics, and TeleMental Health Hrs. approval specifically for the LPCAGA CE Application Approval Program?

Core Hrs.

- The program must comply with GA Composite Board Rule 135-9-.01.
- Other Mental Health Professionals who are qualified presenters may submit applications for Core hr. consideration.

Related Hrs.

- The Program must comply with GA Composite Board Rule 135-9-.01.
- Provided by a qualified presenter who is a licensed person, certified or experienced in a specialized area with a suggestion of at least 2 years or more of work experience as listed on the resume, CV and/or certificate of training on the workshop topic

Ethics Hrs

- The Program must comply with GA Composite Board Rule 135-9-.01.
- Program content must infuse the LPCA Code of Ethics throughout the entire Program

Tele-Mental Health Hrs.

- Must be provided by a qualified Presenter/Speaker
- Qualified Presenter must submit a resume or curriculum vitae with the CE Application.

Tele-Mental Health is the delivery of services by a licensed Professional using technology-assisted media.

b) Provisions;

1. Training for Licensee:

(i) Before the delivery of clinical TeleMental Health, the licensee shall have obtained a minimum of six (6) continuing education hours.

2. Supervision

(i) Training of the TeleMental Health Supervisor: Before delivering supervision via Telemental health, the supervisor shall have obtained a minimum of nine (9) hours of continuing education. The continuing education hours may include the same eight (8) categories identified under "Training for Licensee," rule section (b)(1)(i)(1-VIII), plus, must also include three (3) hours in the category of: Supervising TeleMental Health Therapy- understanding the key components necessary to supervise effective, and efficient delivery of Telemental Health Therapy.

***Visit Composite Board Rules at <http://sos.ga.gov/index.php/licensing/plb/43> for the complete rule.**

MISC WORKSHOP INFORMATION

Conference Versus Program

1. A conference is defined as a meeting organized on a particular subject or to bring together people who have a common interest or profession.

A conference contains two or more of these characteristics:

- Two or more days of programming. In some cases, a one-day program can constitute a conference.
- 2 or more break-out sessions (workshops)
- Several presenters who facilitate workshops on diverse topics
- CE hours offered per break-out session (workshop)

2. We want to submit one application for a monthly workshop on various topics. Can we call this a conference and pay one fee?

No, you cannot complete one application unless your conference is on continuous days. Each workshop must be submitted on a completed individual application, including all required elements and fees.

If you are unsure if your program meets the criteria for a conference, email CE@LPCAGA.org before submitting your application.

APPROVED BY THE CE COMMITTEE:

2013, 2016, 2020, 2022, 2025