

CONTINUING EDUCATION CO-SPONSORSHIP APPLICATION

Behavioral Healthcare Education (BHE) is an interdisciplinary continuing education division of Drexel University College of Medicine. BHE offers many categories of continuing education (CE) accreditation. To meet the requirements of the various accrediting bodies (see list included in this application), BHE subscribes to the most rigorous standards for all authorized credits.

If you wish to host a training, symposium, or conference and offer CE credits, BHE can meet this need by engaging in a co-sponsorship for your event(s). As an approved CE provider, BHE can deliver CE certificates for your attendees. Organizations wishing to engage in a co-sponsored relationship must meet the criteria spelled out in this application and provide the requested documents prior to the release of any continuing education-related marketing materials.

We appreciate the opportunity to partner with you for your CE needs. If you have any questions, please let us know!

Drexel University/Behavioral Healthcare Education

bheweb@drexel.edu

215-991-8870

An important update: If the event is being hosted by a Drexel University department or program, the application fees for CEs are waived. Additionally for these events, there will be no certificate charge for any attendees with a drexel.edu email address.



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Healthcare Education

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Name of Event

Date(s) of Event

Primary Contact Person – Name and Contact Info

I agree to enter into a co-sponsorship arrangement with Drexel University/ Behavioral Healthcare Education. I also understand that continuing education certificates will not be distributed until payment is submitted.

Program Director Name:

Signature:

Date:



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Which Type(s) of CE Do You Want to Offer?

The following list represents the disciplines and related accrediting bodies for the credits currently offered by BHE. Please review them and check the type(s) of credit desired. Each professional body offers hour for hour credit with one exception: IACET generic continuing education certification – offers .1 credits for each clock hour or 1.0 credits for every 10 hours of continuing education. Also note that state-level accreditations (LSW/LCSW, CPRP, Act 48) CANNOT be given for programs conducted outside of Pennsylvania.

	Discipline	Fee	Accrediting Body
	PA Educators Act 48	\$300	Pennsylvania Educators Act48 (ACT48)
	Psychiatric Rehabilitation	\$250	CPRP – Certified Psychiatric Rehabilitation Practitioners - Psychiatric Rehabilitation Association (PRA)
	Psychologists	\$350	American Psychological Association (APA)
	Social Workers/Licensed Professional Counselors/ Marriage and Family Therapists	\$300	State Board of Social Work Examiners (LSW/LCSW/LPC/MFT)
	All Others (CEUs)	\$250	International Association for Continuing Education and Training (IACET)

In addition to the fees above, there is a **\$35.00 PER CERTIFICATE** charge for all certificates.
Attendees may request more than one certificate for an additional \$35 charge.

NOTE: For events hosted by Drexel University departments/programs, the application fees above will be waived.
Certificate fees will be waived for attendees with a Drexel email address.



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Information and Documents Needed to Co-Sponsor Your Event

Items Needed	Organization Checklist
1. Detailed narrative and description of your event, including: a) Purpose of event b) Target audience (i.e. psychologists, social workers) c) Date, time, location d) Type (in-person, virtual, hybrid) e) Number of expected attendees	
2. CV/resume for the program director and all presenters	
3. Educational objectives Please see Guidelines for developing educational objectives for more information on writing acceptable objectives. If you are holding a conference, objectives for the overall event must also be provided.	
4. Agenda (presentation times and topics) For a singular session, provide a timed outline of content to be covered. For events with more than one session, provide a schedule with dates/times for each session.	

**5. Attendance verification**

For a singular, in-person session, use a [Sign in Sheet](#) (can be paper or digital)

For a singular, virtual session, use a [Registration Sheet](#)

For events with more than one session (i.e. attendees can choose which sessions to attend), use a [Validation form](#).

6. Evaluations

If you are hosting a **singular training**, you will need to provide a [Workshop evaluation](#) to attendees.

If you are hosting an **conference or other event with multiple sessions**, in addition to a workshop evaluation for each event, you will **also** need to provide an [Overall conference evaluation](#) to attendees.

7. Marketing and other event materials must contain:

[Continuing education statements](#) – exactly as written in this document for each type of credit that is being offered.

A co-sponsorship statement: “Continuing education credits are being co-sponsored by Drexel University’s Division of Behavioral Healthcare Education” and include the [BHE logo](#).

Other important notes:

All of the above linked materials can be accessed [here](#).

To ensure a timely and effective approval process, BHE requests that all of your information be provided at least **SIX WEEKS** prior to your event for ample review by the BHE team.

All **marketing materials** MUST contain the appropriate credit statement(s) and logos exactly as they appear on [this document](#). Please do NOT change the spacing or use any abbreviations. *The number of credit hours will be calculated by BHE once the agreement is formalized.*

If you are hosting a conference, BHE faculty must be represented on the **conference planning committee**. Minutes of all such planning meetings must be forwarded to BHE for the administrative files.

Your planning committee must include a representative of each CE type. For example, if you are requesting APA credits, a psychologist must be on your committee.

Presenter financial relationships - One of the following audience disclosure statements must be included in each presentation:

- "No relevant financial relationships exist for anyone involved in the planning of these activities"
- "There is a potential financial relationship to disclose which is _____ and it will not interfere with the educational content of this session for the following reasons:
_____"

Following your event, you must provide the following *before certificates are distributed by BHE*:

- [A registration sheet](#) or [a Sign in Sheet](#) of all participants requesting certificates
- Completed [Validation forms](#) (if your event is a conference or has multiple sessions) for each attendee requesting CEs, attesting to their having fully attended the hours for which credit is given.
- An evaluation summary for your event(s) – individual session(s) and overall conference (if applicable).