

## 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](mailto:bheweb@drexel.edu)

215-991-8870

<b>Name of Event(s)</b>
<b>Dates of Event(s)</b>
<b>Primary Contact Person – Name and Contact Info</b>
<p>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.</p> <p>Program Director Name:</p> <p>Signature:</p> <p>Date:</p>

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

The following list represents all of 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.

Please note that state-level accreditations (PCB, LSW/LCSW, CPRP, Act 48) CANNOT be given for programs conducted outside of Pennsylvania.

	Discipline	Fee	Accrediting Body
<input type="checkbox"/>	PA Educator Act 48	\$300	Pennsylvania Educators Act48 <b>(ACT48)</b>
<input type="checkbox"/>	Psychiatric Rehabilitation	\$250	CPRP (Certified Psychiatric Rehabilitation Practitioners) Psychiatric Rehabilitation Association (PRA)
<input type="checkbox"/>	Social Workers/ Licensed Professional Counselors/ Marriage and Family Therapists	\$300	State Board of Social Work Examiners <b>(LSW/LCSW/LPC/MFT)</b>
<input type="checkbox"/>	All Others (CEUs)	\$250	International Association for Continuing Education and Training <b>(IACET)</b>

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.

### Information and Documents Needed to Co-Sponsor Your Event



Items Needed	Organization Checklist
<p>1. Detailed narrative and description of your event, including:</p> <ul style="list-style-type: none"><li>a) Purpose of event</li><li>b) Target audience (i.e. psychologists, social workers)</li><li>c) Date, time, location</li><li>d) Type (in-person, virtual, hybrid)</li><li>e) Number of expected attendees</li></ul>	<input type="checkbox"/>
<p>2. CV/resume for the program director and all presenters</p>	<input type="checkbox"/>
<p>3. Educational objectives</p> <p>Please see <a href="#">Guidelines for developing educational objectives</a> for more information on writing acceptable objectives.</p> <p>If you are holding a conference, objectives for the overall event must also be provided.</p>	<input type="checkbox"/>
<p>4. Agenda (presentation times and topics)</p> <p>For a singular session, provide a timed breakdown of content to be covered.</p> <p>For events with more than one session, provide a schedule with times for each session.</p>	<input type="checkbox"/>
<p>5. Attendance verification</p> <p>For a singular, in-person session, use a <a href="#">Sign in Sheet</a></p> <p>For a singular, virtual session, use a <a href="#">Registration Sheet</a></p> <p>For events with more than one session (i.e. attendees can choose which sessions to attend), use a <a href="#">Validation form</a></p>	<input type="checkbox"/>



6. Your singular training will need specific evaluation information - <a href="#">Workshop evaluation</a>	☐
7. If you are hosting a conference, you will need to collect evaluation data - <a href="#">Overall conference evaluation</a>	☐
8. Marketing and other event materials must contain:  <a href="#">Continuing education statements</a>  A co-sponsorship statement: “Continuing education credits are being co-sponsored by Drexel University’s Division of Behavioral Healthcare Education” and include the <a href="#">BHE logo</a> .	☐

**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 **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:  
 \_\_\_\_\_"



DREXEL UNIVERSITY

Division of Behavioral  
Healthcare Education

*College of Medicine*

**Following your event**, you must provide:

- [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 sessions and overall conference (if applicable)