

**OHIO COUNSELING ASSOCIATION  
PROCESS FOR PRESIDENTS OF DIVISIONS AND CHAPTERS TO OBTAIN  
APPROVAL FOR CEUs FOR WORKSHOPS**

The Ohio Counseling Association is an approved provider of continuing education credit by the Ohio Counselor Social Worker and Marriage and Family Therapy Board (CSWMFT) and the National Board for Certified Counselors (NBCC).

Presidents of Divisions and Chapters of OCA may request to utilize the provider number by following the OCA By law Article IX, Section 1 j. This, by law, requires all programs to be reviewed by the Professional Development Chair and Professional Development Committee. Programs will be returned with approval, conditional approval, or denial within 10 working days of submission.

Please forward your requests to Emily Ribnik, OCA Professional Development Chair at [eribnik@kent.edu](mailto:eribnik@kent.edu).

**1. Submission of Information (at least 20 Working Days Prior to Workshop, 60 days prior preferred)**

Complete the “OCA Approval Form and Checklist for Workshop CEU’s” form. Submit this document electronically to Emily Ribnik at [eribnik@kent.edu](mailto:eribnik@kent.edu) .

Required information on this form includes:

- Indication of seeking CSWMFT CEU approval, NBCC CEU approval, or both
- Indication of content area for requested CEU’s
- Contact information and affiliation with OCA of person submitting the request
- Title of presentation
- Name and credentials of presenter(s)
- Venue, date, and time of presentation
- Number of contact hours and CEU’s requested
- Description of presentation and how information will be presented (lecture, experiential, etc.)
- Goals and learning objectives of the presentation
- Proposed cost of the presentation
- Intended audience of the presentation
- 2-3 research citations supporting the presentation’s content

Along with the completed form, provide attachments of the following:

- Resume/vita of presenter(s)
- Agenda of presentation (including any breaks and must match CEU hours requested)
- Copy of evaluation form
- Copy of CEU certificate to be given to attendees
- Copy of advertisements (if available at time of submission)

## **2. Review of materials**

Upon receipt of submitted materials, the OCA Professional Development Chair will do a preliminary review of the materials to ensure that all necessary information is included. The OCA Professional Development Chair, per their discretion, may contact the individual submitting the materials to send additional information to complete the submission before all materials are reviewed fully by the OCA Professional Development Committee for approval/denial.

## **3. Approval/Denial**

Divisions/Chapters will be notified of approval or denial of the workshop within 10 working days of submission. The OCA CEU Provider Number will be included in the notification of approval of CEU hours.

## **4. Special Note Regarding Advertising**

Divisions/Chapters may begin advertising their CEU event at any time. However, advertisements distributed prior to official approval/denial by the OCA Professional Development Committee should include that the CEU's for the event are currently pending review. Once the Division/Chapter is notified of approval from the OCA Professional Development Committee, the advertisements may reflect the CEU's.

## **5. Submission of Materials Following Workshop**

Within 15 working days of the completion of the workshop, the sponsoring Division/Chapter shall submit the following to the OCA Professional Development Chair:

- All original evaluation forms
- Copy of sign-in sheet for the workshop that includes participants names and licensure numbers

These items shall be postal mailed to:

Emily Ribnik, M. Ed., LPCC-S  
Counseling Services  
Kent State University at Stark  
6000 Frank Avenue NW  
North Canton, OH 44720

All programs must conform to OCSWMFT and NBCC (if NBCC CE hours are requested) rules regarding appropriate programs for professional counselors, professional clinical counselors, and counselor supervisors.

Once the program has been approved this sentence should be included on the flyer, agenda, certificate, and other promotional materials:

*The Ohio Counseling Association is an approved provider of continuing education credit by the Ohio Counselor Social Worker and Marriage and Family Therapy Board. This workshop/program has been approved for \_\_\_\_ continuing education units for Counselors,*

*Approval Number: \_\_\_\_\_ (this number will be provided by the Professional Development Chair once the program has been approved).*