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## OHIO COUNSELING ASSOCIATION

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### APPROVAL FORM AND CHECKLIST FOR WORKSHOP CEUS

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

OCA Division and Chapter presidents may request to utilize the provider number by following the OCA bylaw Article IX, Section 1j. This, by law, requires all programs to be reviewed by the OCA Professional Development Chair and Committee.

Requests for approval using this “OCA Approval Form and Checklist for Workshop CEU’s” needs to be submitted at least twenty (20) working days (sixty/60 working days preferred) from the workshop date(s). A response letter will be returned within ten (10) working days from the date of the request submission with either an approval for use of OCA’s provider status, a conditional approval with stipulations and requirements to satisfy, or denial from the OCA Professional Development Committee Chair. *If the form is incomplete or supporting documents are not attached the proposal will be returned for completion.*

The Chair of the Professional Development Committee is available to assist through consultation. The decisions of the Professional Development Committee are final. Upon approval, the individual who submitted the request will be sent the OCA Provider Number to include on their CEU certificates.

Please forward all requests for approval to Emily Ribnik, LPCC-S, OCA Professional Development Chair, at [eribnik@kent.edu](mailto:eribnik@kent.edu).

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## Workshop Information Sheet

Please answer the following questions fully and completely

1. Name and contact information of person requesting CEUs
2. Affiliation with the Ohio Counseling Association
3. Title, date, time, and location of presentation
4. Name of presenter(s) and their licensure/credentials relevant to the presentation topic
5. Number of contact hours and CEUs requested:  
\_\_\_\_\_ General  
\_\_\_\_\_ Supervision  
\_\_\_\_\_ Ethics
6. Description of the program
7. Detailed goals and learning objectives of this workshop
8. Intended audience for this workshop
9. Proposed cost to attend this workshop
10. How will the information be presented? (i.e. experiential, didactic)
11. Describe the research that grounds this material – please list 2-3 of the primary resources

12. Describe how this workshop will directly aid counselors in their work with clients (this should be tied with the goals and objectives)

**Type of CEU hours requested:**

\_\_\_ CSWMFTB                      \_\_\_ NBCC                      \_\_\_ Both CSWMFTB and NBCC

**Content Areas - Check all that apply:**

- |                       |                         |                         |
|-----------------------|-------------------------|-------------------------|
| ___ Assessment        | ___ Intervention &      | ___ Research &          |
| ___ Counseling        | Prevention              | Evaluation              |
| ___ Techniques        | ___ Lifestyle & Career  | ___ Sociological/       |
| ___ Counseling Theory | Development             | Cultural Foundations    |
| ___ Diagnosis         | ___ Professional Ethics | ___ Special Populations |
| ___ Group Dynamics    | ___ Psychopathology &   | ___ Supervision &       |
| ___ Family Systems    | Abnormal Behavior       | Counselor               |
| ___ Human Growth &    |                         | Development             |
| Development           |                         |                         |

**Checklist of Materials Needed**

- Workshop Information Sheet completed
- Vitae of the presenter(s), which should list their licensure and license number
- Proposed agenda/timeline of the workshop including content, meals, and breaks
- Any flyers or promotional material associated with the workshop (if available)
- Proposed CEU certificate for attendees
- Feedback form/ program evaluation for attendees (see attached example)

**Post Program Responsibilities**

After your event, you must send the Chair of the Professional Development Committee:

- A copy or original of your sign-in/sign-out attendance sheet(s)
- Original of all feedback forms/ program evaluations collected at the conclusion of your event

Additionally, we've attached several materials for use with planning your workshop such as a program evaluation, sign-in sheet, and recommendations on flyer/promotions creation. You may adapt the program evaluation by adding

additional questions that are specific to your workshop, however please always include the seven questions listed.

We greatly appreciate and value that you have taken the time and effort to extend this learning opportunity to the Ohio Counseling Association community. We will respond to you within thirty business days of the proposed workshop. If you have questions do not hesitate to contact the OCA Professional Development Committee Chair, Emily Ribnik, at [eribnik@kent.edu](mailto:eribnik@kent.edu)

### Program Evaluation

Title of Workshop Attended: \_\_\_\_\_

Please rate the workshop in the following areas based on the scale below

Item	Strongly Agree	Somewhat Agree	Unsure/ Neutral	Somewhat Disagree	Strongly Disagree
The objectives of the workshop were clear.					
The organization of the workshop was effective.					
The presenter seemed knowledgeable in the content area.					
The time frame of the workshop was appropriate for the content covered.					
I expect to apply what I learned from this workshop.					
Overall, I consider this workshop worth my time and effort.					
I would recommend this workshop to a colleague.					

Specific areas that were particularly helpful or interesting?

Areas that you wanted more information?

Ideas or recommendation for future workshops?

Workshop Title: \_\_\_\_\_

Date: \_\_\_\_\_ Presenter: \_\_\_\_\_

Administrator: Please note here when breaks and meals were taken

Breaks: \_\_\_\_\_ Meals: \_\_\_\_\_

**Please sign in below:**

<b>Name</b>	<b>Credentials</b>	<b>License #</b>	<b>Time In</b>	<b>Time Out</b>
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<i>John Q. Counselor</i>	<i>LPCC-SE.0012345</i>	<i>7:45am</i>	<i>4:30pm</i>	
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**1)** \_\_\_\_\_

**2)** \_\_\_\_\_

**3)** \_\_\_\_\_

**4)** \_\_\_\_\_

**5)** \_\_\_\_\_

**6)** \_\_\_\_\_

**7)** \_\_\_\_\_

**8)** \_\_\_\_\_

**9)** \_\_\_\_\_

**10)** \_\_\_\_\_

**11)** \_\_\_\_\_

**12)** \_\_\_\_\_

**13)** \_\_\_\_\_

**14)** \_\_\_\_\_

**15)** \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Date: \_\_\_\_\_ Presenter: \_\_\_\_\_

**Please sign in below:**

<b>Name</b>	<b>Credentials</b>	<b>License #</b>	<b>Time In</b>	<b>Time Out</b>
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**16)** \_\_\_\_\_

**17)** \_\_\_\_\_

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**31)** \_\_\_\_\_

**32)** \_\_\_\_\_

## **Brochure and Promotion Recommendations and Guidelines**

- ☑ Three-fold brochures are the most common and approachable but any type is acceptable as long as it is easy to read and well-formatted
- ☑ Avoid being too wordy – concise descriptions and segmented areas within the promotion help flow and attractiveness of the brochure
- ☑ Title of the workshop and presenter should be prominently featured on the cover or in a conspicuous place
- ☑ A brief description of the content of the workshop letting potential attendees know what they expect and will learn
- ☑ Clarity on cost, location, time, and venue of the workshop
- ☑ Contact information should potential attendees have questions
- ☑ Instructions on how to register and relevant deadlines
- ☑ Avoid copyright infringement by obtaining permission to use images
- ☑ Design a promotion with your desired audience in mind – address them specifically if it makes sense
- ☑ Avoid jargon or clichés
- ☑ Language should be professional, strait forward, and spelled correctly
- ☑ Consider adding relevant pictures or colors to make the promotion more attractive
- ☑ Proofread and check the facts
- ☑ Contact the Professional Development Committee Chair for any help or guidance – For example, consider contacting your county mental health board to assist with sending out advertisements to email lists in the community
- ☑ Use organizational logos on promotions (i.e. divisional and OCA logos) –a copy of the OCA log is below for your use

