



## How to Document Your Hours

During the review process, the folder that is the most time-consuming to review is the documentation of continuing education hours (CEHs). We see a wide variety of how these are completed and organized, and there has been confusion and frustration about how to fill out our forms, and where they should be uploaded. These instructions were created to provide a roadmap to minimize these issues.

### Important Documentation Organization Steps:

1. **Save all uploads as PDFs only and use this naming convention:** (jpg format is acceptable for a driver's license)
  - a. [Initials] [Name of Document]
  - b. Examples: SMG Initial CPP Registration Form, SMG Ethical Conduct Form
2. **Documents MUST be rotated to the correct orientation.** We may not accept applications that have upside down or backwards (mirror) documents.
3. **Name each certificate with the number** of the event on the Record of CEHs Completion form.
  - a. Example, if the title of the first training your document is "Effects on the Human Brain", name the file "1 Alcohol Effects on the Human Brain". Each document will be entered this way.
  - b. This is how we correlate each line on the Records Form to a certificate.

Following these instructions will help the review process be completed faster.

### How the review process works:

Applications are reviewed on a first come, first serve basis, and we receive *many* applications per month. When you submit, your application is simply put into the queue – not immediately reviewed. We appreciate your patience when you submit, and we appreciate when applicants can submit early.

When we are notified by a candidate that their folder is ready, the Eligibility Committee Chair conducts a very thorough first review. If you do not pass this review, you will be notified of any issues that need to be addressed. You will have 30 days from the day of when you are notified of any issues that need to be addressed to make the changes or submit the requested documentation. If we don't hear from you within 30 days, your application will be placed at the end of the queue of reviews.

**NOTE:** *You must **notify us** that your folder is ready each time to start or re-start the review process.*

Once all issues in the preliminary review have been resolved, or, if your application has no issues, the Eligibility Committee Chairperson notifies two (2) more Board directors to do independent reviews of the application. If the two reviewers independently agree that your application is complete, you are placed on the Eligibility Report for the next Board Meeting, and your application is considered complete when we vote to approve that month's candidates.

If any of the reviewers find an issue, you will hear from the Eligibility Community Chair again about what needs to be done to resolve the issues. Again, you will have 30 days to make the changes to submit the requested documentation, and if we do not hear from you within 30 days, your application will be placed at the end of the queue for reviews in progress.

**Issues that will delay your review process:**

- The applicant has not notified us that their application uploads are complete. The review process does not begin until we receive this notification!
- Not naming your documents correctly.
- Your documents are not rotated correctly, are upside down, or are generally difficult to read.
- Documents are not in the correct folder or are hard to find.
- Documents requiring a signature have not been signed and dated.
- Application is missing a document.



**Initial CPP Prevention Education Prerequisite CEHs Completion Form  
 CPP Renewal Record of CEHs Completion Form  
 CPP Recertification Record of CEHs Completion Form – Uploads Process**

**CEH Subfolders:**

- Main Record of CEHs Completion Form** (Prerequisite CEHs Form for Initial CPP Applicants)
- Record Form Corresponding Attendance Verification Documents** (number each document in the order events appear on the Record form)
- Academic Courses** (Must submit official transcript, course syllabi with description of course goals and objectives)
- Prevention Education Events Attended Folder Content** – Create an individual folder for each one-day and multi-day education event attended. Examples are:
  - 2023 WA Prevention Summit Folder**
    - ✓ Official Certificate or Conference Host Official Letter on Letter Head (e.g., CADCA)
    - ✓ Conference Program with individual keynotes and workshop sessions attended clearly marked or highlighted. **Any programs not marked or highlighted will delay the review process.**
    - ✓ Conference CEHs Categorization Worksheet listing the same CEHs earned as highlighted in the conference brochure.
  - 2023 CADCA National Leadership Forum Folder**
    - ✓ Same procedure as above.
  - 2024 WA Provider Meetings**
    - ✓ Certificate
    - ✓ Agenda showing titles of each breakout session, number of hours and presenters. CEHs will only be awarded for those individual sessions that cover a single topic. CEHs will not be awarded for opening and closing sessions. The agendas can be found on The Athena Forum at the following link: <https://theathenaforum.org/training/provider-training-and-meetings>
  - 2024 CANNACT** (One day education event)
    - ✓ Certificate
    - ✓ Agenda showing titles of each breakout session, number of hours and presenters.

**NOTE:** Only the name of each prevention education event attended is added to the Record of CEHs Completion Form. The number of CEHs and categories listed **must match** the number of completed CEHs reported on the Conference CEHs Categorization Worksheet.

#	Name of Education/Training Event	Dates	Location	AVD Type C: Certificate O: Official Letter T: Transcript	Drug Pharmacology and/or Harm Reduction Education	Prevention-Specific Ethics Education	Substance Use Prevention Education	General Prevention Education	General Education Health Equity	ROW TOTALS
					(5 CEHs)	(6 CEHs)	(22 CEHs)	(22 CEHs)	(5 CEHs)	
1	2023 WA Prevention Summit*	10/4-5/2023	Spokane, WA	C	1.00	1.00	3.00	3.00	1.00	9.00
Category Assignment Totals					1.00	1.00	3.00	3.00	1.00	

**Following all of these steps will significantly shorten the review process!**



## How to Fill out the Prevention Education Event CEHs Category Assignment Worksheet

---

This form should be used specifically for documenting the individual workshops and keynote presentations attended at a prevention education event, i.e., CADCA, WA Prevention Summit, CANNACT, etc.

Please follow each step in completing this form.

**Step 1:** Enter name, prevention education event title, location and date.

**Step 2:** Mark the two checkboxes of the attendance verification you will be submitting with this form.

**Step 3:** Enter each individual keynote and workshop you attended.

**Step 4:** Assign which category (Drug Pharmacology and/or Harm Reduction Education, Prevention-Specific Ethics, Substance Use Prevention Education, General Prevention Education and General Prevention Health Equity Education) you assigned each workshop session. You can use an additional worksheet form if you need to document more than 10 workshops attended. NOTE: During the Board’s review of submitted CEHs documents, we may recategorize one or more. Applicant will be advised if those changes have been made.

**Step 5:** Create a subfolder within the Prevention Education Events Attended folder and name it with the event title. Here is an example: 2024 WA Prevention Summit.

**Step 6:** Upload Prevention Education Event CEHs Category Assignment Worksheet, event certificate and/or official letter stating CEHs earned on hosting agency letterhead, event program that lists the individual keynotes and workshops with course content descriptions, number of CEHs earned and presenter names. Each individual keynote and workshop attended must be clearly highlighted or marked on the event program.



## Prevention Education Event CEHs Categorization Worksheet

---

To assist with determining the eligibility of one-day and multi-day prevention education event keynotes & workshops and to correctly place them in the appropriate category, please complete this worksheet and attach the documents listed below.

Name: \_\_\_\_\_ **Step 1:** \_\_\_\_\_

Name of Event: \_\_\_\_\_ Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

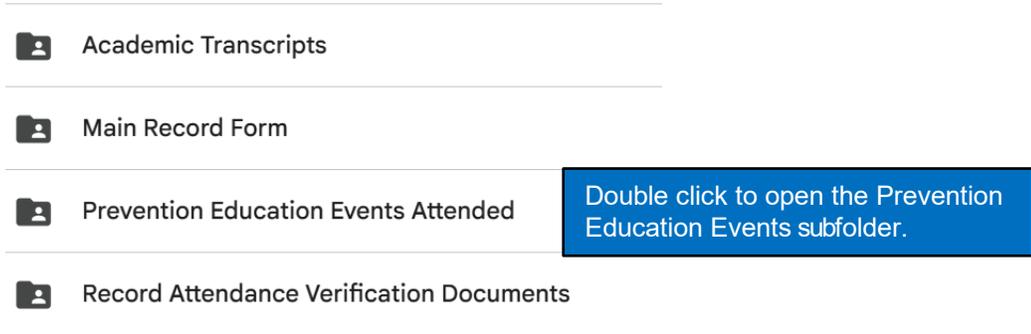
Attendance Verification Documents Submitted:  Certificate(s) and/or Official Letter of Attendance

**Step 2:**  Prevention Education Event Program with Individual Keynote/Workshops Content Descriptions & CEHs

Keynotes/Workshops Attended:

#	Keynote/Workshop Title	Drug Pharmacology &/or Harm Reduction Education	Prevention Ethics	Substance Use Prevention Education	General Prevention Education	General Prevention Health Equity Education	Category Change (For Board Use Only)
1	<b>Step 3:</b>			<b>Step 4:</b>			Select <span style="float: right;">▼</span>
2							Select <span style="float: right;">▼</span>
3							Select <span style="float: right;">▼</span>

**Step 5:**



Academic Transcripts

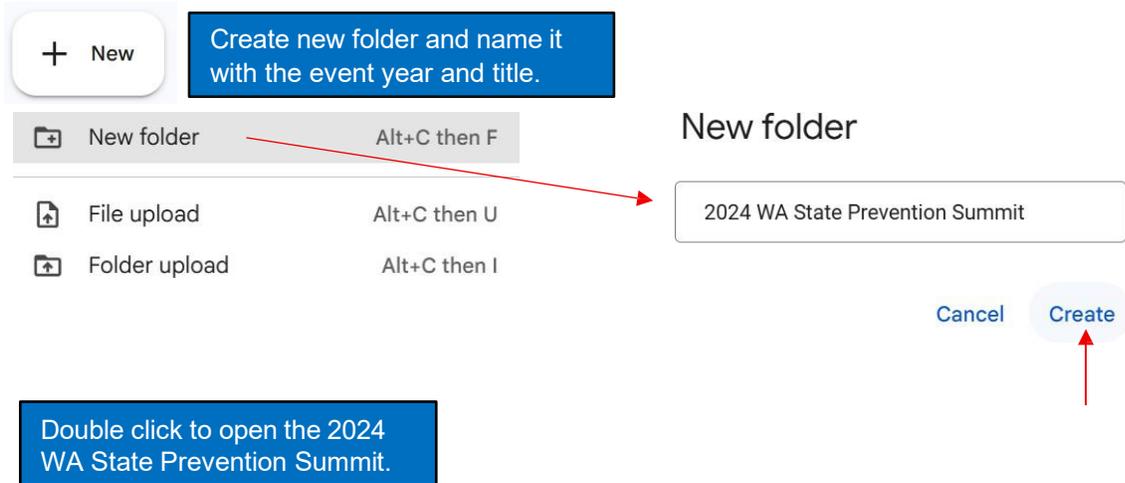
Main Record Form

Prevention Education Events Attended

Record Attendance Verification Documents

Double click to open the Prevention Education Events subfolder.

**Step 6:**



+ New

Create new folder and name it with the event year and title.

New folder Alt+C then F

File upload Alt+C then U

Folder upload Alt+C then I

New folder

2024 WA State Prevention Summit

Cancel Create

Double click to open the 2024 WA State Prevention Summit.

**Upload:**

- Official Prevention Education Event Certificate of Attendance or Official Letter of Attendance on hosting agency letterhead, i.e., 2024 CADCA Mid-Summer Institute.
- Prevention Education Event Program/Brochure that lists the keynotes/workshops with presentation content descriptions, number of continuing education hours and presenter name(s). **Clearly mark, highlight or circle those individual keynotes/workshops you attended.**
- Enter these into the Prevention Education Event CEHs Category Assignment Worksheet. If more than 10 sessions were attended, use an additional worksheet to list the remaining sessions.

**Final Step:** Enter the title of the event on the Record of CEHs Completion Form and the category totals listed on the Prevention Education Event CEHs Category Assignment Worksheet.

**Repeat this process for each prevention education event attended.**