



## Conference Continuing Education Hours (CEHs) Category Assignment Worksheet Instructions

This form should be used specifically for documenting the individual workshops and key note presentations you attended at a prevention-related conference, i.e., CADCA, WA Prevention Summit, etc.)

Please follow each step in completing this form:

**Step 1:** Enter the conference information at the top.

**Step 2:** Check the two boxes of the attendance verification documents you will be submitting with this form.

**Step 3:** Enter each individual workshop you have clearly marked on the conference schedule of workshops that includes the workshop content, hours of CEHs and presenter(s).

**Step 4:** Assign which category (Drug Education, Ethics, ATOD Prevention Education, General Prevention Education, General Prevention Education – DEI) you assigned each workshop. You can use an additional form if you need to document more than 11 keynote presentations and workshops. NOTE: During the Board's review of your submitted CEHs documents, we may re-categorize some workshops. You will be advised if those changes have been made.

**Step 5:** Name this file "First Name\_Last Name\_Conference Name." Here is an example: "Jane Doe, 2018 WA Prevention Summit" **Save this file.**

**Step 6:** Created a subfolder within the Record of CEHs Completion subfolder and name it with the conference title.

The screenshot shows the Google Drive interface. On the left, a sidebar menu is open with 'New folder' highlighted. A red arrow labeled '1' points to 'New folder' with the text 'Click on "New Folder."'.

In the main area, a folder named 'DEMO FOLDERS' is selected, and a subfolder 'Conference CEHs Cate...' is being created. A red arrow labeled '2' points to the 'New folder' text with the text 'This pop-up will appear. Enter title of conference, i.e., 2018 WA Prevention Summit'.

Below the text, there are two input fields. The first field contains 'Untitled folder' and has a red arrow labeled '3' pointing to it. The second field contains '2018 WA Prevention Summit' and has a red arrow labeled '3' pointing to it.

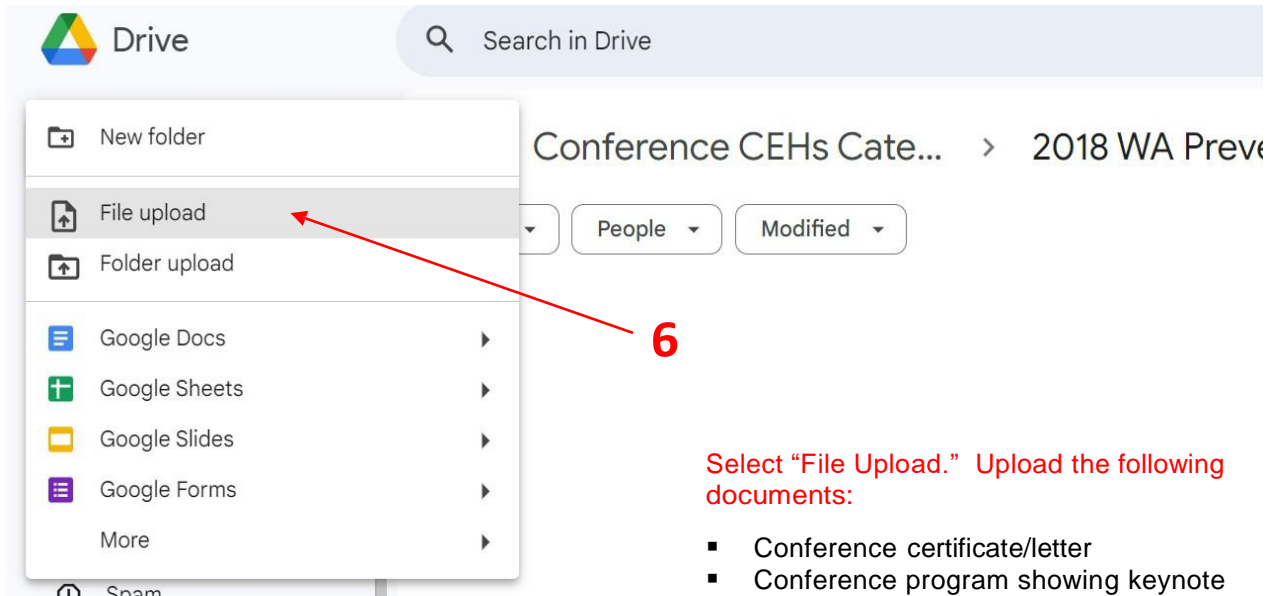

At the bottom right, there are 'Cancel' and 'Create' buttons. A red arrow labeled '4' points to the 'Create' button.

... > DEMO FOLDERS > Conference CEH

Type ▾ People ▾ Modified ▾

Folders

5 Double click on folder to open it up.



6

Select "File Upload." Upload the following documents:

Select "File Upload." Upload the following documents:

- Conference certificate/letter
- Conference program showing keynote presentations & workshops content descriptions of those attended. Highlight or circle them.
- Complete PSCBW Conference CEHs Category Assignment Worksheet

**Repeat Steps 1 – 6 for any additional conferences you attend to meet your CEHs completion requirements.**