



How to Document Your Hours

During the review process, the folder that is the most time-consuming to review is the documentation of hours. We see a wide variety of how these are completed and organized, and there has been confusion and frustration on 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 and use this naming convention:**
 - a. [Initials] [Name of Document]
 - b. Examples: SMG Initial CPP Registration Form, SMG Ethical Conduct,
2. **Documents MUST be rotated to the correct orientation.** We may not accept applications that have upside down or backwards documents.
3. **Please upload more hours than you think you will need.** During the Board's review documents, we may re- categorize your hours, or determine that some are not eligible to be counted. To make sure you still meet the minimums in each category, we highly recommend uploading more than the minimum number of hours.
4. **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 "Drug Effects on the Human Brain", name the file "1 Drug Effects on the Human Brain".
 - b. This is how we correlate each line on the records form to a certificate.

NAME: Sample		SUBMISSION DATE		Initial CPP Preventi... > Page 1 Correspondin...	
#	Title of Training/Event Where CEHs Were Obtained	Dates & Location	Attendance Verification C: Certificate O: Official L: Letter T: Transcript	Drug Pharmacology and/or Harm Reduction Education 14 CEHs	Type People Modified Source
1	Drug Effects on the Human brain	Online	C	3.00	Name 1 Drug Effects on the Human Brain.png Owner: me

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

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.

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 Chair of the Eligibility Committee conducts a very thorough initial review. If you do not pass this initial 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 discrepancies in the preliminary review have been resolved, or, if your application has no discrepancies, the Eligibility Committee Chairperson notifies two (2) more Board directors to do independent reviews of the application. If the two reviewers each 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 a discrepancy, you will hear from the Eligibility 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 of reviews in progress.



Initial CPP Record of Prerequisite CEHs Completion Folder
CPP Renewals Record of CEHs Completion Folder
CPP Recertification Record of CEHs Completion Folder – Uploads Process

CEH Subfolders:

- ✓ **Main Record of CEHs Completion Form** Upload only one (1) completed form. You may complete a second form only if you have more trainings beyond the 34 slots on the first form. Contact us if a second form is needed. A new folder structure will be created to upload these additional documents.
- ✓ **Record Page 1 Corresponding Attendance Verification Documents** (only attendance verification documents for events listed on Page 1 are uploaded to this folder)
- ✓ **Record Page 2 Corresponding Attendance Verification Documents** (only attendance verification documents for events listed on Page 2 are uploaded to this folder)
- ✓ **Record Page 3 Corresponding Attendance Verification Documents** (only attendance verification documents for events listed on Page 3 are uploaded to this folder)
- ✓ **Academic Courses** (Must submit official transcript, course syllabi with description of course goals and objectives)
- ✓ **Conferences Attended Folder Content** – Create an individual folder for each one-day and multi-day conference 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

NOTE: Only the name of each conference attended is added to the Main 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.

Keynote/Workshop Title	Drug Pharmacology and/or Harm Reduction Education	Prevention Specific Ethics Education	Substance Use Prevention Education	General Prevention Education	General Prevention Education Equity
Effects of Alcohol on the Brain	2.00				
Ethics in Prevention		6.00			
Project Alert Training			8.00		
Coalition Building 101				4.00	
Addressing Health Disparities in Prevention					1.00

Title of Training/Event Where CEHs Were Obtained	Dates & Location	Attendance Verification C: Certificate O: Official Letter T: Transcript	Drug Pharmacology and/or Harm Reduction Education 14 CEHs	Ethics Prevention-Specific Education 6 CEHs	Substance Use Prevention Education 50 CEHs	General Prevention Education 45 CEHs	General Prevention in Equity Education Hours (5 CEHs)
2024 National Conference	6/1/2025 Online	C	2.00	6.00	8.00	2.00	1.00

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



How to Fill out the Conference Continuing Education Hours (CEHs) Category Assignment Worksheet

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

Please follow each step in completing this form.

Step 1: Enter the conference information at the top.

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 Education – Equity) 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 Conferences Attended folder and name it with the conference title. Here is an example: 2022 WA Prevention Summit.

Step 6: Upload Conference CEHs Category Assignment Worksheet, conference certificate and/or official letter stating CEHs earned on hosting agency letterhead, conference 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 conference program.



Conference Continuing Education Hours (CEHs) Categorization Worksheet

To assist with determining the eligibility of conference keynotes/workshops and to correctly place them in the appropriate category, please complete this worksheet and attached the documents listed below.

Name of Conference: **Step 1:** _____ Location: _____ Date(s): _____

Attendance Verification Documents Submitted: ☐ Certificate(s) and/or Official Letter of Attendance
☐ Conference Workshop Program with Individual Keynote/Workshops Content Descriptions

Keynotes/Workshops Attended: **Step 2:** _____

#	Keynote/Workshop Title	Drug Pharmacology and/or Harm Reduction Education	Prevention Specific Ethics Education	Substance Use Prevention Education	General Prevention Education	General Prevention Education Equity	Category Change (For Board Use Only)
1							Select -
2							Select -
3	Step 3:	←	→	Step 4:	→		Select -
4							Select -

Step 5:

CEH Form 1 Corresponding Attendance Verification Documents

CEH Form 2 Corresponding Attendance Verification Document...

CEH Form 3 Corresponding Attendance Verification Document...

Conferences Attended

Double click to open the Conference Attended folder.

+ New

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

New folder

Alt+C then F

2024 WA State Prevention Summit

File upload Alt+C then U

Folder upload Alt+C then I

Cancel Create

Step 6:

... > Prevention Education P... > Conferences ▾

1 selected

Name ↓

Owner

2024 WA State Prevention Summit

Double click folder to open the 2024 WA State Prevention Summit.

+ New

New folder Alt+C then F

File upload

Folder upload Alt+C then I

Begin uploading the required conference documentation.

Upload:

-  Official Conference Certificate of Attendance or Official Conference Letter of Attendance on hosting agency letterhead, i.e., 2024 CADCA Mid-Summer Institute.
-  Conference Program/Brochure that lists the keynotes/workshops with presentation content descriptions, number of continuing education hours and presenter(s). **Clearly mark, highlight or circle those individual keynotes/workshops you attended.**
-  Enter these into the Conference 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 conference on the Record of CEHs Completion Form and the category totals listed on the Conference CEHs Category Assignment Worksheet.

Keynote/Workshop Title		Drug Pharmacology and/or Harm Reduction Education	Prevention Specific Ethics Education	Substance Use Prevention Education	General Prevention Education	General Prevention Education Equity
Effects of Alcohol on the Brain		2.00				
Ethics in Prevention			6.00			
Project Alert Training				8.00		
Coalition Building 101					4.00	
Addressing Health Disparages in Prevention						1.00

ig/Event Where CEHs Were Obtained	Dates & Location	Attendance Verification C: Certificate O: Official Letter T: Transcript	Drug Pharmacology and/or Harm Reduction Education 14 CEHs	Ethics Prevention-Specific Education 6 CEHs	Substance Use Prevention Education 45 CEHs	General Prevention Education 50 CEHs	General Prevention in Equity Education Hours (5 CEHs)
XYZ Conference	Online 9/14/2025	C	2.00	6.00	8.00	4.00	1.00

Repeat this process for each conference attended.