



## 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 key note 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 and name it with the conference title.

1 Click on “New Folder.”

2 This pop-up will appear. Enter title of conference, i.e., 2018 WA Prevention Summit

3

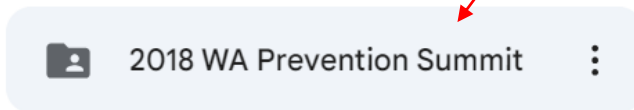
4

... > DEMO FOLDERS > Conference CEH

Type ▾ People ▾ Modified ▾

Folders

**5** Double click on folder to open it up.

A screenshot of the Google Drive interface. At the top, there is a search bar with the text "Search in Drive". Below the search bar, the breadcrumb path "Conference CEHs Cate... > 2018 WA Prev" is visible. Below the breadcrumb path are three filter buttons: "Type", "People", and "Modified". A dropdown menu is open, showing options: "New folder", "File upload", "Folder upload", "Google Docs", "Google Sheets", "Google Slides", "Google Forms", and "More". The "File upload" option is highlighted in grey. A red arrow points from the "File upload" option to the "File upload" text in the instructions below.

**6** Select "File Upload." Upload the following documents:

- Conference certificate/letter
- conference program showing key note presentations & workshop content descriptions of those attended.
- Completed PSCBW Conference CEHs Distribution Worksheet.

**Repeat Steps 1 – 6 for any additional conferences you have attended and are submitting to meet your CEHs completion requirements.**