Thank you for requesting information concerning the West Virginia Board of Examiners in Counseling (WVBEC) continuing education provider approval program. Everything needed to make application for consideration of approval is in this packet. Please review the packet in its entirety and if you have further questions you can email rclay27@msn.com. If this option is not available, you may call 800-520-3852.

The Legislative Rule containing the continuing education requirements is Series 3, License Renewal and Continuing Professional Education Requirements. Series 3 is available for review on the Board website.

If you wish to apply for approved provider status, please complete the Application for Approved Continuing Education Provider Status. For the next twelve months, all offerings requesting contact hours need to be submitted to the Board for approval. Your organization will be notified when your provider number can be used without obtaining prior approval of each offering from the Board. However, all offerings requesting credit for the ethical requirement for LPC must always have WVBEC preapproval and submitted 60 days prior to the date of the offering. The ethical offering is to be based on the ACA Code of Ethics and presented by a Licensed Professional Counselor. Ethical offerings not based on the ACA may receive regular contact hour credit.

If you want to obtain approval for a one-time only offering and not apply to become an approved provider, please complete the Application for a One-time Approved Continuing Education Offering. You may find the application on our website.

WVBEC has adopted the American Counseling Association Code of Ethics. You may view the code of ethics on our website or go to www.counseling.org.

Thank you for your interest in offering continuing education to Licensed Professional Counselors in West Virginia.

Roxanne Clay
Program Coordinator
Application for Approved Continuing Education Provider Status – Form 1

Instructions: Please complete the application in its entirety. Use additional sheets properly marked with the corresponding section of the application.

Name of Organization/Individual ______________________________________________________

Name of Continuing Education Monitor _________________________________________________

(Please Print)                                            This person will serve as the WVBEC contact and must be a Licensed Professional Counselor

Address _________________________________________________________________________

Telephone _______________ Email _______________________________ Fax ________________

Application Checklist: Please label your attachments clearly. Print or type all attached forms.

_____ $250.00 – A $150.00 non-refundable application fee plus $100.00 biennial monitoring fee

_____ Complete the attached four (4)-page questionnaire

_____ Submit a list of proposed programs for the next 12 months
   (If not yet available submit the form and materials 60 days in advance of program.)
   A. Submit a profile sheet (or a vita/resume) for each presenter (Form Attached, Addendum-A)
   B. Use cover sheet for each proposed program. (Form Attached, Addendum-B.)
   C. Include a generic certificate of completion.

_____ Submit program forms and brochures for three previously offered programs (Within the last 24 mo.)
   A. Submit a profile sheet or vita for each presenter of three previously offered programs (Form Attached-Addendum A)

_____ Vita of the organization’s continuing education program monitor

I certify that the information provided herein is accurate. I agree to abide by the American Counseling Association Code of Ethics in regard to the offering of activities and to the requirements set forth in the application packet.

_____________________________________________  ______________________
Signature of Monitor        Date
A. Administration

1. Who is responsible for the management of the continuing education program in this organization? Attach a current vita for this person. ________________________________

B. Goals and Objectives

1. Describe your organization's overall functions and goals. ________________________________

______________________________________________________________________________

______________________________________________________________________________

2. Briefly state the specific goals of your continuing education program for counselors and how these relate to the overall goals of your organization.

______________________________________________________________________________

______________________________________________________________________________

3. Describe the target audience (educational level and profession) to which you direct your continuing education activities. ________________________________

______________________________________________________________________________

______________________________________________________________________________

4. Check any professional licensure or certification bodies by which your organization is currently approved to offer continuing education activities.

_____ National Board for Certified Counselors
_____ Commission for Rehabilitation Counselor Certification
_____ West Virginia Board of Social Work Examiners
_____ West Virginia Board of Psychology Examiners
_____ American Psychological Association
_____ American Medical Association
_____ Others (please list)
5. When did your agency begin offering continuing education activities to counselors?
________________________________________________________________________

6. What is the average number of continuing education activities that you offer per calendar year? 
How many are primarily for counselors? ____________________
What is the approximate number of participants per year? ____________________

C. Facilities

1. Describe the facilities in which your organization conducts its continuing education activities.
____________________________________________________________________________
____________________________________________________________________________

2. Are all facilities used accessible under the provisions of the American's With Disabilities Act? 
____________________________________________________________________________

D. Instructional Staff

1. How do you select instructors for your continuing education programs? ________________
____________________________________________________________________________
____________________________________________________________________________

2. How do you verify the competence of the individuals who have been selected to present 
continuing education activities?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
E. Evaluation  (Submit a sample form)

1. Describe the method by which evaluations are obtained from participants. ________________

2. How does your organization utilize these evaluations for future planning? ________________

F. Issuing Contact Hours via Certificates of Completion

1. How do you verify an individual’s participation and completion of an activity? ________________

2. Do you agree to maintain rosters of participants for a period of five years following the date of the activity?  Yes _____ No _____

3. The organization providing the program shall provide participants printed certificates of completion, which contain ALL of the following information:

   (1). The title and dates of the program and the Board’s program approval number;

   (2). The name of the sponsoring agency or organization;

   (3). The name of the participant and the number of contact hours of continuing professional education earned by the participant;

   (4). The presenters name and his or her credentials; and,

   (5). The signature of the presenter and/or the official representative of the sponsoring organization.

   If approved for the 3 hour Ethics requirement for WV LPC include the following statement:

   (6) Ethical offering approved for required 3 ethical hours based on the ACA code.
Do you agree to provide the participants a certificate of completion containing all of the above information as their proof of attendance?  Yes_____ No _____

G. Ethics

1. Will your organization be responsible for ensuring that the continuing education programs you offer for WVBEC approved hours adheres to the American Counseling Association Code of Ethics?  (The ACA Code of Ethics can be found on our website.)   Yes_____ No _____

Please note: All Ethics offerings will always need to be preapproved by WVBEC and submitted 60 days prior to the date of the offering. In addition, the ethics offering will need to be based on the ACA Code of Ethics and presented by a current LPC. Please complete and submit the attached Addendum-B form to complete your request.

2. Do you have a cancellation/refund policy? Yes _____ No _____ (If yes, please describe)

3. If a participant is dissatisfied with any aspect of a program, what grievance procedures do you follow for the airing of such a grievance?

H. WVBEC Goals for Continuing Education Requirements

The goal of the Board's continuing education requirements are to: enable licensees to maintain and/or expand professional expertise; become aware of new professional developments; provide responsible and quality service to clients and community and continue to conduct professional practice in an ethical and appropriate manner. The Board will not grant credit for continuing education to promote personal growth of the licensee.

Therefore, based on the above goals the following type of offerings will not be available for LPC continuing education credit by your agency or company:

  a. Computer Training (example: Microsoft Word, Access, Excel, etc.)
  b. Mandatory in-service trainings for office management, company policy and any other type of training that is part of a job description not related to counseling.
  c. Any other training that is not counseling related.
I. Acceptance of WVBEC Policies and Procedures

If, this application to become an approved professional education provider for Licensed Professional Counselors is accepted, we, ____________________________________________,
understand and agree to follow the WVBEC Goals for Continuing Education, the American Counseling Association’s Code of Ethics adopted by the WVBEC and Series 3, Legislative Rule, License Renewal and Continuing Professional Education Requirements.

We agree to file reports containing the following information every January and July to the Board. Reports are due by January 31 and July 31. Please use the Excel spreadsheet titled ‘Approved Provider Semi Annual Report of Programs’ under Forms on our website. The report shall contain: List of programs from the previous six months offered to Licensed Professional Counselors using the WVBEC approved provider number, title of the program, date of program, number of contact hours offered, presenter’s name and credentials and the number of West Virginia Licensed Professional Counselors in attendance.

_________________________________________________
Signature of the Continuing Education Monitor*

*You need to inform Board within 15 days if there is a change in this position.
Focus Areas

A  **Human Growth and Development** – includes nature and needs of individuals at all developmental levels following psychological, sociological and physiological approaches. Also includes human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability.

B  **Social and Cultural Foundations** – includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns.

C  **Group Dynamics** – includes theories, practices, methods, dynamics, facilitative skills and supervised practice.

D  **Life-style and Career Development** – includes vocational-choice theory, relationship between career choice and life-style, occupational and educational information, career decision-making processes, career development exploration, and placement techniques.

E  **Individual Appraisal** - includes individual differences, methods of data gathering and interpretation, individual and group testing, and case study.

F  **Research and Evaluation** – includes statistics, research design, research proposals, and evaluation.

G  **Professional Responsibilities** – includes goals and objectives of counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors.

H  **Community Resources** – includes development and implementation of community resource references and materials for client referral.

I  **Supervision** - includes the theory and practice of supervision with experiential components.

J  **Counseling Theories** – includes a study of basic theories and principles of counseling and philosophic bases of the helping relationship.

K  **Counseling Techniques** – includes individual counseling practices, methods, facilitative skills, and application of these skills.
Reminder

Continuing Education Certificates of Completion

All approved providers of continuing education for LPC must provide each participant with a printed certificate of completion with all of the following information:

1. The title and dates of the program and the Board’s program approval number;
2. The name of the sponsoring agency or organization;
3. The name of the participant and the number of contact hours of continuing professional education earned by the participant;
4. The presenter(s) name and his or her credentials; and,
5. The signature of the presenter and/or the official representative of the sponsoring organization.

If approved for the 3 hour Ethics requirement for WV LPC include the following statement:

6. Ethical offering approved for required 3 ethical hours based on the ACA code.
Prices for Licensed Professional Counselor Mailing List

If you are an Approved Provider of WV LPC Continuing Education:

Sent via email in Excel format       $250.00

If you are not an Approved Provider of WV LPC Continuing Education but you are an Approved Provider through NBCC you may purchase the following:

Sent via email in Excel format       $500.00

You may submit your request in writing along with a check payable to WVBEC. Send all requests to the address shown above.
### Profile Sheet for the Presenter/Trainer

*(A vita will satisfy this requirement)*

1. **Name**

2. **Current Employment**
   - a. **Title**
   - b. **Place of Employment**
   - c. **Address**
   - d. **Date of Initial Employment**

3. **Educational Background**
   - Undergraduate Degree ________________ Major _______________ Year ____________
   - Institution ________________________________________________________________
   - Graduate Degree ____________________ Major _______________ Year ____________
   - Institution ________________________________________________________________
   - Graduate Degree ____________________ Major _______________ Year ____________
   - Institution ________________________________________________________________

4. **Special Training Relevant to Topic Area(s) Presented**

5. **Licenses and Certifications Held**

6. **Other pertinent information relating to Instructor/Trainer’s background as it relates to providing this continuing education activity.**
Addendum B- Approved Provider Application

Cover Sheet

____ Ethics Continuing Education Offering (check here if you are requesting approval for the 3 hour Ethics requirement for WV LPC. The offering will need to be based on the ACA Code of Ethics and presented by a Licensed Professional Counselor. Ethical offerings not based on the ACA may receive regular contact hour credit.)

____ Proposed Program for First 12 months (check here if you or your agency is in the first 12 months as a WV LPC Approved Provider and completing this form to gain approval for each continuing education offering. This is to be submitted at the time of application. If not available at that time, submit the form and materials 60 days in advance of each offering.)

WV Approved Provider Name: ____________________________ AP#: ___________

Contact Name: ___________________________ Phone #:________________

Email Address: ___________________________________________________

Program Title: _____________________________________________________

Date(s) of Program: ________________________________________________

# Of Contact hours to be earned: ___________

Presenter Name(s) and Credentials: (Offerings requesting credit for the 3 hour ethical requirement for LPC must be presented by a Licensed Professional Counselor)

________________________________________________________________

Focus Area(s): ____________________________________________________
(If requesting approval for the 3 hour Ethics requirement for WV LPC, read and check #5 below)

Goals: __________________________________________________________________________________________________________

1. □ Attach the presenter’s outline or a finished copy or rough draft of the brochure advertising the program to include the daily agenda.
2. □ Attach a vita or profile sheet for each presenter. (Profile Sheet can be found on our website under ‘Forms’.)
3. □ Attach a sample copy of the certificate of completion that will be used. (see attached for directions)
4. □ Please check if you wish to have the offering posted on our website?
5. □ For Ethics approval, the brochure or presenter’s outline includes documentation that the ethics offering is based on the ACA code of ethics.