



SCMHR CEU Request Procedures and Guidelines

The attached form is used to request approval for continuing education units from SCMHR for an education or training program. To ensure the outcome of your request is known prior to CEU advertisements in program brochures, it is recommended that this form be submitted as soon as the program is planned. This form **must** be submitted no later than **45 days** prior to your program date. Please allow 3-4 weeks for response. Forms submitted fewer than 45 days will not be considered.

One CEU represents ten contact hours (60 minutes per hour) of participation in an organized continuing education experience with qualified instruction/presenter. One-tenth CEU may be offered for each contact hour. Partial contact hours are not considered in awarding CEU, meaning that one must attend the entire session to receive credit. Leaving a session early or arriving late will result in no credit for that event.

Sessions are only recorded in 30-minute increments. For example, a session lasting 1 hour and 45 minutes will be recorded as 1.5 hours, or .15 CEUs; likewise, a program of 2 hours and 15 minutes will be recorded as 2 hours or .2 CEU. **Time for welcoming sessions, breaks, and presentations given during meals are excluded.** Once a session/lecture has been approved for a certain number of CEUs, an attendee may not be awarded more than, or less than, the determined amount. When applying for continuing education from the SCMHR, the provider agrees to present the number of hours for which credit is applied. Shortened or cancelled sessions will not be tolerated.

The primary goal of CEU designation is to improve performance. The majority of attendees seeking CEUs are renewing a professional certification or license. It is important to complete the following form to insure your session is developed appropriately to qualify for CEU approval. SCMHR follows the guidelines established by the International Association for Continuing Education and Training (IACET). If the form is incomplete, CEUs will not be granted. Refer to the CEU guidelines below for detailed instructions.

Guidelines

1. The program/lecture is planned in response to the identified need of the hair removal audience.
2. The program/lecture for which CEUs will be awarded should fall within the SCMHR Role of Delineation content areas. Programs/lectures not falling within these parameters will be accepted or declined at the discretion of SCMHR's Education Committee.
3. The program/lecture must be pre-approved for CEUs. The procedures for obtaining pre-approval include submitting to the Education Committee:
 - a. Program title
 - b. Goals of the program
 - c. Length of the program
 - d. Description or outline of the program
 - e. Date, place and time of the program
4. Presenter's name and credential (short vita).
5. Instructions for computing the number of CEUs have been followed correctly, and the correct number of units has been requested.
6. Please **do not** advertise a program as offering CEUs until the Education Committee has approved it. The program can be listed in a program brochure as "CEUs Available Pending Approval."

Rules to Remember

1. Presenters may receive credit for sessions/lectures or parts of sessions/lectures they present for one-time credit. Presentations given multiple times in the same subject matter will only receive continuing education credit once.
2. CEU credits are awarded only for the program part of activities. Business portions of meetings, meals, and breaks are not included in the program length.
3. Credit should be requested only for programs attended in their entirety. Credit cannot be granted for partial programs/lectures unless the program/lecture is composed of discrete and separate parts. This format should be described when seeking pre-approval.

Things to Consider

1. When planning your program, consider if the presentation is geared toward personal growth or professional growth, and if it's professional growth, how does it pertain to the hair removal industry.
2. Is your topic relevant enough to the hair removal industry for the time that you have allotted? For instance, it's important for everyone to be able to recognize the signs of breast cancer, but why, specifically, for the hair removal professional? Is the topic relevant enough to the industry to fill at least an hour of time?
3. Is the speaker appropriate for the subject matter? For instance, just because a local hair removal professional knows how to operate a laser, does it make this person an appropriate speaker to lecture on laser repair? If so, why? Does this speaker have enough knowledge of the subject matter (as it relates to the hair removal industry) to present for the time you have allotted him/her in your program?

Other Items of Note

1. The contact person listed on the application must be affiliated, employed, etc. with the sponsoring organization, school, provider, etc. The contact person for the provider must be either a current member of SCMHR, or the provider must pay a \$500 application fee to SCMHR. (This fee does not guarantee CEU acceptance and must be paid for each course offering, even if the classes/speakers are the same.) **Hair removal societies (ie, AEA, ESF, EAF, ESNE, etc.) are exempt from the application fee.**
2. CEU approval applications are blind-copied to the Education Committee. This means that the Education Committee has no knowledge of who is providing the course. All applicants are judged on the content of the course and the knowledge of the speakers and not the name of the provider or contact.



CEU Approval Application

One application must be completed in entirety for EACH session for which CEUs are being considered. CEUs will only be granted for those courses for which an application has been completed.

Name of Provider: _____
(ie, organization, school, etc.)

Contact Person: _____

Email Address: _____

Daytime Phone: () _____

1. Title of Activity/Course: _____

2. Activity/Course Objectives: _____

3. Brief description or outline, including how this pertains to the hair removal industry:

4. Target Audience: _____
(ie, electrologists, laser hair removal professionals, nurses, educators, etc.)

5. Program Date and Time: _____

6. Clock Hours for this Course/Activity: _____
(May not be less than one hour.)

7. Activity/Course Location: _____

8. Instructor/Presenter Name and Credentials: _____
(Presenter's CV must accompany this application.)

9. Method of determining satisfactory completion: _____
(Sign-in sheets, electronic sign-in, evaluations, etc.)

Office use only: Approval: Yes No Date: _____

Comments: _____