



## **SCMHR Continuing Education Approval 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 at least 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 continuing education unit (CEU) represents 10 contact hours (60 minutes per hour) of participation in an organized continuing education experience with a qualified instructor/presenter. On-tenth (.10) may be offered for each contact hour. Partial contact hours are not considered in awarding CEUs, meaning that one must attend the entire session in order to receive credit. Leaving a session early or arriving late will result in no credit for that event.

A session must be a minimum of 60 minutes, and thereafter, CEUs are recorded in 30-minute increments. For example, a session lasting 1 hour and 45 minutes will be recorded as 1.5 hours or .15 CEU; likewise, a program of 2 hours and 15 minutes will be recorded as 2 hours or .20 CEU. **Time used for welcoming sessions and breaks, and presentations given during meals are excluded from receiving continuing education.** Once a session/lecture has been approved for a certain number of CEUs, an attendee may not be awarded more than the approved number of hours for which credit is applied. Shortened or cancelled sessions will not be tolerated. If you must change the date of your event, those dates must be approved by SCMHR before proceeding. If you wish to present your CEU event more than once, you must submit a new application (and fee, if applicable) before each offering.

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 application and attach required documentation to help the Education Committee determine if your continuing education event is developed appropriately to qualify for CEU approval. SCMHR follows the guidelines established by the International Association for Continuing Education and Training (IACET). CEUs will not be granted for incomplete applications. (Refer to the CEU guidelines on the following page for detailed information and instructions.)

## Guidelines

1. The program/lecture is planned in response to an 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 for the SCMHR certification exams. 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 the pre-approval include submitting the following items for review by the Education Committee (please see application):
  - 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
  - f. Presenter's name, credentials and **short** curriculum vitae
  - g. Learner Objectives
4. Programs may NOT be advertised as approved by SCMHR for approval until approval is officially granted. Advertising may state that CEUs approval is pending only if an application has been submitted to SCMHR.

## Rules to Remember

1. Presenters may receive CEUs for a session or lecture he or she presents for a one-time credit. Presentations given multiple times on the same subject matter will only receive continuing education credit once.
2. CEU credits are awarded only for the program part of the event. Business meetings, meals and breaks may not be included in the program length.
3. Credit should be requested for programs attended in their entirety. Credit will not be granted for partial lectures unless the lecture is composed of discrete and separate parts. This format must be described and approved during this application process.
4. SCMHR will not consider or accept lectures, hands-on workshops, etc. presented by equipment manufacturers.

## Things to Consider

1. When planning your program, consider if the presentation is geared toward personal or professional growth. If the topic is geared 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 allotted to the topic? For example, it's important for everyone to recognize the signs of breast cancer, but why, specifically, for a 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 not make this person an appropriate speaker for laser repair unless education in this subject can be documented. Does the speaker have enough knowledge of the subject matter (as it relates to the hair removal industry) to present for the time allotted for him/her in the 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 must be a current SCMHR member to receive the discounted application fee of \$250; nonmember continuing education providers must pay a \$500 application fee. The fee does not guarantee CEU acceptance. Each accepted application is valid for two offerings of the identical program per calendar year (January 1 through December 31). If more than two offerings are planned, a new application and fee must be submitted, even if the program and speakers are unchanged. Hair removal organizations/societies holding 501c3 or 501c6 nonprofit status (ie, AEA, ESF, EAF, ESNE, TAHRS, etc.) are exempt from the application fee.
2. SCMHR will consider no more than two (2) CEU approval applications per provider per calendar year. Organizations with a 501c3 or 501c6 nonprofit status may submit up to three (3) CEU approval applications per year.
3. CEU approval applications are blind-copied by the Home Office prior to being sent to the Education Committee for approval. This means that the Education Committee has no knowledge of who is providing the course. All applications are judged on the content of the course and the knowledge-base of the speakers, and not the name of the providing company or contact.

*Thus, SCMHR does not approve PROVIDERS, but individual continuing education events. Approval of one program must not be interpreted as a sweeping approval of all continuing education events given by a provider. All events will be judged on their own merit.*

## 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 and submitted. **However, only ONE fee is required for the full event.**

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

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Title of Activity/Course: \_\_\_\_\_

Activity/Course Learner Objectives:

Provide a brief description or outline on how this subject pertains to the hair removal industry:

Target Audience: \_\_\_\_\_  
(ie, electrologists, laser technicians, nurses, educators, etc.)

Program dates/location/time (no more than two dates per application in calendar year): \_\_\_\_\_

Clock hours for this class (may not be less than one hour): \_\_\_\_\_

Instructor/Presenter Name and Credentials \_\_\_\_\_  
(Presenter's CV must accompany this application)

Method of determining satisfactory completion: \_\_\_\_\_  
(Sign-in sheets, electronic badge scanning, evaluation form, etc.)

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### Application Fees

**If submitting multiple applications for a single event, please complete payment information on the first form only.**  
(Application fees are waived for non-profit 501c3 and 501c6 organizations.)

☐ **SCMHR Member** (contact person listed above must be a current member of SCMHR) ..... \$250.00  
(Subject to verification)

☐ **Non-Member** ..... \$500.00

Credit card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
(Mastercard and Visa ONLY)

Check payments, payable to SCMHR and submitted with this application, should be mailed  
to: SCMHR • 4300 Duraform Lane, Suite A • Windsor, WI 53598

**Credit card users and nonprofit organizations may fax completed applications and required documentation to 608-443-2470.**  
**Documentation may be emailed, but please do not email any information containing your credit card number.**