



The California Counseling Association (CCA) is a Board of Behavioral Science Approved Continuing Education Provider and may offer BBS-Approved credit hours for events that meet continuing education requirements for licensure (LPCC, LCSW, LMFT, and LEP).

APPLICANT INFORMATION

Last Name:		First Name:	
Address:			
City:		State:	Zip:
CCA Member # (if applicable):		License # (if applicable):	

INSTRUCTOR QUALIFICATIONS

An instructor teaching a course must have at least two of the following minimum qualifications:

1. A license, registration, or certificate in an area related to the subject matter of the course. The license, registration, or certificate shall be current, valid, and free from restrictions due to disciplinary action by this board or any other health care regulatory agency;
2. A master's or higher degree from an educational institution in an area related to the subject matter of the course;
3. Training, certification, or experience in teaching subject matter related to the subject matter of the course; or
4. At least two years' experience in an area related to the subject matter of the course.

COURSE CONTENT REQUIREMENTS

- Courses shall meet the requirements, relevant to each practice (LPCC, LCSW, LMFT, LEP).
- The content of the course shall be based upon a methodological, theoretical, research, or practice knowledge base, and;
 1. demonstrate credibility through the involvement of the broader mental health practices, education, and science communities in studying or applying the findings, procedures, practices or theoretical concepts; or
 2. be related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact each respective practice.
- Each continuing education course shall have:
 1. Written educational goals and specific learning objectives that are measurable and serve as a basis for an evaluation of the effectiveness of the course;
 2. An evaluation mechanism that allows each participant to evaluate the continuing education course;
 3. A syllabus that provides a general outline of the course, which shall contain, at a minimum, the learning objectives for each course and a summary containing the main points for each topic; and
 4. A mechanism that allows all participants to assess their achievement in accordance with the program's learning objectives.

CCA APPROVED INSTRUCTOR AGREEMENT

This agreement sets forth the terms and obligations for a CCA Approved Instructor. According to the requirement herein, you agree to:

- Meet the minimum qualifications according to the aforementioned Instructor Qualifications
- Provide CCA with syllabi for all courses in accordance with the aforementioned Course Content Requirements prior to course commencement
- Ensure that information publicizing the continuing education course is accurate and includes: provider name "California Counseling Association" (CCA) and provider number PCE 3912; the statement "Course meets the qualifications for ___ hours of continuing education credit for LMFTs, LPCCs, LEPs and/or LCSWs as required by the California Board of Behavioral Sciences"; CCA refund policy; and clear description of course content and objectives.
- Submit a roll sheet containing the names, telephone numbers, mailing addresses, and license numbers (email optional) of all participants for each course.
- Adhere to a \$25 Administrative Fee per participant for a minimum of 10 participants receiving continuing education credits.

**SUBMISSION**

1. Complete and signed Continuing Education Instructor Application;
 2. A copy of the most recent resume or curriculum vitae (CV) detailing required education, experience, training, and/or certification;
- AND
3. A copy of an official transcript with university seal, listing a master's or higher degree from an educational institution in an area related to the subject matter of the course;
- OR
- A copy of current and valid license, registration, or certificate in an area related to the subject matter of the course

CERTIFICATION

I certify that the information I have reported on this form is complete and accurate and that I meet the minimum requirements as stated herein. I understand and agree with the terms and obligations of this agreement.	
Signature of Applicant:	Date:
CCA Designee:	
Signature:	Date:

Submit completed applications and materials to admin@cacounseling.org or by mail to:

CCA Continuing Education
 Sharon Bowles, Executive Director
 PO Box 5700
 Oakland, CA 94605