



WAMFT Continuing Education Application and Event Guidelines

The Washington American Marriage and Family Therapy can authorize continuing education units (CEUs) for marriage and family therapists (LMFTs), mental health counselors (LMHCs), and social workers (LICSWs), or any combination of these. Continuing education is an on-going responsibility for license renewal by all three professions.

Below are the guidelines and requirements of every training event that applies for CE credit through WAMFT. There are additional resource documents for CEU designations such as Law & Ethics CEUs. Additional questions may be directed to continuing-education@wamft.org.

General Requirements:

- To apply for CEUs, an applicant must submit a complete application online, including supporting material attachments and non-refundable processing fee, to WAMFT at <https://www.wamft.org/ce-provider>. Completed applications will be reviewed by the designated WAMFT committee for approval.
- A separate application is required for each training. WAMFT does not currently offer a generalized approval for a provider.
- Trainings must be a minimum of 60 minutes to meet the required time for one CEU. CEs may be provided in increments of 30 or 60 minutes (example: 2.5 CEUs for 150 minutes of information), not fifteen-minute increments (quarters).
- Incomplete applications will receive one request for the unmet requirements from the approving committee. If the applicant does not provide that material within two weeks, the application will be rejected.
- Application should be submitted for review 45+ days prior to the scheduled event. Those submitted within a shorter time frame will be required to pay an additional

fee. Applications submitted within 10 business days of the event, even with a rushed fee, will not be reviewed or approved.

- Applicants may not advertise their event as a WAMFT-approved continuing education until approval has been received.
- All fees paid are nonrefundable, regardless of approval status, including for incomplete applications. Fees are paid using credit/debit cards at <https://www.wamft.org/event-details/wamft-ce-authorization-application>.

Explanation of Single-Occurrence versus Repeating Events:

- CEs applications are approved as either single occurrence events or repeating events; asynchronous training are treated as repeating events.
- Approved single-occurrence events are held once.
- Repeating events are the same training provided multiple times or offered ongoing, asynchronously. Approval for recurring events is good for one year.
 - Repeating events are approved annually through the *next* calendar quarter, 4 quarters out. Expiration dates will always be either March 31, June 30, September 31, or December 31. For example, an applicant submits a proposal on March 10th for a repeating asynchronous event that will be available as of April 3rd, they will be approved through June 30 of next year based on the event date, not the application date.

Host Requirements:

- Host sites must be an agency, group or private practice, or other professional organization affiliated with mental health education and/or treatment.
- Host sites must agree to a random audit of course materials.
- If the host is directly receiving evaluations for the event, they must submit a roster of attendees and either scan each completed evaluation or provide spreadsheet composite of the completed evaluations to WAMFT at continuing-education@wamft.org within 60 days after the event to receive the certificate template that the host will in turn provide to attendees.

Presenter/Instructor Requirements:

- All presenters (not only primary) who lead a training must have *at least* three of the following minimum qualifications:
 - 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.
 - A master's or higher degree from an educational institution in an area related to the subject matter of the course.
 - Training, licensure, or experience in teaching the course or subject matter related to the course.
 - At least two years' work experience in an area related to the subject matter of the course.
- Please include verification of these in your application bio.
- At some point in the training, presenters are expected to acknowledge any conflicts of interest they may have, such as selling a book or promoting a certification course. They must also identify the limits of the presentation and its content. This could include limitations of the research they have conducted or synthesized, possible influences of their worldview and identities, etc. For example, if research only includes cis-het subjects, it would be appropriate for the presenter to acknowledge this in their literature review.

Presentation Requirements:

- The content of the topic/presentation must conform to the scope of practice for each separate discipline for which approval is requested (social work, marriage and family therapists, mental health counselors). Please refer to WAC 246-810-600 through 620 for details related to course acceptability and course content requirements for each discipline.
- Presentation outlines should include the approximate time frames for the various subtopics and identify where there will be breaks throughout the event.

- If you are submitting a presentation that was previously approved by WAMFT, make sure it meets current requirements and standards within the application. It is also required to include what, if anything, has changed in the presentation, including structure, subtopics, etc.
- Trainings must include a list of the academic references used to create the educational experience. The preferred ratio would be approximately one reference per hour of training. Personal experience can be an acceptable reference for guest speakers or panelists in some cases. This list may be either included in the presentation or provided as an attachment to the attendees.
- Time dedicated to breaks in the presentation do not count toward the total CE time. For example, a four-hour event with three 10-minute breaks only qualifies for 3.5 hours of CEs.
- If additional designations are requested, such as Law & Ethics or AASECT-approved CEUs, additional requirements may be necessary. Documents identifying these are provided at <https://www.wamft.org/ce-provider>.

Training Evaluation Requirements:

- All trainings must include an evaluation for attendees to complete prior to receiving their certificate of completion. This evaluation should request feedback on the event's content, presenter, structure, process of sign up, etc.
- WAMFT offers an evaluation that applicants may use to relieve themselves of some post-event administrative work. Fees apply, depending on the number of evaluations required. Applicants may also submit their preferred questions to use in the WAMFT evaluation if that option is selected.
- Applicants who choose to independently collect evaluations must provide a roster of the attendees and either scans of the evaluations or a spreadsheet synthesizing the evaluation feedback.
- All approved asynchronous trainings are required to use the WAMFT evaluation rather than independently provided by the applicant.
- For every 60 minutes of the *asynchronous* training, the applicant must include one true-false question related to that section's content/material. This will be

included as a mandatory post-test that will be part of the training evaluation attendees must complete prior to receiving the certificate of completion.

Final statements:

- This document will be updated periodically to reflect most recent edits for ethical practices and processes. The CE applicant is responsible to check for any changes to this document for each application submitted.
- Additional questions regarding the application or continuing education requirements may be directed to continuing-education@wamft.org.