

<b><u>Title/Description:</u></b> Continuing Education		<b><u>Filing Number:</u></b> CE-1
<b><u>Effective Date/Revised Date:</u></b> Effective: Revised:	<b><u>Approved by:</u></b>	<b><u>Responsible Author:</u></b> CEU Evaluator
<b><u>References/Resources Cited:</u></b>		<b><u>Applies to:</u></b>

**Providerships:**

- A. The CEU evaluator will be responsible for maintaining all providerships within the state of Kansas.
- B. The year for providerships will be defined as the same as the KSBHA CEU year, April 1-March 31.
- C. In the event a providership is added during the year, the expiration date of the providership will follow the KSBHA rules of when a permanent license is added during the year.
- D. The CEU evaluator will send out annual renewal documents postmarked on or before February 1.
  1. All providership documents must be returned to the CEU evaluator by April 30.
    - a. This includes the fee as appropriate for the institution and a complete list of all CEU's approved over the past year.
    - b. Any Providership not received by May 1<sup>st</sup> will be subject to a \$50 late fee.
- E. Pricing for providerships will be recommended by the CEU Evaluator and approved by the Executive Committee.
  1. Bed size 1-149                                   \$200.00
  2. Bed size 150-250                               \$250.00
  3. Bed size 251 or above                         \$300.00
  4. Organizational/Institutional                 \$350.00

**KRCS Education Seminars:**

- A. KRCS sponsored education seminars will be AARC approved.
  1. The evaluator will submit to the AARC the application for any seminar prior to 30 days before the beginning of the seminar to avoid incurring a late fee by the AARC.
  2. The evaluator will maintain accurate, legible records of seminar attendance and submit them to the AARC after completion of the seminar.
  3. Each individual seeking CEU's will sign in prior to the first session of the first day of the seminar verifying license and AARC number.
  4. Each individual will initial the attendance sheet prior to any subsequent sessions (afternoon or following days) in order to receive CEU's.
    - a. Failure to sign in appropriately will constitute the CEU's to be prorated based on attendance.
  5. All vendors seeking CEU's will be required to sign in following the procedure listed above for the attendees.
  6. Any individual that does not complete the entire seminar, CEU's will be prorated to reflect the portion attended.

7. Certificates will be available to attendees following completion of the program, or at the completion of the sessions registered to attend.
8. Certificates that are not picked up at the conclusion of the seminar will be available for re-issue from the evaluator for a fee of \$15.
9. Individuals who request a duplicate certificate following the close of the seminar can obtain one from the evaluator for a fee of \$15.
10. All attendance and CEU records will be maintained for five years.

### **CEU Certificates**

- A. CEU application forms must be completed and submitted to the CEU evaluator for anyone wishing to obtain CEU credit.
  1. Forms may be found on the KRCS website or by contacting the evaluator.
  2. A fee of \$30 per certificate is required for non-AARC members.
  3. AARC members may complete the application and submit to the evaluator free of charge.
  4. All CEU's will be issued based on the Kansas State Board of Healing Arts K.A.R. 100-55-7.
  5. CEU's will be calculated rounding to the nearest tenth.
  6. CEU's will not be generated by the evaluator for any repeat course taken within 5 years.
  7. CEU records will be maintained for five years.
  8. A fee of \$50 per CEU certificate will be required for any application received after March 31<sup>st</sup> for the previous CEU year.

### **CEU Approval for Group Seminar**

- A. In the event a group would like KS RT CEU approval, the group may submit an application to the evaluator requesting such approval.
  1. When the evaluator receives the completed application, fee, and all required documents, a master certificate will be sent to the group to be handed out at the completion of the presentation.
    - a. Required Documents include:
      - 1 Speaker name with credentials, title, place of employment
      - 2 Learning objectives
      - 3 Schedule/agenda
      - 4 Fee of \$30 per hour of CEU requested
  2. At the conclusion of the presentation, the group will submit the sign in sheet with all completed KS license number information to the evaluator.