



Center for Guardianship Certification
PO Box 5704
Harrisburg, PA 17110
Phone: 717-238-4689
Fax: 717-238-9985
Website: www.guardianshipcert.org



Continuing Education Unit Pre-Approval for Guardianship Conferences, Meetings, Seminars, and other Educational Offerings

Introduction:

The Center for Guardianship Certification (CGC) is the approving body for continuing education in professional guardianship for the NCG and NMG certifications. **Pre-approval allows the sponsoring organization to promote CGC CEU pre-approval for the activity listed on the application to potential attendees as well as providing a listing on the CGC website.**

- The educational activity which involves participant attendance is determined by the provider who plans and schedules the activity.
- A Continuing Education Unit (CEU) awarded is based on the time allocated to the learning activity within a CGC core competency. Examples of these activities include: conferences, courses, seminars, workshop, lecture series, webinars, and teleconferences or audio conferences.
- Use of adult learning principles should be reflected in all aspects of the educational design. (Objectives, content, methods, facilities etc.)

Policies:

- Must be submitted at least 60 days prior to presentation
- Late fees apply if application is submitted within 30 days before presentation
- Application and materials will be reviewed and communication verifying receipt and next steps required, if any, will be sent within 10 business days of receipt.
- Application and materials must be typewritten or computer generated. (Handwritten not reviewed)
- Materials submitted for CEU approval must be directly related to a CGC core competency. (The core competencies can be found on the CGC website.)
- Unless proof of co-sponsorship with NGA or its state affiliates has been historic, and proof of such submitted, the fee will not be waived for co-sponsored events.

Fees:

- There is a non-refundable fee for submission of the pre-approval application. The fee is \$25 per CEU. **NGA and its State Affiliates are exempt from this fee.**

Late Fees: Application received in the CGC office less than 30 calendar days prior to the presentation will be assessed a late fee of \$20. **NGA and its State Affiliates are exempt from this fee.**

Contact Hours: A CEU is a unit of measurement that describes an approved, organized learning experience. CEUs shall not include hours spent for registration, lunch, and breaks. The formula for CEUs is: $\text{Core Competency Total Minutes} / 60 = \text{CEUs Awarded}$.



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Approval Period: Each program must be applied for separately unless the same program is offered within a 12-month period. If the program does not vary in content, but the dates and locations are different, you do not need to reapply for the offerings within a 12-month period. However, you will need to provide the CGC office with all dates and locations of those offerings.

Publication Policy: A listing of upcoming approved continuing education units which are open to guardians will be published on the CGC website.

Copyrighted Materials: It is understood by CGC that the sponsor obtained appropriate permission prior to submission of any copyrighted material.

Revocation: If CGC has reasonable grounds to believe that information has been falsified or misrepresented on the application, CGC may disapprove the application or revoke the approval that has been given.

Please complete the following details and submit the information requested to: CGC, PO Box 5704, Harrisburg, PA 17110, or via fax to 717-238-9985, or via email: certification@guardianshipcert.org

RESOURCES – Please list the person identified as being administratively responsible for the training, at least one guardian who is involved in the planning and a resume' for each person involved in the planning.

TARGET AUDIENCE – Describe the target audience intended to be reached.

PURPOSE/GOALS – Outline the purpose and goals for the activity. For activities longer than 3 contact hours, a course outline or brochure listing each topic area and its time frame should be submitted.

OBJECTIVES – Outline the educational objectives which describe attendee outcomes expected as a result of participation in the activity.

PRESENTERS – Submit a resume' for each presenter.

PHYSICAL FACILITIES – Describe the physical facilities and accessibility.

CO PROVIDERSHIP – When co-sponsored, please provide the agreement.

EVALUATION – Describe the method to be used to evaluate the activity.

VERIFICATION OF COMPLETION – Participants must receive written verification of successful completion of the activity, the number of contact hours awarded, a statement which identifies that CGC has approved the activity for contact hour credit and a certificate of completion.

RECORD KEEPING AND STORAGE SYSTEM – Retrievable participant records must be kept on file for 3 years.