

## **CE PROCEDURES**

### **Obtaining Continuing Education credit (CE) approval for a class**

The Academy for Professional Excellence offers Continuing Education credits for courses that meet their respective requirements.

The Academy requires a packet of materials be provided every time there is a new course, a new trainer of a course and/ or substantial change to the content of a course. The following documents must be provided at least two months before the course is offered:

Packet includes:

- Providers resume showing they meet the qualification to teach the course, examples are:
  - 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 BBS, BRN or any other health care regulatory agency
  - A masters or higher degree from an educational institution in an area related to the subject matter of the course
  - At least two years' work experience in an area related to the subject matter of the course
  - Training, certification or experience in teaching subject matter related to the course
- Documents demonstrating the course meets CE guidelines:
  - Learning Objectives
  - Curriculum
  - Handouts
  - Bibliography

After reviewing the above packets, the Academy will either review or reject the CE request.