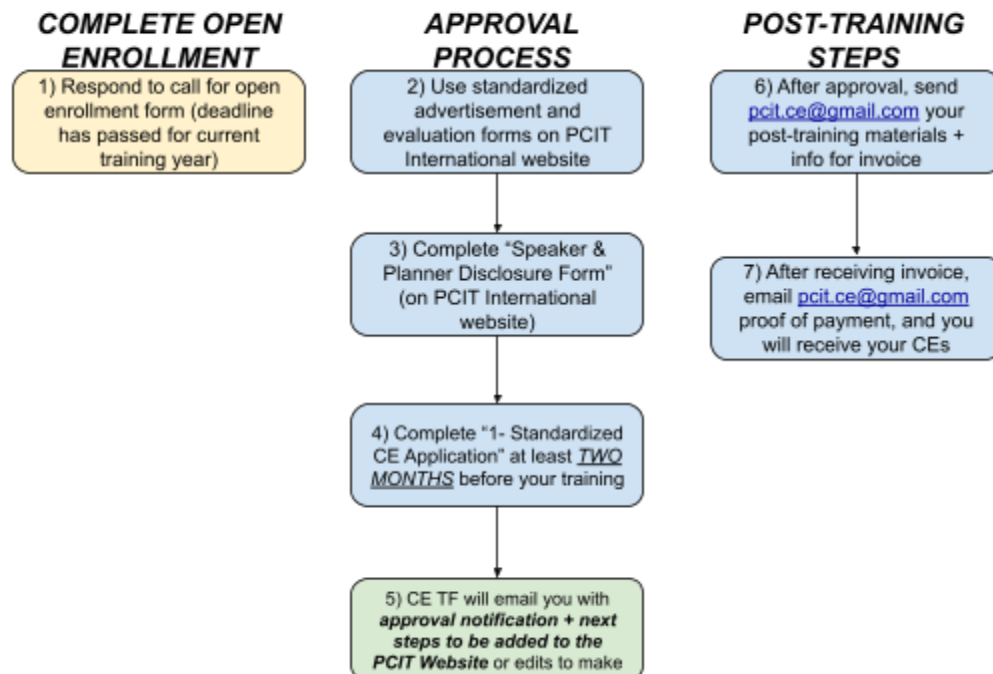


## Checklist of Approvals & Instructions for Applications for Various CE Types

### Basic and WATER trainings:

- Fill out December 2022 open enrollment form to ensure you are an approved trainer.
- Use our Standardized Advertisement and Evaluation Forms (which can be found on the PCIT website [here](#))
  - Basic trainings must be for 40 CEs (i.e., 40 face-to-face didactic hours) and WATER trainings must be for 8 CEs (i.e., 8 face-to-face didactic hours)
  - Must be led by a Global or Regional Trainer (info RE: CEs for trainings led by WATER trainers coming in the future)
- Complete the Speaker & Planner Disclosure Form
- Complete the **1- Standardized CE Application** at least **TWO MONTHS** before your training
- The CE task force will be in touch regarding approval / edits to make to your materials
- \*\* NOTE: if you plan to change the dates and/or times of any Basic or WATER trainings from those you submitted for open enrollment, notify [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) as soon as possible) \*\***
- After being approved, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) all of your post-training materials (i.e., registration forms, sign-in and sign-out sheets), ensure that trainees have filled out the standardized evaluation form, and provide the name and address of the organization to be invoiced for CEs (\$45 each)
- Once you receive your invoice, please send proof of payment (either via PayPal or check) to [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com), who will then send you your CEs.
- MAY BE APPROVED FOR:
  - PCIT, Psychologist, and NASW CEs

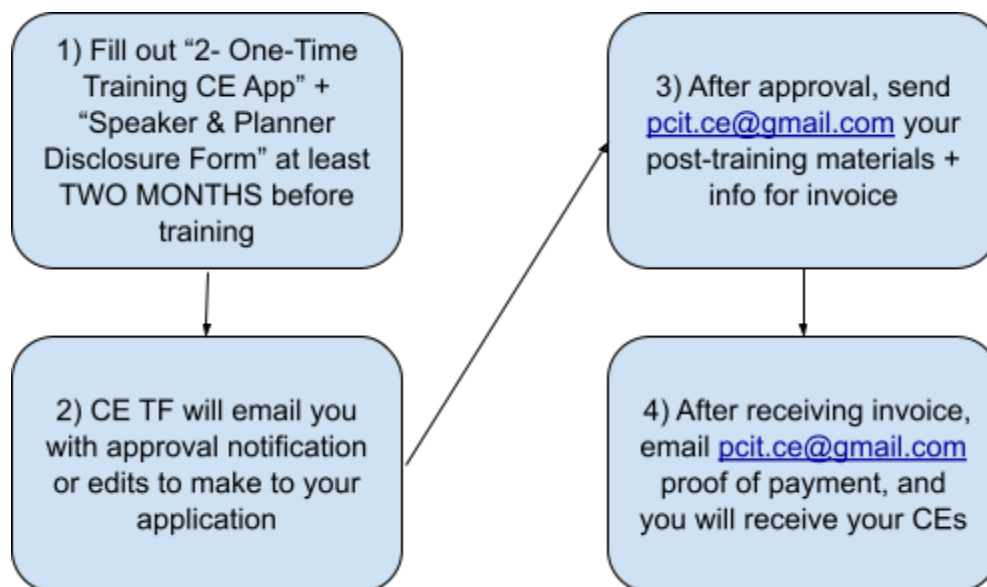
### ***Psychologist, Social Work, and PCIT CE Requirements for 40-Hour Basic and 8-Hour WATER Trainings***



## Checklist of Approvals & Instructions for Applications for Various CE Types

### **One-Time Trainings (e.g., Webinars, Conferences, Advanced Trainings):**

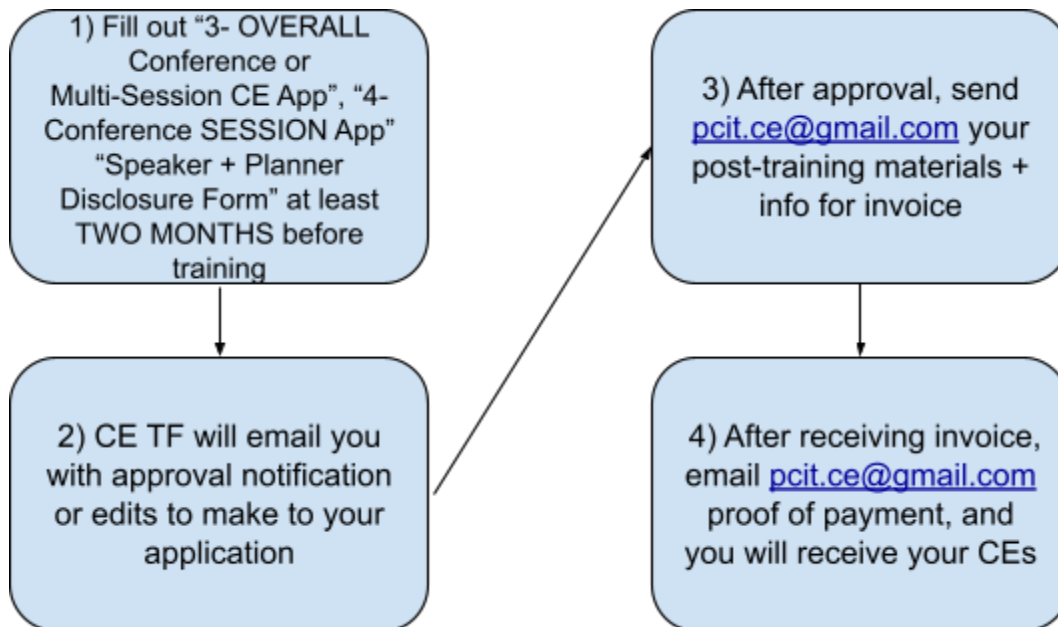
- Fill out the **2- One-Time Training CE Application Form** and Speaker & Planner Disclosure Form at least **TWO MONTHS** before your training
- The CE task force will be in touch regarding approval / edits to make to your materials
- After being approved, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) all of your post-training materials (i.e., registration forms, sign-in and sign-out sheets, evaluation forms), and provide the name and address of the organization to be invoiced for CEs (\$45 each)
- Once you receive your invoice, please send proof of payment (either via PayPal or check) to [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com), who will then send you your CEs.
- MAY BE APPROVED FOR:**
  - PCIT and Psychologist CEs
  - \*\* If you are interested in applying for NASW CEs, please contact [eleonor@childfamilytherapycollective.com](mailto:eleonor@childfamilytherapycollective.com) and [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) \*\*



## Checklist of Approvals & Instructions for Applications for Various CE Types

**Conference or Multi-Session Events** (i.e., event with multiple co-occurring or serial sessions where participants gain multiple CEs depending on their attendance to various events):

- Fill out the **3- OVERALL Conference or Multi-Session Application, 4- Conference SESSION Application** and Speaker and Planner Disclosure Form at least **TWO MONTHS** prior to the conference
- The CE task force will be in touch regarding approval / edits to make to your materials
- After being approved, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) all of your post-training materials (i.e., registration forms, sign-in and sign-out sheets, evaluation forms), and provide the name and address of the organization to be invoiced for CEs (\$45 each)
- Once you receive your invoice, please send proof of payment (either via PayPal or check) to [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com), who will then send you your CEs.
- MAY BE APPROVED FOR:
  - PCIT and Psychologist CEs (perhaps NASW as well, TBD)



## Checklist of Approvals & Instructions for Applications for Various CE Types

### International Events / Trainings:

- Fill out the **5- International PCIT CE Event Application** and Speaker & Planner Disclosure Form at least TWO MONTHS before your training
- The CE task force will be in touch regarding approval / edits to make to your materials
- After being approved, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) all of your post-training materials (i.e., registration forms, sign-in and sign-out sheets, evaluation forms), and provide the name and address of the organization to be invoiced for CEs (\$15 for 1 CE, \$45 for > 1 CE)
- Once you receive your invoice, please send proof of payment (either via PayPal or check) to [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com), who will then send you your CEs.
- MAY BE APPROVED FOR:
  - PCIT CEs (not Psychologist or NASW)

