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

**COMPLETE OPEN ENROLLMENT**
1) Respond to call for open enrollment form (deadline has passed for current training year)

**APPROVAL PROCESS**
2) Use standardized advertisement and evaluation forms on PCIT International website
3) Complete “Speaker & Planner Disclosure Form” (on PCIT International website)
4) Complete “1- Standardized CE Application” at least TWO MONTHS before your training

**POST-TRAINING STEPS**
6) After approval, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) your post-training materials + info for invoice
7) After receiving invoice, email [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) proof of payment, and you will receive your CEs

5) CE TF will email you with approval notification + next steps to be added to the PCIT Website or edits to make
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 [eleanor@childfamilytherapycollective.com](mailto:eleanor@childfamilytherapycollective.com) and [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) **

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1) Fill out “2- One-Time Training CE App” + “Speaker & Planner Disclosure Form” at least TWO MONTHS before training

2) CE TF will email you with approval notification or edits to make to your application

3) After approval, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) your post-training materials + info for invoice

4) After receiving invoice, email [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) proof of payment, and you will receive your CEs
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)

1) Fill out “3- OVERALL Conference or Multi-Session CE App”, “4- Conference SESSION App” “Speaker + Planner Disclosure Form” at least TWO MONTHS before training

2) CE TF will email you with approval notification or edits to make to your application

3) After approval, send [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) your post-training materials + info for invoice

4) After receiving invoice, email [pcit.ce@gmail.com](mailto:pcit.ce@gmail.com) proof of payment, and you will receive your CEs
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 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, who will then send you your CEs.

☐ MAY BE APPROVED FOR:

☐ PCIT CEs (not Psychologist or NASW)

1) Fill out “5- International CE Application Form” + Speaker / Planner Disclosure Form at least TWO MONTHS before training

2) CE TF will email you with approval notification or edits to make to your application

3) After approval, send pcit.ce@gmail.com your post-training materials + info for invoice

4) After receiving invoice, email pcit.ce@gmail.com proof of payment, and you will receive your CEs