

Conference Continuing Education Hours (CEHs) Category Assignment Worksheet Instructions

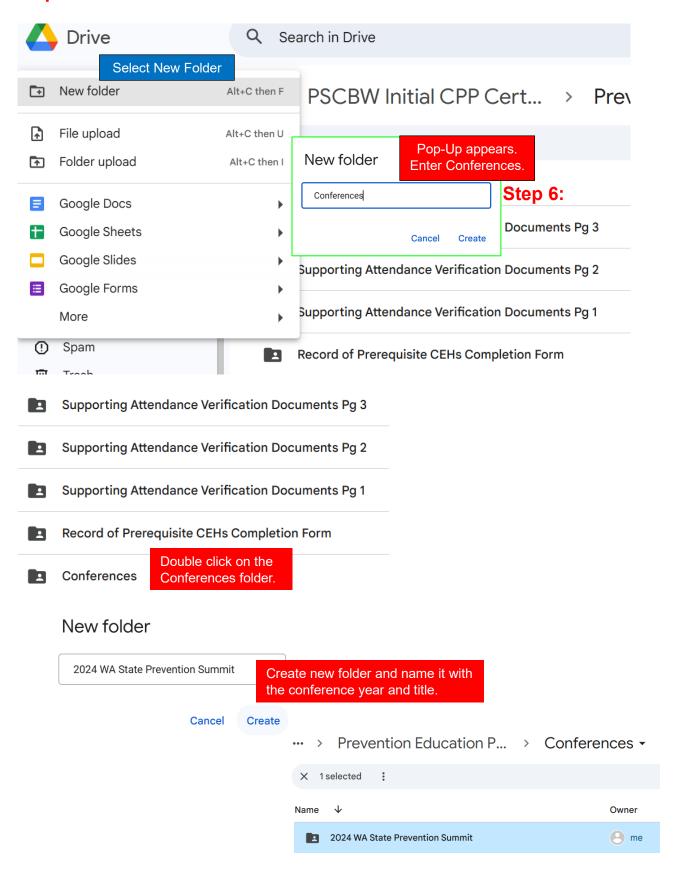
This form should be used specifically for documenting the individual workshops and keynote presentations attended at a prevention-related conference, i.e., CADCA, WA Prevention Summit, CANNACT, etc.

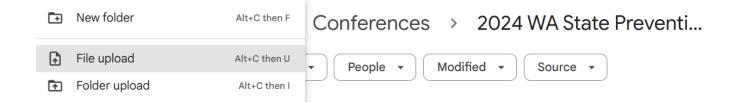
Please follow each step in completing this form.

- **Step 1:** Enter the conference information at the top.
- Step 2: Mark the two checkboxes of the attendance verification you will be submitting with this form.
- **Step 3:** Enter each individual keynote and workshop you have clearly marked on the conference schedule of keynotes and workshop sessions that includes the keynotes and workshops content descriptions, number of CEHs earned and presenter(s).
- Step 4: Assign which category (Drug Pharmacology and/or Harm Reduction Education, Prevention-Specific Ethics, Substance Use Prevention Education, General Prevention Education and General Prevention Education Equity) you assigned each workshop session. You can use an additional form if you need to document more than 10 workshops attended. NOTE: During the Board's review of submitted CEHs documents, we may recategorize one or more. Applicant will be advised if those changes have been made.
- **Step 5**: Create a subfolder within the Record of CEHs Completion folder and name it with the conference title.
- Step 6: Name this file Conference Year and Name." Here is an example: 2022 WA Prevention Summit.

F	Prevention Specialist of Washington	Conference Continuing Education Hours (CEHs) Categorization Worksheet To assist with determining the eligibility of conference keynotes/workshops and to correctly place them in the appropriate category, please complete this worksheet and attached the documents listed below.						
	Name of Conference:	Step 1:	-4i			D-4-(-)		
	Name of Conference:Loc		ation: Date(s):					
	Attendance Verification Documents Submitted: Certificate(s) and/or Official Letter of Attendance							
Keynotes/Workshops Attended: Step 2: Conference Workshop Program with Individual Keynote/Workshops Content Descriptions								
#		Keynote/Workshop Title	Drug Pharmacology and/or Harm Reduction Education	Prevention Specific Ethics Education	Substance Use Prevention Education	General Prevention Education	General Prevention Education Equity	Category Change (For Board Use Only)
1								Select
2		Step 3:			Step 4:			Select
3								Select
4								Select -

Step 5:





Upload:

- Official Conference Certificate of Attendance or Official Conference Letter of Attendance on letterhead.
- Conference Program/Brochure that lists the keynotes/workshops with presentation content descriptions, number of continuing education hours and presenter(s). Clearly mark, highlight or circle those individual keynotes/workshops those attended.
- Enter these into the Conference CEHs Category Assignment Worksheet. If more than 10 sessions were attended, use an additional Worksheet to list the remaining sessions.

Repeat this process for each conference attended.

Final Step: Enter the title of the conference on the Record of CEHs Completion Form and the category totals listed on the Conference CEHs Category Assignment Worksheet.

