



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.



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.

Step 1:
Name of Conference: _____ Location: _____ Date(s): _____

Attendance Verification Documents Submitted: Certificate(s) and/or Official Letter of Attendance
 Conference Workshop Program with Individual Keynote/Workshops Content Descriptions

Keynotes/Workshops Attended: **Step 2:**

#	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:

The screenshot shows the Google Drive interface. A blue box labeled "Select New Folder" highlights the "New folder" option in the left-hand menu. A "New folder" pop-up dialog is open, with a text input field containing "Conferences" and "Cancel" and "Create" buttons. A red callout box says "Pop-Up appears. Enter Conferences." To the right, a list of files is visible, including "PSCBW Initial CPP Cert...", "Supporting Attendance Verification Documents Pg 3", "Supporting Attendance Verification Documents Pg 2", "Supporting Attendance Verification Documents Pg 1", "Record of Prerequisite CEHs Completion Form", and "Conferences". A red callout box points to the "Conferences" folder with the text "Double click on the Conferences folder."

New folder

The screenshot shows the "New folder" dialog box with the text "2024 WA State Prevention Summit" entered in the input field. A red callout box says "Create new folder and name it with the conference year and title." Below the dialog are "Cancel" and "Create" buttons. The "Create" button is highlighted. Below the dialog, the breadcrumb path is "... > Prevention Education P... > Conferences". A table shows the newly created folder:

Name	Owner
2024 WA State Prevention Summit	me

📁 New folder Alt+C then F
Conferences > 2024 WA State Preventi...

📄 File upload Alt+C then U
People
Modified
Source

📁 Folder upload Alt+C then I

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.

NAME: Your Name		SUBMISSION DATE: 2/20/2025						
#	Title of Training/Event Where CEHs Were Obtained	Dates & Location	Attendance Verification C: Certificate O: Official Letter T: Transcript	Drug Pharmacology and/or Harm Reduction Education 14 CEHs	Ethics Prevention-Specific Education 6 CEHs	Substance Use Prevention Education 45 CEHs	General Prevention Education 50 CEHs	General Prevention in Equity Education Hours (5 CEHs)
1	→ 2024 WA State Prevention Summit	Dates Seattle, WA	C	2.00	6.00	8.00	4.00	1.00