



## MARIN CAMFT CONTINUING EDUCATION PRESENTER REQUIREMENTS & INFORMATION

Thank you for agreeing to present and share your expertise with Marin CAMFT. We are committed to offering continuing education courses to our members that enable them to treat all clients in an ethically and clinically sound manner based upon current accepted standards of practice.

We highly recommend interactive and experiential presentations that offer participants active and engaged methods of education.

It is key that cultural, racial, class, ability, religious, gender identity and/or sexual orientation differences be integrated, addressed, and discussed, supporting members in exploring through a multicultural lens. If there is any question or concern about how to address this in your presentation, please let us know.

The following should be emailed to Norman Hering, our Director at Large of Programming, 8 to 10 weeks before the presentation date. Please send to: [drnormanhering@gmail.com](mailto:drnormanhering@gmail.com)

- Title of the proposed presentation
- Description of the proposed presentation: 1 to 2 paragraphs
- 2 or 3 Educational Goals which are statements of the intended general outcome of the instruction or program. A goal statement describes a more global learning outcome.
- 3 to 5 specific, measurable Learning Objectives, which are more granular and are focused on performance or achievement, with at least one that is focused on an aspect of diversity
- Presenter/s' biographical statement/s: 1 to 2 paragraphs
- CV or resume/s of presenter/s
- A copy of the presenter/s current clinical license, or if not currently licensed, evidence of qualifications based on training, expertise, research, and/or certification specific to the subject matter of the course
- A syllabus of the presentation that provides a general outline of the course and shows how the learning objectives will be met, including a summary containing the main points for each topic
- At least 3 references in APA format citing recent (published in last 5 years) peer-reviewed research or journal articles that support the methodological, theoretical, research, or practice knowledge base of the program (longer presentations should have additional references)
- Audio/visual requirements for your presentation (Zoom requirements when applicable, including any plan for breakout rooms)
- A head-and-shoulders photo of presenter(s) in jpg/jpeg/png format, at least 200x200 (we will crop or scale to fit our web requirements)
- Contact information for the presenter/s: name, address, email, website, and phone number
- If available, a link to a previous presentation
- Signed statement giving Marin CAMFT permission to audio/video record your presentation (see next page).



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No later than 5 days before the program, please send all handouts or materials to be used in the presentation so that they may be made available to participants in advance.

We usually hold a pre-event Zoom meeting with the presenter about a week before the program date. This allows us to walk through questions together and plan for a successful event.

**STIPEND:** Marin CAMFT's standard speaker stipend is \$100/presentation hour unless other compensation has been negotiated with the CE Director.

**CONTINUING EDUCATION:** Marin CAMFT is an approved CEPA (CEP # 56895) provider for LMFTs, LCSWs, LEPs and LPCCs and maintains responsibility for all programs and their content.

**ADVERTISING:** Presentations are advertised beginning approximately 8-10 weeks prior to the scheduled date of the presentation. Methods include information on the Marin CAMFT website, in our Newsletter, on our listserv, monthly Eblasts, and State CAMFT's website.

**TIME:** Friday presentations begin at 12 and end at 2:00 pm Pacific with no break. The schedule for workshops held on Saturdays are determined in advance, usually starting at 10am. Any breaks built into the schedule require that the end time be extended, as breaks do not earn continuing education credits (meaning that a 4-hour CE program with two 15-minute breaks needs to be scheduled for 4½ hours).

**LOCATION:** All presentations are done virtually using Zoom, which is handled by the CE Team.

**INFORMATION:** For questions and/or information, contact Marin CAMFT's Director at Large for Programs, Norman Hering, LMFT, 415-761-0688; [drnormanhering@gmail.com](mailto:drnormanhering@gmail.com)

I, \_\_\_\_\_, give my permission for Marin CAMFT to audio/videorecord my presentation, titled \_\_\_\_\_ and to provide the recording and associated handouts to participants. The recording and handouts may also be placed on their website for use by members and participants.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_