

Required Information for Online Application for MASCA Continuing Education Credits

1. Title of the proposed CE Program
2. PD Program Coordinator Name

The PD Program Coordinator is the person who submits this application, serves as the lead contact, and is responsible for ensuring that all CE requirements are met. These responsibilities include:

- submission of all of the required application materials at a minimum of two weeks prior to beginning any promotion of the proposed program
- collaborating with [Anne Thidemann French](#) and/or [Nyki Clark](#) to disseminate promotion of the program after he has finalized the contents of the promotional materials
- ensuring that participants have access to the evaluation that they must complete before a CE certificate can be granted.

In addition, upon completion of approved programs- the following must be submitted to [Ali Robidoux](#) within two weeks:

- a roster identifying all program participants that includes: name, email address, verified and actual attendance of each participant
- the program agenda and materials distributed to participants, including the learning objectives

3. PD Program Coordinator email address
4. PD Program Coordinator cell phone
5. Total number of hours of live PD (may include quarter hours, i.e. 5.25 hours)
6. Schedule (Dates and specific times, if there are multiple presenters and topics the schedule must reflect that)
7. Format (i.e. live in-person, Zoom)
8. Is the format synchronous or asynchronous? NOTE: Only synchronous learning time is allowed for CEs.
9. List of all program presenters, including the qualifications of each presenter, and an accurate description of the content presented by that presenter

10. Identify the Content Area that the description and learning objectives directly and primarily relate to. For a definition and examples of each of the content areas, see page 6 of the [Provider Policy](#). Content Areas:
 - Counseling Theory/Practice and the Counseling Relationship
 - Human Growth and Development
 - Social and Cultural Foundations
 - Group Dynamics and Counseling
 - Career Development and Counseling
 - Assessment
 - Research and Program Evaluation
 - Counselor Professional Identity and Practice Issues
 - Wellness and Prevention
11. Description of how you will verify the actual attendance of each participant (i.e. sign in, sign out)
12. A description of the content (one or two paragraphs is suggested)
13. A bulleted list of the learning objectives. A learning objective is a statement of what participants will know or be able to do when they have completed the CE program. Use action verbs and behaviorally specific language to help ensure that the learning objective is observable and/or measurable. "Participants will be able to...."
14. Registration information and fees
15. A detailed agenda- please see the [Sample MASCA CE Agenda](#) that specifies the required agenda contents
16. Would you like to make any additions to the [MASCA CE Evaluation Template](#) that specifically pertain to this session? Items may be added but may not be deleted from the template.