

WNY R-AHEC Continuing Education Credit Process

Western New York Rural Area Health Education Center, Inc. (WNY R-AHEC) is an approved provider of continuing education for licensed social workers, physical therapists and assistants, occupational therapists, and assistants, and licensed mental health counselors.

The following is the process for receiving approval for your event:

- 1) Fill out the Continuing Education Policy and Partnership Application, found on our website, for your event.
- 2) You will need to provide the following documents before your event is approved for credit:
 - a. Name and curriculum vitae (C.V.) of every instructor/presenter
 - b. Objectives and learning methods of the course/education activity
 - c. Outline of the course/educational activity
 - d. Summary of any evaluation of the course/educational activity
 - e. Evaluation of the need for the course/educational activity
 - f. Copies of all promotional materials used in a course/educational activity
- 3) If this is your first event of the calendar year, a Services Agreement Draft will be sent to you for completion. This agreement covers all your events for the calendar year.
- 4) Once approved, promotional materials can include the WNY R-AHEC Logo along with this approved wording:

Western New York Rural Area Health Education Center, Inc. (WNY R-AHEC) is recognized by the New York State Education Department's State Boards for Social Work (#SW-0685), Physical Therapy, Occupational Therapy, and Mental Health Practitioners (#MHC-0268) as an approved provider of continuing education for licensed social workers, physical therapists and assistants, occupational therapists, and assistants, and licensed mental health counselors.
- 5) Once event is completed, the host organization should:
 - a. Provide a list of participants requesting continuing education credit to WNY R-AHEC.
 - b. Provide copies of the evaluation tool for each individual requesting credit to WNY R-AHEC.
- 6) WNY R-AHEC will send an invoice for the event upon its completion. The cost for each event is \$100 which includes unlimited continuing education credit for participants. Once that invoice is paid, WNY R-AHEC will share the Continuing Education Certificates with the host organization to be sent to participants.

If you have any questions, email Jason Fulkerson at jfulkerson@r-ahec.org or call 585-786-6275



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