

**BUREAU FOR BEHAVIORAL HEALTH AND HEALTH FACILITIES**  
**Office of Consumer Affairs and Community Outreach**

**CONTINUING EDUCATION HOURS PROTOCOL**

The WV Bureau for Behavioral Health and Health Facilities (BBHHF) has the approval of several professional organizations to provide continuing education hours (CE's) for behavioral health related events. In order to maintain approved CE provider status, the protocol below must be followed.

**BBHHF CE's Contact**

Questions and/or concerns should be directed to Beverly Campbell at (304) 356-4789 or [dhhrbhhftraining@wv.gov](mailto:dhhrbhhftraining@wv.gov).

**BBHHF Approval**

CE's provision through the BBHHF requires prior approval from the BBHHF. **Applications must be submitted at least 30 days prior to the event** and be accompanied by ALL required documents or continuing education hours will NOT be considered. You will be notified via email regarding approval for an event.

**Disciplines**

The BBHHF is **pre-approved** to provide CE's by the following professional organizations only. Please look at each board's standards below to determine whether training will meet the criteria.

- WV Certification Board for **Addiction & Prevention Professionals**
  - [www.wvcbapp.org](http://www.wvcbapp.org)
- WV Board of Examiners in **Counseling (LPC)**
  - [www.wvbec.org](http://www.wvbec.org)
- WV Board of Examiners for Registered Professional **Nurses**
  - [www.wvrnboard.com](http://www.wvrnboard.com)
- WV Board of Social Work Examiners
  - [www.wvsocialworkboard.org](http://www.wvsocialworkboard.org)

## Requirements Timeline

### Pre-Event

One month prior to the event, sponsor must submit the following:

- Completed Request Form
- Agenda (names of various workshops start/stop times, break/lunch times)
- Resume and/or biography of presenter(s)
- Marketing material like posters, brochures, email blasts, etc. **(Must say CE's are *pending*, not *approved*)**

Once all documents are received, the application will be reviewed by a BBHMF representative.

2 weeks prior to the event, a BBHMF representative will send the following via email:

- Sign-in sheets
  - Sponsor will print enough copies of the sign in sheet to accommodate the number of attendees
  - If there are morning and afternoon sessions with a break for lunch, there must be morning sign-in sheets and afternoon sign-in sheets
- Evaluation (one for each instructor/presenter)
  - Print enough copies to give each attendee per instructor/presenter
- CE Certificate
  - Make enough copies to give one to each attendee

### Post-Event:

1 week after the event, sponsor will submit the following (preferably electronically)

- Attendance sign-in sheets
- Evaluations (one per instructor/presenter from each attendee)
- **Handout(s) and/or PowerPoint presentation used in training (if applicable)**

***Failure to meet the requirements of this protocol will result in the declining of future requests for CE's.***