



# EDUCATION PROVIDER PROGRAM OVERVIEW

---

## Introduction

Thank you for your interest in becoming an approved provider of continuing education for the Florida Certification Board (FCB). FCB-approved provider status assures that the education and training activities offered by an approved provider have undergone a detailed review process. This assures that only qualified educational providers are approved to offer continuing education units that reflect professional adult education standards, and current, relevant, and accurate course content.

The FCB manages a certified population of over 17,000 professionals in addiction, behavioral health, mental health, criminal justice, prevention, and child welfare fields. These professionals are required to participate in annual continuing education or other educational events. In order to renew their certification(s), professionals are required to submit verification that they have completed the specified number of continuing education units (CEUs) required to maintain certification (*each certification level requires a specified number of CEUs, annually*).

FCB-approved providers are charged with the responsibility of conducting educational events that reflect current needs in the field and are in keeping with FCB published policies and procedures, as described herein.

## A. Eligible CEU Providers

Renewal CEUs must be earned through an FCB approved or recognized educational provider.

1. **FCB Approved Provider:** The FCB currently has over 200 approved education providers. To seek provider status, please complete the application procedure described herein.
2. **FCB Recognized Providers:** The FCB will accept CEUs offered by any of the following entities:
  - a. Providers approved by another certification board of states who are members of the ICRC/International Certification Reciprocity Consortium;
  - b. Coursework offered by the US Department of Education or CHEA-accredited institutions of higher learning;
  - c. CEUs approved by other licensing boards, such as the Florida Department of Business and Professional Regulation, Nursing Boards, APA, Florida Department of Health, National NAADAC, etc.

## B. Delivery Methods

The following are acceptable delivery methods for CEUs:

- Classroom (face-to-face events)
- Web-based Distance Education (synchronous, asynchronous, and self-paced with post-tests)
- Agency In-service
- Traditional home study (book, audio or visual tape plus a post-test)

Program materials should not be more than five years old. If materials are more than five years old, the education provider application must include a statement for review regarding the reason that the material is still relevant and valuable to the target audience.

## **C. *Provider Levels***

The FCB offers two levels of approval for educational providers. Please indicate the level you are seeking on your application form.

### **1. Level A: Regular Provider**

The Level A status should be sought by providers who intend to offer more than three educational events in a calendar year for public audiences and/or their employees. The Level A fees are non-refundable and include:

- One time application fee of \$300
- Biennial renewal fee of \$200

### **2. Level SE: Single Event Provider**

The Level SE status should be sought by providers who intend to offer only one educational event in a calendar year. A new application must be submitted, including fees, for each additional offering for which FCB CEUs will be offered. The non-refundable fee for each single event approval is \$150. There is no annual renewal for SE providers. New approval must be sought for each additional event.

Upon approval, both Level A and Level SE providers are given free web link from the FCB provider page to their home page.

## **D. *The Application Process***

### **1. Submit application**

Please read all directions before assembling the Application for Educational Provider Portfolio. The application process includes the completion of mandatory forms and requires the applicant to submit written statements, policies and procedures, and samples of coursework and related materials.

### **2. Review and Provisional Approval**

Upon receipt of the Application for Educational Provider Status, including all fees and supporting documents, the FCB will conduct a review of the application. If all components are approved, the applicant will be awarded a provisional provider number. The provisional provider number will be active on the date it is assigned until the date of the next regularly scheduled meeting of the FCB Board of Directors. The applicant may use the provisional number for courses offered during this specified time period.

If the application is not approved at the provisional level, the applicant will be notified in writing of deficiencies. Upon submission of requested materials, the application will be reviewed again. This process will continue until provisional approval is awarded or the applicant chooses to end the application process.

### **3. Final Approval**

After award of the provisional provider number, the Application will be forwarded to the FCB Board of Directors at the next regularly scheduled meeting for review and approval by the Board's Professional Development Committee. Upon approval by the Professional Development Committee, the applicant is awarded an official provider number.

If the application is not approved by the Professional Development Committee, the applicant will be notified of deficiencies, in writing. The letter from the Board will also indicate if the applicant may continue to use the provisional provider number until deficiencies are resolved or if the provider must stop using the provisional provider number until further notice.

### **4. Awarding CEUs**

Once a provider is awarded the Level SE Approval, the provider may offer the specified educational event and award specified CEUs to participants. CEUs may not be applied retroactively. Should the provider seek to offer CEUs for other educational events, he or she must submit a new Level SE application.

Once a provider is awarded the Level A Approval, the provider may offer any education and training event that meets the requirements stated herein. The provider does not need to submit each course to the FCB for approval; however, records and reports must be maintained and submitted to the FCB as described herein.

### **5. Provider Number Limits**

Provider numbers are non-transferable and may only be used by the designated provider. Provider numbers (provisional and final, as appropriate) must be indicated on all training announcements and on any correspondence to the FCB related to CEU offerings.

The approved provider may not "loan" their provider number to another provider to "use" to offer CEUs for educational events. If a provider is going to co-sponsor an event with a non-FCB approved provider, the approved provider must be a substantial partner to the overall event and not participate in name only. If the FCB determines that a provider has used, or allowed their provider number to be used inappropriately, the provider is subject to revocation of provider status as set forth herein.

## ***E. Audit Procedures***

Each approved provider is subject to audit at the discretion of the FCB. If a provider is audited, the provider must provide access to policies, procedures, training records, training materials, and related documents. If the FCB determines that a provider is not following standards set forth herein, or if the provider is found to have provided the FCB with false or misleading information, the provider is subject to revocation of provider status as set forth herein.

## ***F. Record keeping Procedures***

All providers shall maintain a secure system of record keeping that includes the following:

1. Provider is responsible for developing and issuing Certificates of Attendance that include:
  - Provider name and number
  - Name of participant (must be typed or printed)
  - Title of training
  - Date of training

- Contact/CEU hours
  - Area of Knowledge the contact hour(s) pertains to. If more than one Area of Knowledge is covered, the number of hours in each area must be specified.
2. Provider will keep the participant roster from each individual educational offering. The roster must include:
    - Provider name and number
    - Trainer name
    - Course title
    - Date, location, start and end time of course
    - First and last name of participants
  3. Provider must retain the following course record data for a minimum of four (4) years:
    - Roster of participants
    - Curriculum offered, course information (i.e., purpose, objective, subject matter, teaching, methodologies, evaluation strategies), Participant and Trainer Guides
    - Trainer/Instructor names and their qualifications for specific courses taught
    - Participant evaluations, summary of evaluations, and recommendations for revision of course
  4. Participants who attend training must complete a level one evaluation (how participants feel about training; this level is often measured with attitude questionnaires) of the course upon completion of the training. Evaluation forms are to be kept on file for review by the FCB.

## **G. General Provider Policies**

1. Providers shall submit a list of courses and participants annually, at the time of renewal, to the FCB for all events they have awarded CEUs.
2. Provider will notify the FCB in writing of any significant changes, such as the contact person, change of address, etc.
3. Once a provider is approved, any new courses developed are subject to audit.

## **H. Revocation of Provider Status Procedures**

Any provider who breaches the policies and procedures set forth herein is subject to revocation of the provider status. Specific allegations are to be made in writing to the FCB, who will forward the information to the Professional Development Committee. The FCB will notify the provider by certified mail of any allegations against them, along with a copy of the complaint. The provider will be asked to respond and provide documentation. This may include, but is not limited to:

- Records pertaining to specific offerings
- Financial records pertaining to specific offerings
- Documentation of faculty and their credentials

The provider has twenty (20) working days to forward all requested documents to the FCB. A committee hearing will be held within three (3) months. Failure to comply with said request will place the provider on inactive status, and all training during this time will not be accepted by the FCB.

The provider can appeal the committee decision, in writing, to the FCB. A final determination will be made at that time. The provider may be represented at the meeting. The FCB will hear the appeal within three (3) months of the appeal request.

Possible sanctions for violation of Provider Procedures include:

1. Denial of provider application
2. Written Caution
3. Public Reprimand
4. Suspension or Revocation of Provider Status