

MAPPA CEU Certification Process
Established 04/30/07

Applicants Responsibilities

1. Outside entity (e.g. organization, agency, etc...) identifies the interest in having a course/conference/training approved by MAPPA for issuing continuing education units automatically when an individually completes the line of study.
2. Entity completes the MAPPA's *Request for Approval to Award CEUs for Conferences, Workshops or Courses* application (Attachment #1)
3. Entity verifies that all documentation and paperwork is completed and ready for submission to MAPPA by utilizing the *CEU Application Checklist* (Attachment #2). The *CEU Application Checklist* (Attachment 2) is for verification purposes only and does not need to be sent in with the application. Entity can also utilize the *MAPPA Domain Core Competency Areas* form as a guide to ensure that learning objectives are consistent with MAPPA domain areas.
4. Entity mails *Request for Approval to Award CEUs for Conferences, Workshops or Courses* application (Attachment #1) to MAPPA.

MAPPA Education and Training Committee Responsibilities

1. Application received by MAPPA and stamped received. MAPPA has 30 days to review and respond.
2. Application forwarded to MAPPA Education and Training Committee Chair to document for follow-up at the next scheduled Education and Training Committee meeting.
3. MAPPA Education and Training Committee Chair forwards application to committee approver.
4. Committee approver reviews the *Request for Approval to Award CEUs for Conferences, Workshops or Courses* Application (Attachment 1) and completes *CEU Scoring Sheet*. (Attachment #3)
5. Approver then, as regular Education Committee agenda business for that month, reviews any applications received and CEU Scoring sheet with all Education and Training Committee Members who are present at that meeting.
6. The committee collectively decides if the course/conference/training should be approved or disapproved. If disapproved, Committee needs to state reason why.
7. Application and scoring sheet are then forwarded back to MAPPA Executive Board –Chairperson & Secretary

MAPPA Executive Board Responsibilities

1. MAPPA Executive Board Secretary needs to forward to letter of acceptance/denial (if denial reason(s) to be given).