



<b>Health Care Agency Behavioral Health Services Policies and Procedures</b>	Section Name:	Human Resources
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Director of Operations Behavioral Health Services	<u>Signature on File</u>	<u>02/03/2021</u>

**SUBJECT:** Continuing Education Course Approval for HCA Programs

**PURPOSE:**

This procedure outlines the process to obtain approval from the Health Care Agency (HCA) Continuing Education program for offering Continuing Education (CE) or Continuing Medical Education (CME) credits (also known as hours) for learning activities. Continuing Education learning activities update licensed clinicians' knowledge and skills consistent with established accreditation standards. Licensed clinicians are required by their licensing boards to obtain Continuing Education credits in order to renew their licenses.

**POLICY:**

The Health Care Agency shall provide Continuing Education for its employees and Behavioral Health Services' (BHS) Behavioral Health Training Services (BHTS) program shall obtain accreditation in order to provide for these Continuing Education Courses when appropriate.

**SCOPE:**

This Policy and Procedure applies to all HCA staff members requesting HCA accreditation approval for Continuing Education courses.

**REFERENCES:**

[Policies and Procedures for American Psychological Association Approval of Sponsors of Continuing Education for Psychologists](#)

[California Association of Marriage and Family Therapists \(CAMFT\) Continuing Education Provider Information](#)

[California Medical Association \(CMA\) Continuing Medical Education \(CME\) Accreditation Requirements \(May, 2019\)](#)

California Board of Registered Nursing (BRN) Continuing Education for License Renewal  
<https://www.rn.ca.gov/licensees/ce-renewal.shtml>  
<https://www.rn.ca.gov/pdfs/applicants/cep-app.pdf>

**FORMS:**

Please contact the Behavioral Health Training Services program at 714-667-5600, BH Training Request [BHTrainingRequest@ochca.com](mailto:BHTrainingRequest@ochca.com), or visit <https://intranet.ochca.com/bhs/bhts/> for updated copies of these forms:

CE Application form

Disclosure of Relevant Financial Relationships form for presenters

Disclosure of Relevant Financial Relationships form for planners and committee members

Documentation of Verbal Disclosure to Learners

**PROCEDURE:**

- I. The application process, the notification of course approval and the final documentation are outlined in this procedure. The BHTS program is the part of HCA which oversees the accreditation process with various CME/CE approval agencies. As part of the BHTS program, the Continuing Education Coordinator (CEC) will review and ensure CE courses meet or exceed requirements for the education content and satisfies the format required by the State. Below is a listing of available CME and CE accreditations.
  - A. CME credits for Physicians through accreditation by the California Medical Association (CMA).
  - B. CE credits for Psychologists through accreditation by the American Psychological Association (APA).
  - C. CE credits for Licensed Clinical Social Workers (LCSWs), Licensed Marriage Family Therapists (LMFTs), Licensed Professional Clinical Counselors (LPCCs), and Licensed Educational Psychologists (LEPs) through accreditation by the California Association of Marriage and Family Therapists (CAMFT).
  - D. CE credits for Nurses (RNs) through accreditation by the California Board of Registered Nursing (BRN).
  - E. CE credits for Alcohol and Other Drug (AOD) Counselors through compliance with California Code of Regulations §13055 of Chapter 8, Division 4, Title 9.
- II. Application Process
  - A. HCA staff identifies training needs and develops the Continuing Education course to be submitted for approval through the Continuing Education Coordinator (CEC).

- B. The Continuing Education Training Coordinator (CETC) is responsible for following the procedures outlined in the CE Application and submitting the application packet to the CEC.
- C. If approval is desired for several available disciplines, such as physicians and psychologists, the BHTS program coordinates the application process.
- D. In planning a Continuing Education course, the CETC should consider all of the following information which may be used to complete an application for continuing education credits.
  - 1. How did HCA determine there was a need for this program? There are typically three reasons to offer continuing education presentations.
    - a) HCA has a *Demonstrated Needs Assessment* – From QI data, committee studies of care, county data, national trends from national data, professional literature review, US health data
    - b) HCA staff have *Expressed Needs* – From requests submitted on participants' activity evaluation forms, surveys of potential participants, informal verbal comments, patient problems, consensus
    - c) HCA has a *Presumed Needs Assessment* – New methods of diagnosis, treatment, or technology, input from experts regarding advances in medical knowledge, regulatory changes affecting patient care
  - 2. What are the learning goals for the program? Learning goals relate to the purpose of the program.
    - a) What topics will be covered and how will they be taught?
    - b) How will the program address the identified needs?
    - c) Describe the program:
      - i) Briefly and broadly describe the program (e.g., diagnosing, treating, one illness vs. many, basic science vs. clinical, etc.).
      - ii) Pragmatically decide on a format such as lecture discussion, panel, etc. which would facilitate achievement of the learning goals.
  - 3. What are the measurable learning objectives for this HCA program?
    - a) If the learning goals are achieved what will the participants be able to do with the information learned?

- b) What behaviors will demonstrate their understanding of the material presented and its application?
    - c) Accordingly, the objectives are typically written (using words like “identify,” “describe,” “list,” “explain,” “demonstrate”), so that they describe measurable behaviors or outcomes the participant will be able to demonstrate or achieve upon completion of the program.
  - 4. Are cultural/linguistic issues relevant for this program?
    - a) Demonstrate how cultural/ethnic information/data are used either for demographic overview of the issue or to establish therapeutic relationships, diagnosis/treatment, or enhance clinical care processes. If these issues are not addressed what is the evidence to suggest they are not relevant?
  - 5. How will this program’s effectiveness be evaluated?
    - a) All trainings need to be evaluated by some method related to their effectiveness and relevance to the target audience(s). For CE and CME trainings specific evaluations are to be used and are provided by the CE program office.
- E. The following items must be submitted together for the review process to start:
  - 1. A CE Application and all supporting documentation are due to CEC at least sixty (60) calendar days before the course date. A completed CE Application must include the following:
    - a) Clear and concise description of course content and objectives with time estimates.
    - b) Current resume of each speaker
    - c) Copies of presentations and handouts
    - d) Financial statement outlining cost and funding for program (for conferences)
    - e) Posttest (required for online/enduring materials trainings)
    - f) A draft Advertisement or Notice of Course to include:
      - i) Title of the course
      - ii) Name(s) of presenter(s) and their qualifications and affiliations

- iii) Description of the course (including learning objectives)
  - iv) Intended audience
  - v) A timed agenda which outlines course content in moderate detail and identifies all non-instructional time such as breaks or meals.
  - vi) Course objectives in behavioral terms
  - vii) Required credit designation statements regarding all relevant CE approval agencies—see section g) below.
  - viii) CMEs can only be advertised after they have been granted. They are never to be advertised as in process, applied for, or any other type wording.
  - ix) The number of actual training hours of continuing education credit as outlined below.
  - x) Information on requests for Accommodations.  
For example: Accommodations: If you need a disability-related reasonable accommodation/alternative format for this training event, please contact BHSwet@ochca.com beforehand.
  - xi) Grievance Policy  
For example: For any grievance concerning the Orange County Health Care Agency's Continuing Education Program, please write to the Workforce Education & Training Program at 600 W. Santa Ana Blvd., Suite 510, Santa Ana, CA 92701 or call (714) 667-5600.
  - xii) Information on when and how CE certificates will be provided to participants.  
For example: Course completion (CE) certificates will be provided immediately at the end of the training in exchange for a completed evaluation.
  - xiii) A post-test must be used to evaluate participant learning for enduring materials courses such as asynchronous trainings.
- g) Course Accreditation Statement for each accrediting body:
- i) For CME directly-sponsored activities:  
The Orange County Health Care Agency is accredited by California Medical Association (CMA) to provide continuing medical education for physicians.

The Orange County Health Care Agency designates this live activity for a maximum of *[insert # of hours of actual training]* APA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

This credit may also be applied to the CMA Certification in Continuing Medical Education.

ii) **For CME Joint Providership Activities:**

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the California Medical Association (CMA) through the joint providership of Orange County Health Care Agency and the (name of non-accredited provider). The Orange County Health Care Agency is accredited by the CMA to provide continuing medical education for physicians.

The Orange County Health Care Agency designates this live activity for a maximum of *[insert # of hours of actual training]* AMA PRA Category 1 Credit(s)™. Physicians should only claim the credit commensurate with the extent of their participation in the activity.

This credit may also be applied to the CMA Certification in Continuing Medical Education.

iii) **For Psychologists:**

The Orange County Health Care Agency is approved by the American Psychological Association to offer continuing education for psychologists.

The Orange County Health Care Agency maintains responsibility for the program.

iv) **For Nurses:**

Provider approved by the California Board of Registered Nursing, Provider #1509, for *[insert # of hours of actual training]* contact hours.

v) **For Licensed Therapists (LMFTs/LCSWs/LPCCs/LEPs):**

The Orange County Health Care Agency is approved by the California Association of Marriage and Family Therapists to sponsor continuing education for LMFTs, LCSWs, LPCCs, and/or LEPs (Provider # 62340). This course meets the qualifications for *[insert number of hours]* hours of continuing education credit for LMFTs, LCSWs, LPCCs, and/or LEPs as required by the California Board of Behavioral Sciences.

The Orange County Health Care Agency maintains responsibility for this program and its content.

vi) **For Alcohol and Other Drug (AOD Counselors):**

These Continuing Education Hours comply with section §13055 of Chapter 8, Division 4, Title 9 of the California Code of Regulations concerning renewal of an Alcohol or Other Drug (AOD) Counselor Certification. All certifying organizations shall accept as continuing education hours of training provided by any county governmental agency

- F. Course is planned with another organization (outside of HCA):
  - 1. The CETC needs to obtain an agreement from all agencies involved regarding who is responsible for content, presentation, monitoring, record keeping, advertising, financial arrangements and administrative decisions.
  - 2. In order to “joint-sponsor” a course for continuing education credit, if the co-sponsoring provider is not accredited, then HCA must assume responsibility for the content and planning of the activity.
  - 3. In cases where the other organization is also a continuing education provider with the same accrediting body, then the agreement must clarify which of the two co-sponsoring organizations shall accept and maintain responsibility for the activity.

III. Notification of Course Approval

- A. Educational programs offered by HCA are not accredited automatically. Each course offering requires application to the CEC.
- B. The CETC shall be notified in writing that the course is approved or if further documentation or preparation is needed.
- C. The CETC shall receive a certificate for the attendees for distribution at the time of the course.
- D. The CETC shall also receive an attendance sign-in/sign-out list and an evaluation form.
- E. Courses can be approved for a maximum of one calendar year, and may be repeated within that calendar year if the program is identical in content, length and instructor. The approval may be extended beyond one year if the content of the course is the same, the information is still current, and an approved instructor is facilitating the course.

IV. Final Documentation

- A. After each course the CETC must submit final documentation to CEC. The final documentation must include:
  - 1. Course attendance sheets with each participant's name and license number (these attendance sheets must be separated by license type: CME, APA, MFT/LCSW, RN, ARF/RCFE)
  - 2. Completed evaluation forms
  - 3. Copy of results of post-test (if applicable—mostly for enduring materials).

4. Disclosure of relevant financial relationships, documentation of verbal disclosure to learners, filled out by CETC who was in attendance.
- V. Record Requirements
- A. The CEC must keep the following records for at least four years:
    1. Syllabi for all courses
    2. Time and location of courses
    3. Course advertisements
    4. Instructors' vitae or resumes
    5. Attendance rosters with the names of those who attended the course (and license numbers of licensees who completed the course.)
    6. Sign-in and sign-out sheets
    7. Documentation of the disclosure of relevant financial relationships (or lack of such relationships) for instructors or anyone in control of course content—such as documentation of verbal disclosure to learners filled out by CETC who was in attendance or of information provided to attendees prior to start of training.
  - B. The CEC is required to make the records available to accreditation boards if audited.
  - C. Audits are on a random basis to ensure compliance with criteria of each accrediting body.
  - D. It is the CEC's responsibility to apply for re-accreditation and to submit all documentation to the accreditation boards prior to the expiration date.
  - E. Accreditation is approved varying lengths of time for each type of license.
- VI. CME Committee for the CME Program for doctors
- A. This committee is comprised of physicians and administrators in the Health Care Agency.
    1. By design, other Continuing Education Training Coordinators sit on this committee to facilitate coordination between all accreditation functions.
    2. Each activity is reviewed by the CME Committee and/or expert content reviewers to ensure activities meet criteria for CME credits.



- B. The CME committee meets as needed to review the CME Program, and to ensure that all activities approved for CME credits meet the criteria of the California Medical Association.
- VII. APA Committee is the CE Program for psychologists
- A. This committee is comprised of psychologists and other clinicians and administrators within HCA.
  - B. The committee reviews course applications and meets as needed to review the performance of HCA as an approved provider of APA continuing education activities.
- VIII. Commercial support guidelines:
- A. To identify potential conflicts, the CETC shall notify the speaker of the need to have a full disclosure at the time of the presentation, and then asking the speaker to disclose this information prior to the event. This is particularly relevant to CME activities.
    - 1. Disclosures must be made regarding the presenter(s) and anyone having control over the content of the course—such as program planners and committee members.
  - B. If the speaker is unable to make an unbiased presentation, then continuing education credit is not granted for this presentation, or a different speaker is found for the chosen topic.
  - C. Presentation material is reviewed prior to the presentation and commercial references are removed.
  - D. The CETC will assure that the disclosure does occur, and submit documentation of this at the end of the program using the form, “Disclosure of Relevant Financial Relationships, Documentation of Verbal Disclosure to Learners.”