

## **Provider Application Process**

A. A provider must submit the following information to the Continuing Education Committee at least 90 days before the date of a proposed training event:

1. The date, time, and place where the training will be conducted;
2. A list and detailed description or agenda of the courses that will be taught, identifying for each course the number of minutes allocated to instruction time and the number of credit hours requested;
3. A description of the provider's experience and qualifications to conduct such training;
4. A description of the registration and course attendance procedures that will be used by the provider;
5. A copy of the evaluation form that will be distributed to participants at the end of the training to solicit their assessment of the program's educational value and effectiveness;
6. A copy of the provider verification form that will be given to each participant upon completion of the training, indicating the courses completed and credit hours awarded to that participant;
7. The names and qualifications of instructors, identifying which courses they will be teaching in the training; and
8. A signed statement from the provider agreeing to submit to the Continuing Education Committee within 15 days after the training a list of certificate holders who attended all or a portion of the training event and the number of credit hours for which each is eligible, as well as a summary of the evaluation responses completed by participants in the training.

B. The Continuing Education Committee will respond within 30 days after receiving a completed provider application, approving or denying continuing education credit for courses in the proposed training event. The Committee may request further information or clarification from the provider and may extend the 30-day period by the additional days required to receive and consider a response from the provider.

C. A provider may advertise the training as eligible for continuing education credit in Louisiana only after receiving approval from the Continuing Education Committee.

D. Within 15 days after completion of the training, a provider must submit the following information to the Continuing Education Committee:

1. A list of participants in the training, the courses each participant attended, and the credit hours awarded to each participant;
2. A summary of the evaluation forms completed by participants; and
3. A description of any problems encountered or complaints received during the training and the provider's plan for responding to such problems or complaints in this or any future training.

E. A provider who fails to comply with any continuing education requirements or commitments may be rendered ineligible to conduct training in Louisiana upon motion of the Continuing Education Committee and approval by the board.