

# **CBPI Policies and Procedures for Providing Continuing Education (Asynchronous and Live)**

## **Americans with Disabilities Act (ADA) Compliance:**

All trainings will be offered consistent with ADA requirements as well as similar state, local, and federal accommodation regulations. Requests can be directed to the Owner of CBPI who will coordinate a reasonable accommodate for legally recognized disabilities.

## **Non Discrimination:**

CBPI will not discriminate against any individual on the basis of gender, race, creed, national origin, sexual orientation, religion, age, organizational membership, or any other basis prohibited by state, local, or federal law. CBPI will in no way coerce or require acceptance of others to any specific religious, political, or organizational affiliation or beliefs

## **Lawful and Ethical Compliance:**

All trainings will be offered and provided consistent with all state, local, and federal regulations as well as relevant professional codes of ethics including but not limited to ACA, NASW, AAMFT, and NAADAC.

## **Training Materials and Content:**

All training content and materials shall be of professional content and appearance, rooted in sound research and literature. CBPI shall ensure all content and materials do not infringe upon or violate intellectual property or privacy rights including copyright, trademark, and licensing rights.

The following information regarding trainings shall be published.

- Registration requirements
- Training description and learning objectives
- Presenter/Facilitator name and qualifications
- Continuing education hours and certificate information
- CBPI contact information including mailing address, phone number, email address, and website

All trainings will feature content on one or more of the following content areas.

- Counseling/Clinical Supervision Theories and Modalities
- Human Growth and Development
- Social/Cultural Foundations
- Group Dynamics/Counseling



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- Professional/Career Growth and Development
- Assessment
- Ethical Behavioral Health Practices
- Counselor Professional Identity

## **Evaluations:**

All trainings will make available and request completion of training evaluations including feedback on the following:

- Content of the training
- Knowledge and presentation skills of the presenter/facilitator
- Facilities (for in person trainings)
- Content and quality of materials
- Relevance to participants/attendees

## **Retention of Records:**

The following records shall be retained for at least five years.

- Training participants/attendees.
- Training presenters/facilitators and qualifications of each.
- Description of content presented including objectives.
- Materials provided to participants/attendees.
- Evaluations of trainings from participants/attendees.

## **Participant/Attendee Confidentiality:**

CBPI shall store all participant information including name and registration information obtained in a secure manner to ensure protection of privacy and confidentiality.

## **Complaints/Disputes:**

All complaints and concerns shall be submitted to the Owner of CBPI in writing. Owner shall work to resolve all complaints and concerns within 30 days of receipt of complaint. Cancellations and refunds shall be in accordance with the published policy as listed below:

If you are unable to attend a training you registered for, please contact [info@clinicalbestpracticeinstitute.com](mailto:info@clinicalbestpracticeinstitute.com) at least 24 hours in advance and a credit for the amount paid will be issued and can be used for another training or consultative service within the next 6



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months. Training registrations cancelled less than 24 hours in advance of the training will result in the full charge.

## **Presenters/Facilitators:**

All presenters/facilitators shall take part in an application to present process and be approved by the Owner of CBPI and shall meet the following criteria.

- Hold a graduate degree in a mental/behavioral health field from a regionally accredited educational institution and be qualified by appropriate education, experience, and training in the related subject matter and training content.

## **Continuing Education Credit and Certificates:**

All course descriptions will include information regarding continuing education credit(s) and certificates offered.

Continuing education hour credits will be calculated in accordance with the following and indicated as such on the certificate of completion provided within 24 hours of the training being completed:

In Person/Live Trainings by the actual time spent presenting the training materials and content in .25 hour increments. Attendance to be verified utilizing sign in sheets for in person training or verification through registration materials and login information for live webinars.

Asynchronous Online Trainings by the time spent reviewing, watching and or listening to the materials and content as presented through the recordings and completion of the training assessments and quizzes in .25 hour increments.

