



South Carolina Department of Labor, Licensing and Regulation
**South Carolina Board of Examiners for Licensure of
Professional Counselors, Marriage and Family
Therapists, Addiction Counselors
and Psycho-Educational Specialists**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4658 • Contact.Counselor@llr.sc.gov • Fax: 803-896-4719

llr.sc.gov/cou

**APPLICATION FOR APPROVAL OF SPONSORSHIP OF A
CONTINUING EDUCATION ACTIVITY**

This application is for use by entities seeking approval for a continuing education (CE) activity that are not Board approved to provide continuous CE. Complete application with all attachments must be submitted at least ninety (90) days prior to the date of the continuing education event.

Include with your application:

- Agenda for the event
- Curriculum Vitae for all presenters
- Sample CE Certificate of Completion or Letter
- Sample of brochure or announcement
- Sample of evaluation instrument(s) used
- Certification of specialized proficiency (if applicable)

CE Program Status: Permanent Temporary

Title of CE/Workshop/Training: _____

Date/s of this activity: _____

Location: _____

Name of Sponsor/Organization: _____

Type of Organization: _____

[University/college, Individual, Government agency/Company or Corporation/Association, etc.]

Federal ID/ SSN: _____ Phone: _____

Address: _____

Mailing Address (if different): _____

Contact Person: _____ Email: _____

CURRICULUM CONTENT AND PRESENTERS

1. Indicate the target audience for your continuing education activity:

Counselors

Marriage and Family Therapists

Addiction Counselors

Psycho-educational Specialists

Other (indicate target audience): _____

2. How many continuing education hours is the activity? (number of hours) _____

3. Who develops the learning objectives for each continuing education activity and by what process?

4. Who are the presenters at the continuing education activities and how do you evaluate their qualifications to provide the training offered? (If training is offered in a specialized area such as hypnotherapy, play therapy, etc., provide a copy of the leader's certification in that area of expertise)

5. Has this continuing education activity been approved by any other entity for continuing education credit? Yes No

If yes, list: _____

EVALUATIONS

1. How do you evaluate participant satisfaction? Attach a sample of the instrument used.
2. Explain the manner in which you or your organization utilize the evaluations for future planning.

STANDARDS FOR AWAITING CREDIT

1. What constitutes the completion of the activity for the purpose of awarding the CE credit?

2. How do you verify attendance and completion of the activity? _____

3. Do you keep records of credit awarded to participants in CE Activities? Yes No

Signature: _____

Date: _____

Title: _____

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.