

Cover Sheet

_____ **Ethics Continuing Education Offering** (check here if you are requesting approval for the 3 hour Ethics requirement for WV LPC. The offering will need to be based on the ACA Code of Ethics and presented by a Licensed Professional Counselor. Ethical offerings not based on the ACA may receive regular contact hour credit.)

_____ **Proposed Program for First 12 months** (check here if you or your agency is in the first 12 months as a WV LPC Approved Provider and completing this form to gain approval for each continuing education offering. This is to be submitted at the time of application. If not available at that time, submit the form and materials 60 days in advance of each offering.)

WV Approved Provider Name: _____ AP#: _____

Contact Name: _____ Phone #: _____

Email Address: _____

Program Title: _____

Date(s) of Program: _____

Of Contact hours to be earned: _____

Presenter Name(s) and Credentials: (Offerings requesting credit for the 3 hour ethical requirement for LPC must be presented by a Licensed Professional Counselor)

Focus Area(s): _____

(If requesting approval for the 3 hour Ethics requirement for WV LPC, read and check #5 below)

Goals: _____

1. Attach the presenter's outline or a finished copy or rough draft of the brochure advertising the program to include the daily agenda.
2. Attach a vita or profile sheet for each presenter. (Profile Sheet can be found on our website under 'Forms'.)
3. Attach a sample copy of the certificate of completion that will be used. (see attached for directions)
4. Please check if you wish to have the offering posted on our website?
5. For Ethics approval, the brochure or presenter's outline includes documentation that the ethics offering is based on the ACA code of ethics.

Reminder

Continuing Education Certificates of Completion

All approved providers of continuing education for LPC must provide each participant with a printed certificate of completion with all of the following information:

- (1). The title and dates of the program and the Board's program approval number;
- (2). The name of the sponsoring agency or organization;
- (3). The name of the participant and the number of contact hours of continuing professional education earned by the participant;
- (4). The presenter (s) name and his or her credentials; and,
- (5). The signature of the presenter and/or the official representative of the sponsoring organization.

If approved for the 3 hour Ethics requirement for WV LPC include the following statement:

- (6) Ethical offering approved for required 3 ethical hours based on the ACA code.