



New Mexico Credentialing Board for Behavioral Health Professionals

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www.nmcbhbp.org

CE Providers Standards and Guidelines

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GUIDELINES AND INSTRUCTIONS

FOR PROVIDERS OF CONTINUING EDUCATION FOR CERTIFICATION, RECERTIFICATION OF ALL NMCBBHP CREDENTIALLED PROFESSIONALS IN THE STATE OF NEW MEXICO

NMCBBHP, Inc is the New Mexico Credentialing Board for Behavioral Health Professionals, Inc. The New Mexico Credentialing Board for Behavioral Health Professionals (NMCBBHP) is an autonomous body created under the bylaws of the NMCBBHP, Inc.

ARTICLE 1. CONTINUING EDUCATION DEFINITIONS

- A. **Approved Providers** means those individuals, partnerships, corporations, associations, organizations, organized health and managed care systems, education institutions, governmental agencies or private practitioners who have been approved and issued an Education Provider Certificate by NMCBBHP. NMCBBHP will also accept education hours from an accredited college or university.
- 1) Unofficial college transcripts are acceptable along with a copy of the Degree Earned.
 - 2) One hour of college credit is equivalent to 15 Continuing Education, CE hours.
 - 3) Independent study or guided learning courses must be guided and monitored by the instructor and include an evaluation of performance and/or participation verification. In addition, the course must be structured so that students have access to faculty or instructors for questions and assistance in the completion of such course work.
- B. **Content Relevant to the Student** means content relevant to the development and maintenance of current competency as defined in Article 10.
- C. **Continuing Education** means the forms of learning experiences, including, but not limited to lectures, conferences, academic studies, in-service education, institutes, seminars, and workshops undertaken by providers for certification, endorsements, and/or recertification. These learning experiences should enhance the knowledge of the student in establishing or maintaining professional competence in the field of approved credentials and must be specific to each credential.
- D. **Continuing Education Coordinator** means the individual identified and registered with NMCBBHP as the person responsible for complying with all guidelines.
- E. **Course** means a systematic learning experience, at least one (1) hour in length, for the acquisition of tasks, knowledge, skills and information.
- F. **Distance Learning or Independent Learning** means those courses conducted outside of a classroom environment, which conform to Article 9 of these Standards and Guidelines.
- G. **Evaluation** means the method used by the provider to measure the students' satisfactory completion of the instructional objectives of the continuing education course.
- H. **Hour** means fifty (50) minutes of participation in an organized, on site, learning experience.

- I. **Satisfactory Completion** means the student has met all criteria as specified by the provider for continuing education course credit.
- J. **Unsatisfactory Completion** means the student did not meet all criteria as specified by the provider for continuing education course credit.

ARTICLE 2. EDUCATION TARGETS

- ❖ For detailed CEU requirement for each credential, see www.nmcbbhp.org
- A. **CADC is a Certified Alcohol Drug Counselor.** The CADC is credentialed through International Certification & Reciprocity Consortium (IC&RC) by the NMCBBHP. CADCs are required to obtain ninety (90) education and training hours in the field of alcohol abuse; ninety (90) education and training hours in the field of drug abuse; ninety (90) education and training hours in field of counseling and six (6) education and training specifically related to alcohol and drug counseling ethics for certification. In addition, CADCs are required to obtain forty (40) continuing education hours, which includes 6 hours of professional ethics in a 24-month period for recertification.
- B. **CS is a Certified Clinical Supervisor.** The CS is credentialed through International Certification & Reciprocity Consortium (IC&RC) by the NMCBBHP. **CS's are required to hold a CADC credential.** CSs are required to obtain thirty (30) education and training hours in clinical supervision for certification. In addition, CSs are required to obtain forty (40) continuing education hours; six (6) of which must be clinical supervision education; six (6) of which must be in professional counseling education hours for recertification.
- C. **CFPSW is a Certified Family Peer Support Specialist.** The CFPSW is credentialed by NMCBBHP. CFPSWs are required to successfully complete the required CFPSW Curriculum and complete forty (40) pre-exposure hours as approved by NMSU. Recertification requires forty (40) CEU's which includes six (6) hours of ethics; (6) hours of cultural competency within a 24-month period for recertification. Professionals who hold a current Parent Support Provider Certification from the Certification Commission for Family Support will be eligible for recognition through NMCBBHP.
- D. **CPI is a Certified Prevention Intern.** The CPI is credentialed through International Certification & Reciprocity Consortium (IC&RC) by the NMCBBHP. CPIs are required to obtain twelve (12) alcohol and drug specific hours; forty-five (45) general prevention hours; and six (6) hours of prevention ethics of continuing education hours for certification. CPIs are required to obtain forty (40) general prevention hours, which includes six (6) prevention ethics of continuing education hours within a 24-month period for recertification.
- E. **CPS is a Certified Prevention Specialist.** The CPS is credentialed through International Certification & Reciprocity Consortium (IC&RC) by the NMCBBHP. CPSs are required to obtain twenty-four (24) alcohol and drug specific; ninety (90) general prevention hours; and six (6) hours of prevention ethics of continuing education hours for certification. In addition, CPSs are required to obtain forty (40)

general prevention hours, which includes six (6) prevention ethics of continuing education hours within a 24-month period for recertification.

- F. **CPSW is a Certified Peer Support Worker.** The CPSW is credentialed by the NMCBBHP. CPSW's are required to successfully complete the required CPSW certification curriculum and complete forty (40) pre-exposure hours approved by OPRE. CPSWs are required to obtain forty (40) peer support CEU's, which includes six (6) hours of ethics, six (6) hours of cultural competency of continuing education hours within a 24-month period for recertification.
- G. **CWF is a Certified Wraparound Facilitator:** The CWF is credentialed by the NMCBBHP as outlined in the NM Wraparound CARES program manual and provider implementation guide. CWF's are required to complete the Wraparound Certification path credentialed by the NMCBBHP. The certification requirements are as follows: CWF's are required to obtain forty (40) education and training hours, (6) hours of ethics or cultural humility and twelve (12) hours of NM Wraparound Cares training within a 24-month period for recertification.
- H. **SCPS is a Senior Certified Prevention Specialist:** The SCPS is credentialed by the NMCBBHP. SCPS's must hold and maintain a PS credential at the IC&RC reciprocal level. SCPS are required to have one hundred twenty (120) hours of prevention specific education. Fifty (50) hours of this education must be ATOD specific. Six hours must be specific to prevention ethics. These hours must have been completed within five years prior to application submission. SCPSs are required to obtain forty (40) hours of continuing education hours, which includes (six) 6 hours in Prevention Ethics and six (6) hours of Leadership, Management, or Supervisory Skills training within a 24-month period for recertification.

ARTICLE 3. FEES, APPROVAL & RENEWAL

- A. The applicant must submit the initial application for issuance of a provider number to the NMCBBHP no later than two-weeks (14) days prior to the date the first course is to begin. The application must include: provider history, instructor qualifications, instructor bio(s) and a list of courses to be offered. Incomplete applications will not be considered.
- B. The fee for approval/renewal of a continuing education provider is \$200 and must accompany the application. The provider approval/renewal expires on the last day of the month, one (1) year from the date of approval/renewal. Renewal must be completed prior to expiration of current approval. There is a thirty-day grace period. Failure to renew prior to expiration of the grace period will require a new application along with the \$200 and an additional \$50 late fee, for a total of \$250.
- C. Written notice of provider approval will be sent by the NMCBBHP indicating the period for which approval is granted, along with the provider number.
- D. As a courtesy to providers, a renewal notice will be sent to the name and address of record prior to the expiration date of the provider number. Failure to receive a renewal notice does not relieve the provider of the responsibility to renew per sections A and B of this Article.
- E. **An Approved Provider number is non-transferable under any circumstances.**

- F. It is the responsibility of the provider to update the NMCCBHP regarding continuing education coordinator and/or address changes as they occur. Failure to provide this information may affect the continued approval and/or renewal of the provider number.
- G. No provider will be granted approval for a provider number over the telephone under any circumstances.

ARTICLE 4. APPROVED PROVIDERS

- A. For the purpose of these articles, the title “Approved Provider” can only be used when an individual, partnership, association, organization, organized health care system, educational institution or governmental agency:
 - 1) has committed no act which would lead to disciplinary action;
 - 2) has submitted a provider application on the form supplied by the NMCCBHP;
 - 3) has remitted the appropriate fees; and
 - 4) has been issued a provider number.
- B. An Approved Provider may be issued only one provider number. However, any individual employed by an approved provider may be issued a separate provider number by NMCCBHP.
- C. An Approved Provider shall have a written and published policy, available on request at each presentation, which provides information on:
 - 1) withdrawals;
 - 2) refunds in case of non-attendance;
 - 3) time period of return of fees;
 - 4) notification if course is canceled;
 - 5) policies regarding attendance; and
 - 6) what constitutes satisfactory completion for credit.
- D. The name that is on the Provider Certificate is very important.
 - 1) If an individual's name is listed, then no matter who pays the Education Provider fee, the individual is the only one approved to use the number. The individual is also responsible for the records. If the individual moves, the number goes with him/her.
 - 2) If a corporation, institution, organization, facility or other group is listed on the Provider Certificate, then anyone within the organization is entitled to use the provider number. However, an individual's name will be designated as the Continuing Education Coordinator for record keeping purposes.
- E. The Approved Provider is required to accept full responsibility for each and every course, including, but not limited to record keeping, advertising course content in compliance with the standards herein, issuance of certificates, and instructor(s) qualifications. When two or more providers co-sponsor a course, only one provider number shall be used for that course, and that provider must assume full responsibility for record keeping, advertising course content in compliance with the standards herein, issuance of certificates, and instructor(s) qualifications.

- F. Providers are responsible for granting no less than one (1) credit hour. Fractional credit for continuing education may be granted if the course lasts longer than one hour. The course time is not to include breaks or other non-educational times, such as meals.

ARTICLE 5. CONTINUING EDUCATION COORDINATOR REQUIREMENTS AND RESPONSIBILITIES

- A. The Continuing Education Coordinator is required to sign a statement agreeing to follow these Standards and Guidelines.
- B. It is the responsibility of the Continuing Education Coordinator to ensure all aspects of any course offered under the provider number are current, appropriate and relevant to specific credentials.
- C. It is the responsibility of the Continuing Education Coordinator to ensure all education provider records are maintained in compliance with these standards.
- D. It is the responsibility of the Continuing Education Coordinator to ensure the provider's compliance with all standards set forth in these guidelines.
- E. Violations of these guidelines by the Continuing Education Coordinator or any person representing the provider may be reported to the NMCBBHP Ethics Committee.

ARTICLE 6. PROVIDER RECORDS

- A. Approved Providers must keep the following records for each course a period of at least five (5) years. The records for all courses for which NMCBBHP credit was given during the five (5) years shall be maintained together in the same physical location. The Approved Provider is responsible for updating the NMCBBHP on any address changes for record storage. Failure to do so will jeopardize the Provider Number. Physically separating these records to more than one (1) address must be approved by the NMCBBHP in advance. Records to be maintained by the provider include:
 - 1) Documentation of course approval from NMCBBHP (if provided);
 - 2) Complete course description;
 - 3) Handouts;
 - 4) Pre- and post-tests if applicable;
 - 5) Participant sign in sheets;
 - 6) Participant evaluations; and
 - 7) A copy of the certificate of attendance.
- B. Provider records are subject to review/audit by an individual appointed by the NMCBBHP per Article 22 of this document.

ARTICLE 7. STATUS/CONTINUING EDUCATION COORDINATOR CHANGE

Approved Providers must notify the NMCBBHP within thirty (30) days, of any change in organizational structure of a provider and/or the person(s) responsible for the provider's continuing education course(s), including name and address changes. This must be in writing.

Failure to do so may affect continued approval and/or renewal of provider number. Changes in the Continuing Education Coordinator must be submitted on an approved NMCBBHP Continuing Education Coordinator Change Form.

ARTICLE 8. SITE VISITS

A member of the NMCBBHP, or a designee, may audit records, courses, instructors and related activities of a provider to monitor compliance with these guidelines and standards. A NMCBBHP representative, or designee, may make periodic site visits to Approved Providers. Audits may be done without prior notification. On a random basis, providers may be audited by mail/email and required to return requested information within fifteen (15) days of date reflected in the cover letter. Courses may be audited from time to time, and the audit may be unannounced. In such an event, course instructors will be informed at the outset that a representative of the NMCBBHP is present and the length of time the representative will be in attendance. The auditor will NOT receive credit for their attendance.

A report on the monitoring visit will be mailed to the provider within forty-five (45) days.

ARTICLE 9. CONTINUING EDUCATION HOURS

The NMCBBHP will accept hours of approved continuing education on the following basis:

- 1) Each hour (50 minutes) of interaction shall be accepted as one (1) continuing education hour (CEH). Time spent on homework or other non-supervised learning is not acceptable.
- 2) Courses less than one (1) hour in duration will not be approved.
- 3) One (1) CEU (continuing education unit) is equal to ten (10) continuing education hours (CEHs).
- 4) One (1) academic quarter unit is equal to ten (10) continuing education hours (CEHs).
- 5) One (1) academic semester unit is equal to fifteen (15) continuing education hours (CEHs).
- 6) Distance Learning or Independent Learning Courses which meet the following guidelines:
 - a. They must not total more than forty-five (45) hours if an academic course offered by an accredited college or university, or thirty (30) hours if offered by other than an institution of higher education.
 - b. The Independent Study or Distance Learning must be instructor guided and/or monitored.
 - c. Each course will include a written evaluation of performance and/or participation.
 - d. The course must be structured so that students have access to the instructor for questions and assistance related to the course and course assignments.
 - e. Only those courses provided by an accredited institution of higher education or by an organization that is an Approved Provider of continuing education by the NMCBBHP.
 - f. All certificates of completion must show that the course was a distance learning experience and must have the NMCBBHP distance learning (DL) approval number.

- g. A NMCBBHP Distance Learning Notification Form must be filed at least forty-five (45) days prior to the offering of continuing education credit.
- h. If offered from other than an accredited college or university, the course must include a pre-test and post-test.

ARTICLE 10. CONTINUING EDUCATION COURSE CRITERIA

- A. The content of continuing education courses must be relevant to:

CADC - Thirty-four (34) hours in Counseling and/or Behavioral Health related hours and six (6) hours must be in Counseling, Legal or Professional Ethics and Responsibilities.

CPS and CPI - Thirty-four (34) must be in ATOD Prevention or General Prevention hours and six (6) hours of the forty (40) hours must be in Prevention Ethics and Responsibilities.

CFPSW- Six (6) hours must be of professional ethics and responsibilities, six (6) hours must be in Cultural Competency, and twenty-eight (28) hours must be related to Family Peer Support Services and Child serving training systems CEUs (social work, counseling and education CEU accepted).

CPSW: Six (6) hours must be professional ethics and responsibilities, six (6) hours must be in Cultural Competency and twenty-eight (28) hours must be related to the performance domains of engagement, skill building, teaming and coordination, or prioritization and Mobilization of Time and Other Resources.

CS - Twenty-eight (28) hours in counseling and/or behavioral health related hours, six (6) hours must be of counseling, professional or legal ethics, and three (3) hours in clinical supervision training

CWF- Six (6) hours must be professional ethics and responsibilities in a behavioral health field or in cultural humility; Twelve (12) hours of the NM Wraparound CARES training curriculum OR other wraparound specific trainings approved by the CYFD-BHS Wraparound Unit and NMSU Wraparound Designee. These hours must be related to the performance domains of Wraparound Values and Elements.

SCPS: Twenty-eight (28) hours must be in prevention or general prevention hours, six (6) hours of the forty (40) hours must be in prevention ethics and responsibilities, six (6) hours of the 40 hours must be leadership, management or supervisor skills related to the behavioral health field.

1. All approved providers are responsible for clearly showing the description of the course, statement of objectives and an outline of course content. How this course relates to the credential(s) approved core competencies as identified by NMCBBHP, CYFD, OPRE, and/or HSD must be specified. Additional information relevant to specific credentials, their requirements, domains etc. can be located at: <http://www.nmcbhbp.org/home.html> Other designations not listed above will be approved and defined by the NMCBBHP as credentials and endorsements become available.

2. Courses designed for lay people are not acceptable for continuing education credit. Public presentations such as a celebrity's story or basic information provided as an incentive to get help do not qualify as professional education and therefore do NOT meet the requirements for certification/recertification.

ARTICLE 11. COURSE STANDARDS

Instructional objectives are to be stated in behavioral or credential/endorsement specific terms. The objectives are the basis for determining the content of the program. The objectives must denote measurable attributes observable in the student completing the program. The objectives are a message from the provider to the student explaining what proficiency the student should be able to demonstrate, as well as what the provider thinks is important. Provider's goals are NOT behavioral objectives.

For example, "To introduce the student to the community health system" is a goal of the provider, not an instructional objective. An example of a behavioral objective is: "Upon completion of this program the student will be able to: a.) explain the role of community education related to the effects of alcohol/drug usage; b.) assess the alcohol/drug knowledge status of county employee groups; and, c.) identify and evaluate the drug and alcohol education needs within the community system."

ARTICLE 12. COURSE REQUIREMENTS

The student must meet all class requirements. Partial credit may not be granted for partial attendance or for completing partial course requirements. Students may not be excused for part of the course and receive credit for completing it.

Upon completion of the workshop/seminar/course and proof of competence, if required, students will be granted the appropriate credit.

ARTICLE 13. EVALUATION OF STUDENT

- A. In courses that are over six (6) hours in length, instructors must measure the individual's achievement of objectives.
- B. Upon the conclusion of course(s) students will be evaluated according to the stated behavioral objectives. Examples of evaluation tools are:
 - 1) Examination, written, oral or computer based
 - 2) Documentation of return demonstration of skills mastered;
 - 3) Documentation of solving a hypothetical situation;
 - 4) Essays; or
 - 5) Written observation/evaluation by instructor.
- C. The type of evaluation used will vary according to the instructor, content of the program, number of students and method of presentation. The evaluation utilized needs to test the student's achievement of the behavioral objectives.

- D. Continuing education hours shall consist only of material directly related to the skills and knowledge and competencies specific to each credential(s) identified by NMCBBHP, CYFD, OPRE, and/or HSD. Additional information relevant to specific credentials, their requirements, domains etc. can be located at: <http://www.nmcbbhp.org/home.html>
- E. The continuing education provider shall develop a description for each course that includes:
- 1) Course objectives that reference the KSAs;
 - 2) Course content;
 - 3) Teaching methods to be used; and
 - 4) Number of continuing education hours.

ARTICLE 14. COURSE EVALUATION

All courses require a general course evaluation by the attending students. The following aspects will be measured.

- 1) The extent to which the course met the objectives.
- 2) The adequacy of the instructor's mastery of the subject.
- 3) The utilization of appropriate teaching methods.
- 4) Efficiency of the course mechanics, e.g., room, space, lighting, acoustics, audiovisuals, handouts, etc.
- 5) The applicability of the use of the new information to the student.
- 6) Other comments.

ARTICLE 15. COURSE VERIFICATION AND PROOF OF ATTENDANCE

- A. Approved Providers shall issue a document of proof, i.e., transcript or certificate, to each individual to show that the individual has met the established criteria for satisfactory completion of a course.
- B. A sample certificate is provided in this packet by the NMCBBHP. All information contained on this example certificate must be included on all certificates issued to meet the requirements of the Certification Board. Information required on course verification certificates includes:
- 1) Student name
 - 2) Name/Title of course
 - 3) Date of course
 - 4) Location of course
 - 5) Course instructor(s)
 - 6) Type of education hours awarded
 - 7) Number of continuing education hours awarded
 - 8) The distance learning approval number, if applicable
 - 9) Name, address and telephone number of the Continuing Education Provider, NMCBBHP Provider Number and expiration date
 - 10) Sponsoring Agency Name
 - 11) Signature of the instructor or the Continuing Education Coordinator
 - 12) The statement "Complaints about provider or workshop content may be directed to the NMCBBHP, PO Box 66405, Albuquerque, NM 87193".

- C. Course verification (A or B above) must be available to the individual within a reasonable length of time after completion of the course, not to exceed thirty (30) days.
- D. Certificates of satisfactory completion must be filled out with all of the information listed above in Section B. However, the student name may be filled in by the student. Certificates should be given directly to the student to be completed. Mailed Certificates will be completed with the student name prior to mailing them.
- E. Any course verification (A or B above) issued to a participant who is also the continuing education coordinator for that provider MUST be cosigned by another qualified professional who can verify that person's satisfactory completion of the course, e.g. course instructor.
- F. Certificates should bear the actual signature of the Continuing Education Coordinator. Certificates should not have a computer font as a signature. However, signatures may be scanned and reproduced.

ARTICLE 16. INSTRUCTOR QUALIFICATIONS

- A. Courses shall be taught by qualified instructors with appropriate knowledge in the subject matter. Qualified instructors must be free from any disciplinary action by NMCBBHP or the NMCBBHP Ethics Committee, and or appropriate credentialing committees, such as licensure boards. Qualified instructors include:
 - 1) Qualified credentialed counselors;
 - 2) Individuals with at least a master's degree in the subject;
 - 3) Individuals who are licensed, registered, or certified in the subject area; and/or
 - 4) Individuals with documented education and experience generally recognized as providing expertise in the subject.
- B. It is the responsibility of the provider to use only qualified instructors.

ARTICLE 17. ADVERTISEMENT

- A. Information disseminated by Approved Providers publicizing continuing education shall be true and not misleading and shall include the following:
 - 1) The statement "Provider approved by the NMCBBHP, Provider No. 0000-00, hours general and/or hours specific specialization, Expires 00/00 (month/year). Example: "Provider approved by the NMCBBHP, Provider Number 0089-87, three (3) hours general and three (3) hours clinical supervision. Expires 12/99.)
 - 2) A clear, concise description of the course content and objectives.
 - 3) Provider name and number as officially on file with the NMCBBHP.
 - 4) What constitutes satisfactory completion for credit.
 - 5) All printed materials giving information about courses shall include the statement "Complaints about provider or workshop content may be directed to the NMCBBHP PO BOX 66405, ALBUQUERQUE, NM 87193".
 - 6) As appropriate, provider's policy on withdrawal and refunds in cases of non-attendance by the registrant, and policy regarding notification if the course is canceled.

B. A copy of all advertisements is to be kept with the provider's records for five (5) years.

ARTICLE 18. TRAINING NOTIFICATION AND APPROVAL

- A. The provider must send to the NMCBBHP notification of any course, which is not a distance learning opportunity that credit will be awarded under a NMCBBHP provider number, at least thirty (30) days prior to the beginning of the course. Board may consider training requests with less than thirty (30) day notice, but only exigent circumstances will be reviewed for approval no less than ten (10) business days prior to the training date. Late submission may result in denial of approval for CE by the training date.
- B. Training notification and approval request forms may be submitted to NMCBBHP by email, fax, and postal delivery. Do not send copies of handouts or other course materials unless they are specifically requested by NMCBBHP.
- C. Incomplete training notification and approval request forms will be returned to the provider with no action taken.
- D. Providers may make changes to the training notification and approval request form by sending a copy of the original notice with the changes clearly noted. The word "AMENDED" and the date should be clearly indicated at the top of the notice. Changes may be made with less than thirty (30) days' notice, as long as the original notice was submitted on time. Providers will not be penalized for amending the notice.
- E. All training notifications submitted will be considered approved unless the Approved Provider is notified that approval is denied. The Approved Provider will be notified within fifteen (15) days of submitting the training notification and approval request form if the requested training is not approved. Approved training notifications are approved for a period of one year from the date submitted as long as their Approved Provider number remains current/active.
- F. Training notification and approval forms may be submitted to NMCBBHP as follows:
 - 1) Mail: PO Box 66405, Albuquerque, NM 87193
 - 2) Email: info@nmcbbhp.org
 - 3) Website: www.nmcbbhp.org

ARTICLE 19. DISTANCE LEARNING/INDEPENDENT STUDY NOTICE FORM

- A. Providers offering continuing education credit for distance learning or independent study must submit a Distance Learning/Independent Study Notice Form at least forty-five (45) days prior to offering the course for credit. Board may consider training requests with less than forty-five (45) day notice, but only exigent circumstances will be reviewed for approval no less than ten (15) business days prior to the training date.

- B. Distance Learning/Independent Study Notice Form is attached. Incomplete Distance Learning/Independent Study Notice Forms will be returned unapproved to the provider.
- C. All training notifications submitted will be considered approved unless the C.E. Provider is notified that approval is denied. The Approved Provider will be notified within twenty (20) days of submitting the training notification and approval request form if the requested training is not approved. Approved training notifications are approved for a period of one year from the date submitted as long as their Approved Provider number remains current/active.
- D. Distance learning/independent study notice forms may be submitted to NMCBBHP as follows:
 - 1) Mail: PO Box 66405, Albuquerque, NM 87193
 - 2) Email: info@nmcbbhp.org
 - 3) Website: www.nmcbbhp.org
- E. This section does not apply to distance education/independent study courses offered through accredited colleges/universities.

ARTICLE 20. SUSPENSION/WITHDRAWAL OF APPROVAL

- A. The NMCBBHP may suspend or withdraw its approval of a provider or deny a provider application for causes which include, but are not limited to the following:
 - 1) Conviction of the continuing education coordinator of a felony.
 - 2) Sanctions applied by the NMCBBHP Ethics Committee or by any other licensing board.
 - 3) Failure to have the responsible person and/or records available for audit when monitor requests them.
 - 4) Failure to notify of provider changes regarding location of records, location of provider or person responsible.
 - 5) Failure to correct deficiencies within a thirty (30) day period after receiving a written notice from the NMCBBHP specifying deficiencies.
 - 6) Advertising or promoting a course in a misleading way or implying that a given course is tantamount to passing the written or oral examination for certification.
 - 7) Failure to comply with any portion of the guidelines as set by the NMCBBHP.
 - 8) Failure to fund payment of the application or renewal fee.
 - 9) Failure to provide students with appropriate and authorized certificates for credit.
- B. Any material misrepresentation of fact by a continuing education provider or applicant in any information submitted to the NMCBBHP is grounds for suspension or withdrawal of approval or denial of application.
- C. The NMCBBHP may withdraw its approval of a provider after giving the provider written notice setting forth its reason(s) for suspension or withdrawal.
- D. Should the NMCBBHP deny the provider approval or suspend or withdraw a provider number, the applicant or provider has the opportunity to appeal in writing the action of the NMCBBHP within a thirty (30) day period. During this thirty (30) day period, no continuing education credit may be offered/awarded under this provider number without prior approval by the NMCBBHP. Upon receipt

of written appeal, a hearing will be held within sixty (60) days. Recommendations will be made to the Executive Board. The decision of the Executive Board is final.

ARTICLE 21. PUBLICATION OF UPCOMING CLASSES

All courses offered by an Approved Provider designated as “open to all professionals” may be publicized by the NMCBBHP.

ARTICLE 22. PROVIDER REVIEW/AUDIT

- A. The NMCBBHP may conduct reviews of the Approved Providers for compliance of guidelines and instructions as directed in this document. Audits will be conducted through any of the following:
 - 1) Random audits of continuing education sessions in progress.
 - 2) Random review of provider records – Onsite.
 - 3) Random review of provider records – By Mail/Email.
 - 4) Audits will be conducted when a complaint warrant such.
- B. Failure to comply with any required changes can lead to sanctions or removal as an approved provider.

ARTICLE 23. HOLD HARMLESS

It is expressly agreed and understood that the provider is independent of the NMCBBHP, and any other committees assigned, and the provider shall hold harmless the NMCBBHP and its committees’ representatives thereof from all suits, actions, or claims of any kind brought on account of any person or property in consequence of any fact or omission by the provider or its employees, or from any claims or amounts arising or recovered under Workers' Compensation Laws or any other law, bylaw, ordinance, order or decree. The provider shall be responsible for all damage to property and personal injury of any kind resulting from any act, omission, and neglect, or misconduct of any employee or agent of said provider in the manner or method of performing the work of the provider.

ARTICLE 24. EFFECTIVE DATE

All articles contained herein are effective as of July 10, 2020