**AGREEMENT FOR CO-SPONSORSHIP**

**OF CONTINUING EDUCATION**

**BETWEEN**

***Commonwealth Educational Seminars***

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person

This document constitutes an agreement between Commonwealth Educational Seminars (CES), 1020 Osterville West Barnstable Rd, Marstons Mills, MA 02648 and

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**Contact Person’s Name and Business Name**

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**Address**

regarding co-sponsorship of a Continuing Education program.

CES maintains responsibility for the program.

1. CE programs will be developed in conjunction with the co-sponsoring organization.
2. During the pre-planning stages, the program will be reviewed in terms of type of program, content, course description, objectives, length, and instructor’s qualifications.
3. CES is responsible in the course development and course monitoring and ensures that the course is relevant to a mental health professional practice. The CE program and instructor must minimally meet the basic criteria in order to be proposed as a CE program, including all record keeping and promotional material.

These include the following:

* 1. Learning objectives must be clearly outlined for each activity
  2. A description of the workshop, including content and objectives and faculty curriculum vitae (CV) must be included on the application
  3. A clearly stated cancellation policy
  4. The activity needs to be at least one hour in length
  5. CE credits, not CEUs or CMEs are granted
  6. Participants are to be appropriate for the topic and level of training.
  7. Attendance sign-in sign-out sheet
  8. A grievance policy.
  9. Refund/cancellation policy, fees, schedule and format, and number of CE credits offered must be clearly stated.
  10. Participants must complete a course evaluation
  11. Faculty CV must be submitted to CES.
  12. We retain your records for seven years.
  13. A differently-abled/disability statement.

1. Commonwealth Educational Seminars will be responsible for the overall administrative functioning of the CE program. CES maintains regular, consistent, timed oversight over development, presentation, monitoring and administration of material. **Contact Person**  agrees to provide CES, upon request, with any and all records, including copies of completed Post-tests, Evaluation Forms, Certificates, numbers of participants, and promotional material, and it will ensure quality control.
2. **Contact Person**  will be responsible for the following financial payments: Presenter’s fee. Promotional materials, location rental fees, refreshments, equipment rental. The contact person will provide CES an approval fee of $100 for co-sponsorship for face-to-face programs. $150 for co-sponsorship for online programs. $50 per professional category.
3. CE credit hours will be awarded by CES on the basis of one credit per hour of workshop length. Credits will be awarded in whole or half credits only. The Certificate will be provided only after completion of the entire course. The documentation will include the name of both CES and the presenter(s), and will include the program title, date, hours, presenter(s) name(s), and the required professional statements.

By signing this document you agree to the above statements and requirements.

The following policy governing a co-sponsor relationship has been adopted and is effective as of

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Date Contact person signature