Website & Promotional Requirements

You do not need to fit all of the below requirements on a flyer. You can instead put on the flyer: For information about continuing education credit, please see (link to your website where below information appears).

The term CEU may not be used. Please instead use the term CE. The reason? A CE equals one contact/teaching/learning/credit hour. A CEU is 10 times that amount.

1. Title and date of your program. Name of your organization.

2. Presenter(s): brief bio/credentials

3. Program fees, including deadlines for cancellations/refunds.

4. Program syllabus, outline, schedule or agenda. For example: Feb. 12, 2020. 9:00 – 10:30 AM. (Then you would put the topics there.)

5. Target audience. Examples: Mental Health Professionals, Social Workers, Psychologists, etc.

6. It needs to be stated that the program is one (or more) of the following: Beginning Level, Intermediate Level, Advanced Level. If it’s more than one level, that’s fine. If it is more than one, please include all appropriate levels.

7. The number of CEs/Continuing Education Hours offered.

8. Instructions for addressing grievances. You can use our statement, if you’d like:

Grievance Policy

Commonwealth Educational Seminars (CES) seeks to ensure equitable treatment of every person and to make every attempt to resolve grievances in a fair manner. Please submit a written grievance to: your name, email, and phone. Grievances would receive, to the best of our ability, corrective action in order to prevent further problems.

9. Accommodations for the differently abled. Again, you can use our statement.

Accommodations for the Differently Abled

Your company training facilities are handicap accessible. Individuals needing special accommodations, please contact: Please put your name, email and phone number.

10. Program description with corresponding objectives. (You should be able to pull these from your application.)

11. Our professional statements, which are/will be included on your Approval Document.