

ACS Continuing Education Guidelines

The following list includes a few examples that can serve as a guideline when choosing a form of continuing education for the 18 hour clinical supervision requirement:

•Workshops, seminars, or in-service training that involve clinical supervision

Acceptable forms of verification:

1. Copy of a certificate of completion, or
2. A signed letter from the presenter that denotes the title, length in hours, date(s) of attendance, and if necessary, a brief description of the training in question, or
3. A signed letter from your supervisor that denotes the title, length in hours, date(s) of attendance, and if necessary, a brief description of the training in question

•College/University courses specific to clinical supervision

This can include undergraduate, graduate, audited, or continuing education courses that are offered through a college or university

Acceptable forms of verification:

1. Copy of a college transcript that shows the completion of the course in question. If the course title alone does not indicate that clinical supervision was covered in the course, then a course description will need to be included as well.

•Online or correspondence courses specific to clinical supervision

Acceptable forms of verification:

1. See above forms of verification

•Supervision-of-Supervision

Up to 9 hours of supervision-of-supervision can be counted towards the 18 hour requirement (this would involve receiving supervision and feedback from your supervisor, on the supervision you provide to others)

Acceptable forms of verification:

1. A signed letter from your supervisor stating the length in hours of supervision-of-supervision received by you.

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• **Trainings, presentations, or workshops on the topic of clinical supervision which you have presented to others**

Acceptable forms of verification:

1. A signed letter from an appropriate official which states the workshop title, date(s) on which the workshop was presented, the total amount of preparation time (i.e. the time it took you to research and prepare for the workshop), the total amount of time taken to present workshop, and if necessary, a description of the workshop (if the title alone does not indicate that clinical supervision was covered)

Please note that hours will not be allowed for presenting the same workshop multiple times; hours will be accepted only for the first time that the workshop is presented.

Other important Information:

- A contact hour is defined as a clock hour
- Hours must be completed before the expiration date of the five-year certification period.
- Registration forms or canceled checks are not acceptable proof of workshop/seminar/training/class attendance
- ACS credential holders must maintain these documents for the five-year period
- **Documents should NOT be sent to CCE until you are notified by mail (approximately 2 months before your expiration date)**

Please contact CCE at 336-482-2856 if you have further questions regarding the ACS continuing education requirements.