



*Center of Guardianship Certification*  
Continuing Education Policies and Criteria

**Introduction:**

The Center for Guardianship Certification (CGC) is the approving body for continuing education in professional guardianship.

- The educational activity which involves participant attendance is determined by the provider who plans and schedules the activity.
- Continuing Education unit credit awarded is based on the time allocated to the learning activity. Examples of these activities: conventions, courses, seminars, workshop, lecture series, and teleconferences or audio conferences.
- Use of adult learning principles should be reflected in all aspects of the educational design. (Objectives, content, methods, facilities etc.)

**Policies:**

- Must be submitted at least 30 days prior to presentation.
- Application and materials will be reviewed before the date of presentation; 30-60 days in advance
- Application and materials must be typewritten or computer generated. (Handwritten not reviewed)

**Publication Policy:** A listing of upcoming approved continuing education activities which are open to guardians outside the sponsoring agency will be published on the CGC Website and in the NGA newsletter if deadline and space permit.

**Contact Hours:** A CEU is a unit of measurement that describes an approved, organized learning experience. CEUs shall not include hours spent for registration, lunch, and breaks. The formula for CEUs is: General Topic + Ethics Topics = Total Minutes/60 = Credits Awarded



## CONTINUING EDUCATION CRITERIA AND APPLICATION

Please complete the following details and submit the information requested to: CGC, PO Box 5704, Harrisburg, PA 17110 or via fax to 717-238-9985.

**RESOURCES** – Please list the person identified as being administratively responsible for the training, at least one guardian who is involved in the planning and a resume' for each person involved in the planning.

**TARGET AUDIENCE** - Describe the target audience intended to be reached.

**PURPOSE/GOALS** – Outline the purpose and goals for the activity. For activities longer than 3 contact hours, a course outline or brochure listing each topic area and its time frame should be submitted.

**OBJECTIVES** – Outline the educational objectives which describe attendee outcomes expected as a result of participation in the activity.

**PRESENTERS** – Submit a resume' for each presenter.

**PHYSICAL FACILITIES** - Describe the physical facilities and accessibility.

**CO PROVIDERSHIP** - When co-sponsored, please provide the agreement.

**EVALUATION** - Describe the method to be used to evaluate the activity.

**VERIFICATION OF COMPLETION** - Participants must receive written verification of successful completion of the activity, the number of contact hours awarded, a statement which identifies that CGC has approved the activity for contact hour credit and a certificate of completion.

**RECORD KEEPING AND STORAGE SYSTEM** - Retrievable participant records must be kept on file for 3 years.