

ADVERTISING REQUIREMENTS

Below is a list of items that must be on your advertising:

1. Course description (can be brief)
2. Presenter bio (can be brief) Must be licensed mental health professional.
3. Target audience (e.g. “Psychologists, Social Workers, MFTs, Counselors”)
4. The course content level (Introductory/Beginning level; Intermediate level; or Advanced level)
5. Agenda (list times with what is being presented during the time slot, also times of scheduled breaks (2) and lunch)
6. Course objectives (at APA/ASWB standards) [3 every 4 hours].
7. CE language/# of CE credits available
8. Location/Date(s)/Times
9. Costs/registration information
10. Cancellation policy should be on there. You must have a grievance policy but no need to publish it – just state “for questions or concerns, phone xxx-xxx-xxxx.” Or use email address.
11. If some type of advertising has limited space, a link to your webpage where that information lives is permissible.
12. How evaluations and certificates will be available after the course.
 - a. Evaluations and Certificates are available online following course completion at www.ceuregistration.com
13. There must be a disclosure statement. If there are none, it must say:
 - a. There is no conflict of interest or commercial support for this program