

# ATTENTION!

*This notice is being sent with all CPS renewal certificates of certification. It has been observed that many of the Recertification Applications have not been following the specific guidelines for required CEUS. For future submittals please be mindful of the CEU category requirements.*

*If you go to a conference where there are a number of workshops being offered during the same time period, unless the sponsor of the conference is tracking what is being attended and that workshop is being listed, along with the CEUS for the workshop on the Certificate of Attendance, then those CEUS will be considered in the Electives category only. The workshops attended need to be identified on the Certificate of Attendance similar to what is provided by the Cape Cod Symposium on Addictive Disorders or AdCare Educational Institute of New England (formerly the New England Institute of Addiction Studies).*

*If a training is being held at your place of employment it will be considered in-service training unless verification is provided that the instructor is an outside trainer and not a staff person or paid consultant of the agency.*

*Make sure that you are aware of MBSACC documentation requirements so that you are not submitting improper documentation. All trainings should have been submitted to CEU approving organizations for official CEU review and approval.*