FAQs about submitting CE training proposals

What topics or professional areas of focus are appropriate to consider developing a training proposal to offer CEs?

- Any topic that is relevant to social work and/or mental health counseling professions, including direct practice, clinical interventions, ethics, administration/policy, clinical supervision, or other cross-disciplinary subjects (medicine, law, education, etc) which relate to the application of social work/mental health counseling practices are appropriate for CE offerings.

I'm not sure where to start, how can TOH help if I have ideas for a training that need refining?

- Our proposal form helps you outline your workshop idea by identifying relevant topics and workshop objectives, and our CE committee is available to help answer questions and support you through the development of your workshop.

If I have a training idea, can I only offer that in the Rochester area?

- TOH is recognized as an approved provider of CEs for licensed social workers and MHCs in New York state, so your approved workshops can be provided anywhere in person or virtually for CEs for licensed NYS providers.

Why should I consider offering a CE workshop?

- Sharing your expertise and knowledge helps others grow in the field, and can be a nice addition to the daily work you do in your role as a direct care provider, while also allowing you to network with others in the field.

Once a training is approved, will TOHC help promote the training?

- Yes, TOHC will promote any approved trainings that are open to the community, using our social media presence which extends to over 1.6K followers, as well as our monthly community newsletter and website.

If I want to offer a training within my agency or a closed group of professionals, can TOHC still offer CEs?

- Yes! As long as the proposed training meets the criteria for NYS approval, it can be offered to a closed group or team of people. It does not need to be offered to the larger community. Offering CEs to agency SW and MHC is a great perk for staff that need to meet their licensure requirements.

As a presenter, what is my relationship with TOHC if I submit a proposal and offer a training?

- TOHC becomes the sponsor of the training, and will provide what is required for NYS compliance. For example, there's marketing language that must be included on flyers and any other materials or advertising that ensures clarity of approval. Also there are specific sign in/out forms and evaluation forms that will be provided by, and kept on record, at TOHC per NYS. Our step by step process makes the presenter aware of these collaborative parts.

Once a training is approved for CEs, can I repeat it?

- Yes, trainings only need to be approved once, and can be repeated multiple times, as long as at least 80% of the content starts the same. If any updates are made to learning objectives, it must be proposed again with those updates. Each time an approved training is offered, TOHC must be informed, in order to prepare forms required by NYS.