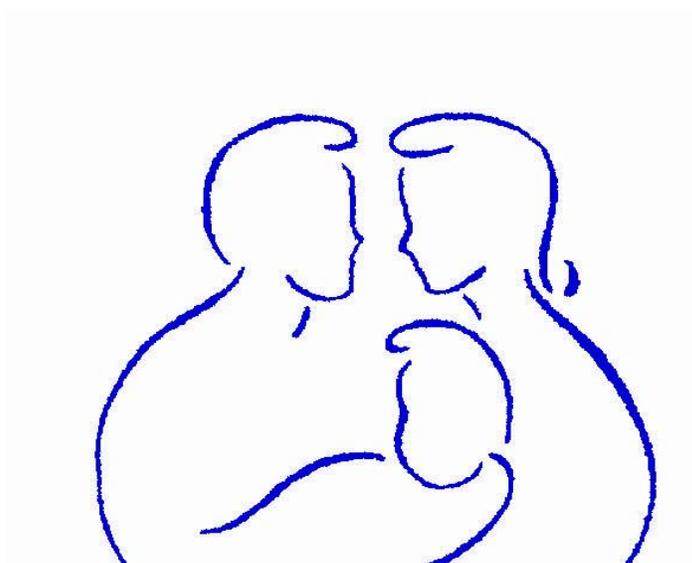


Savannah Family Institute

Helping Professionals, Parents, and Tough Teens Find Solutions

HOST AGENCY WORKSHOP PREPARATION KIT



Main Office
161 Passaic Lane
Richmond Hill, GA 31324
Phone (912) 727-2840
FAX (912) 727-2847

When hosting a one- or two-day overview workshop, the following items must be handled by your agency:

1. You must apply to your state boards for continuing education (CE) approval if you intend to give CE hours to your attendees. Since this is specific to each state, general information is given below for your assistance:
 - a) Contact your state licensing agencies for information on how to obtain approval for the training (typically a form to fill out). You should do this early on, because some state boards only meet quarterly to approve such requests. You can find the boards by utilizing an internet search engine and typing "Ohio counselor board" (for example). Here are some helpful links to the major licensing boards:
Social Worker: http://www.zenithstaffing.com/S_worker.htm
MFT: http://www.aamft.org/resources/Online_Directories/boardcontacts.asp
Counselor: <http://www.ceu-hours.com/counselingboards.html>
Psychology: <http://kspope.com/licensing/index.php#US>
 - b) Apply to all licensing agencies represented in the audience (psychologists, psych nurses, counselors, social workers, marriage and family therapists, drug and alcohol counselors, etc.)
 - c) Be sure to mention that SFI is an approved National Board for Certified Counselor (NBCC) provider (#5854). Some states will accept this in lieu of filing a separate application.
 - d) SFI will email you a Workshop Planner Document [**File name WSPlanner.pdf**], which contains the workshop objectives, trainer bios and references, should you need to send this information to your state licensing agency. The evaluation forms are provided separately with your kit (see below).
 - e) Your SFI CE certificate form is enclosed in the documents you received. A clock hour is the actual time in a learning situation. Therefore, our one day seminar is equivalent to 6 ce credits and our two day seminar is equivalent to 12 ce credits.
2. A packet of handouts must be assembled for each attendee. **SFI will e-mail you each and every one of these files.** Your handouts should be assembled in the following order:
 - a) Workshop Agenda [**File name depends upon topic, but will be in the form of "Agendaxxxx.pdf"**]
 - b) Workshop Handouts [**File name depends upon topic, but will be in the form of "Handoutsxxx.pdf"**]
 - c) CE Certificate [**File name "CEUCertificateExtWS.pdf"**]
 - d) Workshop Evaluation form (2) – 1 copy for agency and 1 copy for SFI [**File name "EvalFormExtWS.pdf"**]

Please note: It is VITAL to the success of your workshop that these handouts be assembled for your attendees. If you have any questions or problems with putting the handout packets together, please let us know at barry@difficult.net.

3. For the convenience of your trainees, SFI Educational Materials will be available on site for purchase. They will typically be shipped to your seminar location a few days prior to the workshop. **Please e-mail barry@difficult.net with the estimated number of attendees, shipping address for the workshop materials and the**

name of the individual who will be responsible for receiving these materials. Please contact Barry Lee no later than 2 weeks prior to the workshop to assure that the materials are received on time at your agency:

Audio-Visual Needs.

Supplies needed by SFI: an LCD projector, a DVD player, a wireless lavalier microphone and a viewing screen of sufficient size to be clearly seen by all Trainees.