



Fact Sheet: Certificates of Completion and Continuing Education

Some professional organizations require their members to participate in professional development activities to increase their expertise in their practice or field and to keep their licenses current.

Continuing Education (CE) is the term used to recognize the activities approved by certain organizations for professional development.

Continuing Education earned through this program cannot be used for college credit.

The following Boggs Center courses are recognized for Continuing Education credit:

Course Title	Number of hours	ASWB	CCMC	CRCC	DDNA	NJ DOE
Employment Specialist Introduction Training	11	✓		✓		✓
Employment Specialist Advanced Training	11	✓		✓		✓
Survival Skills for Managers in Community Supports (Management I)	4.5	✓		✓		✓
Leadership Skills for Managers in Community Supports (Management II)	4.5	✓		✓		✓
Personal Skills for Managers in Community Supports (Management III)	4.5	✓		✓		✓
Person Centered Thinking	9	✓	✓	✓		✓
Essential Lifestyle Planning: Process Facilitation and Plan Writing	9	✓	✓	✓		✓
Essential Lifestyle Planning: Facilitator Certification	4.5	✓	✓	✓		✓
Basic Positive Behavior Support for Individuals with Intellectual or Developmental Disabilities	10	✓		✓		✓
Applied Strategies for Implementing Positive Behavior Support with Individuals who have Intellectual or Developmental Disabilities	10	✓		✓		✓
Mental Health Supports for Individuals with Intellectual or Developmental Disabilities	5	✓		✓		✓
Grief and Loss	5	✓		✓	✓	✓

Please see the next page for important information about your certificate and Continuing Education organizations.

Fact Sheet: Certificates of Completion and Continuing Education continued

To Receive Your Certificate of Completion...

All participants who have attended required classes, participated in activities and exercises, and submitted written assignments, are awarded a **Certificate of Completion**. The Certificate is awarded at the end of the last day of the course, upon completion of course evaluations.

For Continuing Education recognition....

Submit a copy of your **Certificate of Completion** to your professional organization according to the process established by the organization and retain a copy for your file. If you have questions about this process, contact the organization directly.

For Verification of Attendance....

The Certificate of Completion **also serves as verification of attendance for individuals to submit to their employer**. Replacement certificates cannot be provided.

Continuing Education Organizations:

Please see the organizations listed below for eligibility and contact information. If you have any questions or concerns about Continuing Education, please contact Wendy Kuziemski at The Boggs Center at 732-235-9325 or wendy.kuziemski@umdnj.edu.

ASSOCIATION OF SOCIAL WORK BOARDS (ASWB)

1. Participants with social work certification (CSW, LSW, LCSW) are eligible for credit hours.
2. The Boggs Center, provider #1187, is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) www.aswb.org, through the Approved Continuing Education (ACE) program.
3. Per NJAC 13:44G-6.4.b(1.), attendance at programs or courses approved by the ASWB will meet the continuing education requirement for NJ licensure/certification.

COMMISSION ON CASE MANAGEMENT CERTIFICATION (CCMC)

1. Participants with CCMC certification are eligible for contact hours.
2. If you have any questions concerning the filing of Continuing Education Credits with CCMC, please see <http://www.ccmcertification.org/index.html> or call CCMC at 651-789-3744.

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION (CRCC)

1. Participants with CRC certification are eligible for credit hours.
2. Courses are approved for calendar year 2009 (January 1, 2009 – December 31, 2009)
3. If you have any questions concerning the filing of Continuing Education Credits with CRCC, please see <http://www.crc certification.com/index.html> or call CRCC at (847) 394-2104.

DEVELOPMENTAL DISABILITIES NURSES ASSOCIATION (DDNA)

1. Participants with DDNA certification are eligible for contact hours.
2. If you have any questions concerning the filing of Continuing Education Credits with DDNA, please see <http://www.ddna.org/> or call DDNA at (800) 888-6733.

NJ DEPARTMENT OF EDUCATION (DOE)

1. Licensed teachers and other licensed educational services personnel (e.g. nurses, speech therapists etc.) are eligible for Professional Development Hours.
2. If you have questions regarding the NJ Department of Education Professional Development program, please see <http://www.nj.gov/education/njpep/pd/provider/> or call the NJ Department of Education at (609) 292-4041.