



## PART III - PDH APPROVAL INFORMATION

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## APPLICATION FOR POST-APPROVAL OF EACC PROFESSIONAL DEVELOPMENT HOURS

### 1.1. Applying to EACC for PDH Approval

This section describes the PDH (Professional Development Hours) approval process for:

- **Pre-Approval:** Training sponsors *only* who wish to offer EACC approved PDH credit for their training courses, conference sessions, and professional development activities.
- **Post-Approval:** Initial CEAP candidates *only* who are seeking to meet the PDH requirements for CEAP Exam eligibility and require review and approval of previously earned continuing education credit other than PDHs.

#### 1.1.1. PDH *Pre-Approval* Application

To apply for pre-approval, the training sponsor should send the completed application and appropriate fee to EACC no later than 30 days prior to the training date. Applications received without the appropriate fee will be returned. Application fees are not refundable. Retroactive approval of programs is not granted.

Many sponsors submit their applications well in advance, to ensure that EACC approval numbers, if awarded, can be included in the course brochures or other attendee materials. EACC will make every effort to process applications to meet training provider deadlines. Continuing education courses submitted but not yet approved may be listed as “EACC PDH approval pending.”

**Pre-approval application is limited to the training sponsor or provider; individuals planning to attend may not apply for pre-approval.** CEAP candidates who have taken trainings for which pre-approval was not obtained, may apply for PDH post-approval.

### **1.1.2. PDH Post-Approval Application**

CEAP candidates who have attended a professional development activity that was not pre-approved by EACC may apply for post-approval. **Only individual attendees can apply for Post-approval. Training sponsors and EAPA chapters may not apply for post-approval.**

To apply for PDH post-approval, the candidate should complete the Post-Approval Application and return it to EACC with the application fee, within three years of the date of the training.

## **1.2 Training Block Definition**

EACC uses the term “training block” to refer to a single professional development event being submitted to EACC, regardless of whether the event is a conference session, work-shop, course, training program, seminar, class or on-line training. For instance, an organization submitting 12 conference sessions for possible PDH award is submitting 12 training blocks.

The number of training blocks being submitted is independent of the number of PDHs sought. The number of PDHs approved for a training (block) is determined by the number of contact (clock) hours of the block-- the length of time spent in training.

There is no minimum or maximum number of training blocks that can be submitted to EACC at any time, although a separate training block form must be completed for *each* training block being submitted and included with the application. Training Block format is open: classroom training, lecture, speakers, conference sessions, and on-line training are all eligible for PDH approval.

PDHs awarded by the Commission may also be applied toward meeting psychology, counseling, social work, education, and related credentialing, accreditation or licensure requirements, those not sponsored by EACC, as accepted by the respective credentialing board or agency.

### 1.3 PDH Application Fees

Fees for submitting an application to EACC for PDH review are listed below. The non-chapter category includes *all* organizations that are not EAPA Chapters including for-profit, non-profit and not-for-profit corporations, public sector agencies, and educational institutions.

- **EAPA Chapters only**

\$30.00 for the first 10 training blocks, plus \$5.00 for each additional training block\*\*

- **Non- EAPA Chapters**

\$50.00 for first training block, plus \$10.00 for each additional training block\*\*

**\*\*Only if all materials and requests are submitted with the same application at the same time.**

#### 1.3.1 PDH Application Payments

Payment-in-full must be made at the time of application, by check or credit card. Purchase orders are not accepted. Applications received without payment will be returned. Application fees are not refundable.

### 1.4 PDH Approval Time Limits

PDH approval of a sponsored training block is valid for up to one year, assuming no content or instructor/presenter changes. After one year, the sponsoring organization must again apply for EACC approval of the training block. Applications for post-approval must be submitted within three years from the session date.

**1.5 Application for Pre-Approval of EACC PDHs** *includes EACC Block of Training Information Form* (p.4)

**1.6 Application for PDH Post-Approval** *includes EACC Block of Training Information Form* (p.9)



## **APPLICATION FOR PRE-APPROVAL OF EACC PROFESSIONAL DEVELOPMENT HOURS (PDHs)**

EACC may award Professional Development Hours (PDHs) to select EAP-related courses, workshops, conference sessions or other professional development activities at the rate of 1.0 PDH per contact hour. Thus, a three-hour course may be approved for up to three PDHs.

PDHs awarded by the Commission may also be applied toward meeting CEAP, social work, psychology, counseling, education, and related credentialing, accreditation or licensure not sponsored by EACC, as accepted by the respective credentialing board or agency.

There is no maximum number of training blocks that may be submitted to EACC at any time, although a separate Block of Training Information Form must be completed for each session submitted.

Submit this application at least 30 days prior to the session date. Please attach documentation describing each session submitted, including content information and speaker bio.

**1. Sponsoring Organization:** \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip (Province, Country):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**2. TOTAL NUMBER OF BLOCKS OF TRAINING BEING SUBMITTED \*:** \_\_\_\_\_

\* EACC uses the term "Training Block" to refer to a single professional development training event being submitted, regardless of whether the event is a conference session, workshop, course, training program, seminar, class or online training. Submitting four conference sessions, two seminars and two workshops, for instance, would constitute eight Training Blocks.

**3. APPLICATION FEES** (*check one*):

\_\_\_\_\_ **EAPA Chapters:** \$30.00 to submit up to 10 Training Blocks, plus an additional \$5.00 per Training Block thereafter.

\_\_\_\_\_ **Non-EAPA Applicants:** \$50.00 for the first Training Block, plus \$10.00 for each additional Training Block being submitted. (Eg the fee for an organization submitting five Training Blocks would be \$90.00).

**4. AMOUNT ENCLOSED** (U. S. Funds Only): \$ \_\_\_\_\_

**5. FORM OF PAYMENT:** \_\_\_ Check      \_\_\_ Credit Card \*

**\* IF PAYING BY CREDIT CARD:**

**Amount of Charge:** \$ \_\_\_\_\_

**Credit Card:** Visa, Mastercard or AMEX (circle one)

**Account Number:**

**Expiration Date:**

**Signature:**

\_\_\_\_\_

**6. RELEASE STATEMENT:** (*Read and sign*)

I am making application for approval of Professional Development Hours and hereby give my permission for the Employee Assistance Certification Commission/EAPA and its representatives to gather and collect information from third parties pertaining to this application. I acknowledge such communications shall be treated as confidential between the EACC/EAPA, its representatives, and third parties.

Furthermore, I hereby certify that I have read this entire application and all of the information contained herein is true and complete. I understand that false or misleading statements will result in denial of PDHs. I understand that the application processing fee is non-refundable.

I further agree to hold EACC/EAPA, its Board of Directors, corporate officers, Commission members, general members, employees, and evaluators free from any civil liability for damages or complaints arising out of the performance of their duties which they may make in connection with the application and/or the failure of the EACC/EAPA to award PDH approval.

Signature \_\_\_\_\_

Date \_\_\_\_\_

This form can be filed:

- Electronically to: [certdir@eap-association.org](mailto:certdir@eap-association.org)
- By Fax to: (703) 522-4585
- By Mail to: Employee Assistance Certification Commission  
4350 North Fairfax Drive, Suite 410  
Arlington, Virginia 22203



**EACC BLOCK OF TRAINING INFORMATION FORM**

**Please complete one of these forms to describe each Block of Training being submitted. Copy this form and attach information as needed:**

**1. BLOCK # \_\_\_\_\_ OF \_\_\_\_\_**

*(e.g., Block # 1 of 5 Training Blocks being submitted)*

**2. TITLE OF THIS BLOCK OF TRAINING:**

\_\_\_\_\_

**3. TRAINING PROVIDER:**

\_\_\_\_\_

**4. DATE(S) OF TRAINING:**

\_\_\_\_\_

**5. TIME AND LENGTH OF SESSION IN HOURS:**

*(Minus breaks, lunch breaks, etc.)*

\_\_\_\_\_

**5. DESCRIPTION OF TRAINING, including session dates and times, content, instructional format (i.e., classroom), learning objectives, instructor and instructor qualifications.**

**If approved, EACC will assign the content Domain(s) to each approved session and return a stamped PDH approval form for each approved session.**

**Domain I: EA Program Design, Administration and Management**

**Domain II: EA Services to the Organization**

**Domain III: EA Services to Employees and Family Members**

*Assignment of the applicable Domain(s) is EACC responsibility.*

This form can be filed:

- Electronically to: [certdir@eap-association.org](mailto:certdir@eap-association.org)
- By Fax to: (703) 522-4585
- By Mail to: Employee Assistance Certification Commission  
4350 North Fairfax Drive, Suite 410  
Arlington, Virginia 22203



## APPLICATION FOR POST-APPROVAL OF EACC PROFESSIONAL DEVELOPMENT HOURS

EACC may award Professional Development Hours (PDHs) to individuals who have taken select EAP-related courses, workshops, conference sessions or other professional development activities that were not "pre-approved". **Only attendees may apply for post-approval — the sponsoring organization may not.**

Submit this application within three (3) years of the session date, providing evidence of having attended - a certificate or letter of attendance are acceptable. Lecture, presentations, trainings, conference sessions, and on-line training are all eligible for PDH award.

PDHs awarded by the Commission may also be applied toward meeting CEAP, psychology, counseling, social work, education, and related credentialing, accreditation or licensure requirements not sponsored by EACC, as accepted by the respective credentialing board or agency.

There is no maximum number of training blocks that may be submitted to EACC at any time, although a separate Block of Training Form must be completed for each session submitted.

1. **Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State and Zip (Province, Country):** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

2. TOTAL NUMBER OF BLOCKS OF TRAINING BEING SUBMITTED \*: \_\_\_\_\_

\* EACC uses the term "Training Block" to refer to a single EA-related professional development event being submitted, regardless of whether the event is a conference session, workshop, course, training program, seminar, class or on-line training. Submitting four (4) conference sessions, two (2) seminars and two (2) workshops, for instance, would constitute eight (8) Training Blocks.

**3. APPLICATION FEES** (check one):

\_\_\_\_\_ EAPA Members: \$30.00 to submit up to 10 Training Blocks, plus an additional \$5.00 per Training Block thereafter.

\_\_\_\_\_ Non-EAPA Members: \$50.00 for the first Training Block, plus \$10.00 for each additional Training Block being submitted, For instance, the fee for submitting five (5) Training Blocks would be \$90.00.

4. AMOUNT ENCLOSED (U. S. Funds Only): \$ \_\_\_\_\_

**5. FORM OF PAYMENT:** \_\_\_ Check \_\_\_ Money Order \_\_\_ Credit Card \*

**\* IF PAYING BY CREDIT CARD, please provide the following information:**

Amount to Charge: \$ \_\_\_\_\_

Credit Card (circle one): Visa, MasterCard or AMEX

Account Number:

Expiration Date:

Signature \_\_\_\_\_

**6. RELEASE STATEMENT:** (Read and sign)

I am making application for approval of Professional Development Hours. I hereby give my permission for the Employee Assistance Certification Commission/EAPA and its representatives to gather and collect information from third parties pertaining to this application. I acknowledge such communications shall be treated as confidential between the EACC/EAPA, its representatives, and third parties.

Furthermore, I hereby certify that I have read this entire application and all of the information contained herein is true and complete. I understand that false or misleading statements will result in being denied PDH approval. I understand that the required application processing fee is non-refundable.

I further agree to hold EACC/EAPA, its Board of Directors, corporate officers, EACC Commission members, general members, employees, and evaluators free from any civil liability for damages or complaints arising out of the performance of their duties which they may make in connection with the application and/or the failure of the EACC/EAPA to award PDH approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**EACC BLOCK OF TRAINING INFORMATION FORM**

Please complete one of these forms to describe each Block of Training being submitted. Copy this form and attach documentation, as needed:

**1. BLOCK # \_\_\_\_\_ OF \_\_\_\_\_**

*(e.g., Block # 1 of 5 Training Blocks being submitted)*

**6. TITLE OF THIS BLOCK OF TRAINING:**

\_\_\_\_\_

**7. TRAINING PROVIDER:**

\_\_\_\_\_

**8. DATE(S) OF TRAINING:**

\_\_\_\_\_

**5. TIME AND LENGTH OF SESSION IN HOURS:**  
*(Minus breaks, lunch breaks, etc.)*

\_\_\_\_\_

**9. DESCRIPTION OF TRAINING, including session dates and times, content, instructional format (i.e., classroom), learning objectives, instructor and instructor qualifications.**

**If approved, EACC will assign the content Domain(s) to each approved session and return a stamped PDH approval form for each approved session.**

**Domain I: EA Program Design, Administration and Management**

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*Assignment of the applicable Domain(s) is EACC responsibility.*

After completing this form, it may be filed:

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