**MI-AIMH
Training and CEU Requirements**

**Questions – email Tiffanie Martinez** **tmartinez@mi-aimh.org**

**First** - Gather of the required information that is needed for your training.

**Next** - When you are ready, complete the online MI-AIMH Training and CEU Requirements

 NOTE:

* The system will allow you to start entering information online and SAVE and CONTINUE
* To locate the Save and Continue, scroll down to the bottom of the form and you will see the link there.
* If you choose to Save and Continue – you will be prompted to copy a unique link – or – enter your email address and a link will be sent to you.
* This link will expire in 30 days from the day it is created
* If you do not return to the system and complete your submission information and process, after 30 days the information entered will automatically delete and the link will expire.
* If you have more than one person presenting on your training, identify a Lead Presenter. Only the Lead Presenter should use the link and enter all the training information – you can share the link, but two people cannot enter information at the same time.

**Training Info and CEU Requirements**
Gather these items together PRIOR to starting your online application and submission.

1. **Title of Presentation**
2. **Presenter Information**
	1. **A Lead Presenter** needs to be identified for workshops **-** The Lead Presenter will be the main contact and responsible for communicating logistics, handouts, etc.
	2. This information will be required from ALL presenters
		1. Name, Credentials
		2. Email
		3. Cell Number
		4. Bio (can copy and paste)
		5. \*\*ONLY the LEAD Presenter will be required to submit a resume
3. **Description** – Description of your training that will be used for marketing on MI-AIMH website and used for CEU needs.
4. **Learning Objectives –** There are a minimum of 6 measurable learning objectives required, we are required to provide ONE learning objective per training hour. If your training is equal to 1-full day, you will list 6 learning objectives. If your training is equal to 2-full days, you will list 12 learning objectives. (e.g. Identify fundamental approaches about parent-caregiver relationships).These are used for CEUs and marketing.
5. **References –** Three references are required, these are used for CEUs and will be given to attendees as a resource.
	1. References must be published within the last 5 years
	2. References must be listed in the APA format
	3. References must be from a peer reviewed book or journal
	4. Websites may be listed as a fourth reference only if it is the direct link to the topic being presented
6. **Check the point of reference for the presentation** (you will be allowed to select more than one)
	1. Theories and Concepts of human behavior in the social environment
	2. Social work practice, knowledge and skills
	3. Social work research, program evaluation or practice evaluation
	4. Social work agency management or administration
	5. Development, evaluation, or implementation of social policy
	6. Social work ethics and standards of professional practice
	7. Current issues in clinical or macro social work practice
	8. Cultural competence and diversity
	9. Pain/Pain symptom management-psychology of pain
7. **Indicate method of presentation format** (you can indicate more than one). This is only used for CEU application.
	1. Lecture
	2. PowerPoint
	3. Video/Movie
	4. Vignette
	5. Textbooks
	6. Experiential
8. **Please write a statement(s) on the relevance this training has to Social Work Practice**. This is only used for CEU applications.
9. **Timed Agenda** – show breaks. NOTE, we have been taking a 60-minute lunch break for full day trainings.