

How to Offer a Chapter Program for CPE Credit

Read the requirements in the Texas State CPE Guidelines, which can be found on the Personal and Professional Enrichment (PPE) Committee page of the TSO website.

Design your program:

- Topic with description (see the SBEC guidelines for CPE credit)
- Length (30 minutes, 1 hour, or longer) (Certificate will read .5, 1 hour, respectively)
- Location
- Date and Time
- Presenter
- Presenter's credentials

Submit your program design for approval to Lisa Yates, Personal and Professional Enrichment Chair at Lisa_Yates_DKG@outlook.com

- Design will be reviewed to determine if it meets the TSO CPE guidelines
- State president will be consulted for approval
- PPE chair will send to chapter designee an e-mail approving the program and a sign in sheet to document attendance and to verify attendees' email addresses.

Following approval:

- Advertise the program and the fee
- Invite prospective attendees
- Prepare a spreadsheet with the attendees' names and email addresses and a space for signatures.

Conduct the program:

- Assign a facilitator to acquire signatures on spreadsheet for documentation of attendance and email addresses.
- Chapter treasurer collects \$5.00 per attendee
- Email an evaluation form to attendees and ensure that they have completed the form immediately following the workshop to receive a CPE certificate from PPE chair.
- **The evaluation must be completed by each attendee seeking CPE credit and emailed to the PPE Chair in order to receive CPE credit and the certificate**

Following the program:

- Send a copy of the sign-in spreadsheet of attendees (with verified spelling, email addresses, and phone numbers) & evaluations to state PPE chair. Keep a copy for chapter files.
- Send to State Headquarters:
 - a copy of the program design showing approval by state president
 - the spreadsheet of attendees (with verified spellings, email addresses, phone numbers, and signatures)
 - one check made out to TSO for \$5.00 per attendee
 - a copy of the completed evaluation form from each attendee
- Maintain a copy of the sign-in spreadsheet of attendees as well as a copy of all paperwork sent to the TSO HQ in chapter files for 5 years