

ISPS-US 17th Annual Meeting
Life, Liberty and the Pursuit of Wholeness in Extreme States
November 9-11, 2018
Courtyard by Marriott Downtown
Philadelphia, PA

CONTINUING EDUCATION INFORMATION

TO RECEIVE A CERTIFICATE FOR CONTINUING EDUCATION CREDIT, YOU MUST:

1. Review the conference program before the conference begins. It contains important information regarding your continuing education credit.
2. Register for CE credits *prior to or during* the conference, and pay the **additional \$60 CE fee**. You must provide the type of credits, and your state and professional license number. NOTE: Our accrediting boards do not accept retroactive CE credit requests. You must sign up and pay for a CE certificate before the conclusion of the conference.
3. Sign in and out every day, on the sheet for your profession, with your name AND time.
4. You will receive credit for the sessions you attend that qualify for CE/CME credit. You must attend the entire session in order to receive credit for that session.
5. Complete the online evaluation. Instructions for completing the evaluation are included on the next page. Once you have completed the evaluation, **YOU CAN PRINT YOUR OWN CE CERTIFICATE. We can't give you a certificate.**

AVAILABLE CREDIT AND CLARIFICATION OF TERMINOLOGY

Continuing education credit is available for professional educators and many healthcare professionals. If you plan to purchase credit here, please do so before the conclusion of the conference. You may not register for credit after the conference concludes. This restriction is imposed by our accrediting agencies, and we are not able to make exceptions to it. Continuing education terminology varies from profession to profession and can be confusing. Generally speaking, "clock hours", "contact hours", and "continuing education credits" all refer, or are calculated on the basis of, time actually spent in training.

IBH awards one continuing education credit for each 60 minutes of training received. Luncheon and scheduled breaks 15 minutes or longer are not counted toward clock hours/credits awarded. The exact number of credits/clock hours you'll receive for attending the conference will depend on the specific break out sessions you attend. This calculation will be made for you automatically when you complete the online evaluation form at the end of the course, and will appear on your certificate of completion. Neither Professional Development Points (PDPs) nor college credit will be awarded for the conference, though participants are free to make their own arrangements regarding the use of credits earned. Please contact the Institute for additional information.

ADDITIONAL INFORMATION FOR EDUCATION PROFESSIONALS

IBH is approved by the Washington State Professional Educator Standards Board (WSPEsb) as a clock hour provider for educators. The WSPEsb is a member of NASTEC (the National Association of State Directors of Teacher Education), as are approval boards from most other states. In our experience, clock hours earned through the successful completion of educational activities offered by a WSPEsb approved provider may be applied by educators in most states toward the fulfillment of their professional education requirement, relicensure requirements, and/or other purposes for which clock hours are generally used. However, we cannot guarantee that this will be true for all educators in all states. As you know, continuing education requirements are set by each individual state, and in some cases, by districts within states. So we urge you to verify with your state/district that you'll be able to use clock hours earned at this conference in the way(s) you'd like to use them.

Finally, your state/district may require that clock hour verification be submitted on their own form, and/or that additional documentation be provided. Please contact IBH directly for assistance with these forms.

DISCLOSURE OF RELEVANT FINANCIAL RELATIONSHIPS

Institute for Better Health (IBH) is responsible for the content, quality and scientific integrity of all educational activities offered for credit. In that regard, we require that anyone in a position to influence activity content disclose any "relevant financial relationships" they may have with individuals or companies who have a financial interest in activity content. Such interests may lead to conflicts of interest that must be resolved before such individuals may participate in the course.

None of the conference presenters/organizers have disclosed any relevant financial relationships, nor have they disclosed potential conflicts of interest that could affect presentation content.

We are also required to inform participants of the source, amount, and nature of any commercial contributions (cash or in kind) used in the planning, development or implementation of the activity.

ISPS-US received no commercial support for the Conference.

CE/CME

The Institute for Better Health (IBH), formerly IAHB, is pleased to offer up to 17.75 continuing education credit hours to counselors, nurses, psychologists, social workers, physicians, and certain other healthcare professionals for the ISPS-US 17th Annual Meeting. Please view the conference schedule for an outline of which sessions are approved for credit. IBH has been approved to offer continuing education and continuing medical education (except where otherwise noted) by the following:

COUNSELORS & MFTs: IBH is approved by the Illinois Department of Professional Regulation (Provider #168-000119). IBH has been approved by the Texas Board of Examiners of Marriage and Family Therapists to provide CE offerings for MFTs. Provider Number 154. Institute for Better Health, Inc. (IBH) is recognized by the New York State Education Department's State Board for Mental Health Practitioners as an approved provider of continuing education for licensed mental health counselors. #MHC-0063. In most states, CE approvals for counselors and MFTs are covered through reciprocity with one of our other national approvals listed. Please check with your professional licensing board to determine whether the accreditations listed are accepted.

EDUCATORS: The Institute for Better Health has been approved by the Washington State Professional Educator Standards Board (WESPSB), a member of NASDTEC, as a Clock Hour Provider for Educators. Learners may claim one Clock Hour for each activity hour attended. Please contact your individual state boards for information regarding reciprocity and any additional requirements.

NURSES: The Institute for Better Health accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Provider approved by the CA Board of Registered Nursing (BRN Provider CEP #2672) for 1.0 contact hour per hour attended.

PHYSICIANS: This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the Institute for Better Health (IBH) and ISPS. IBH is accredited by the ACCME to provide continuing medical education for physicians. IBH designates this live activity for a maximum of 17.75 *AMA PRA Category 1 Credits TM*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

PSYCHOLOGISTS: Institute for Better Health is approved by the American Psychological Association (APA) to offer continuing education for psychologists. Institute for Better Health maintains responsibility for the program and its content.

SOCIAL WORKERS: Institute for Better Health #1426, 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. Institute for Better Health maintains responsibility for the program. ASWB Approval Period: 3/16/2017 – 3/16/2020. Social workers should contact their regulatory board to determine course approval for continuing education credits. Social workers participating in this course will receive 1 clinical continuing education clock hours per hour attended. As an approved continuing education provider for the Texas State Board of Social Worker Examiners, IBH offers continuing education for Texas licensed social workers in compliance with the rules of the board. License No. 3876; MC 1982, PO Box 149347, Austin, TX 78714, (512) 719-3521. Institute for Better Health SW CPE is recognized by the New York State Education

Department's State Board for Social Work as an approved provider of continuing education for licensed social workers #0091.

Note: Many state boards accept offerings accredited by national or other state organizations. If your state is not listed, please check with your professional licensing board to determine whether the accreditations listed are accepted.

QUESTIONS REGARDING CE – CONTACT IBH...

We're here to help with any CE related problems. Call (800) 258-8411 or email support@ibh.com for most general questions, to request forms, or for technical help completing your online evaluation. For CE information or anything further, contact Jen Demes, Director of Operations (jen@ibh.com, 650-851-8411x102).

How to Obtain Your CE/CME Certificate

Please follow these steps to access your course evaluation and CE certificate through IBH's online portal. Please read through all of the instructions below before proceeding.

1. At the conference, you will receive a unique web link to complete the post workshop evaluation process. By following this link, you will arrive on the IBH-Join Event webpage.
2. In the first field provided, enter the email address you used to register for the course.
 - If this is your first time logging into the IBH event page, you will need to complete all required fields including your address.
 - Returning attendees only need to enter your email address. Type your email address and hit ENTER on your keyboard. This will direct returning attendees straight to your customer account page.
3. The course you recently completed will be pre-populated into your account. Click on the "Certificate" button located below the title of the conference, that looks like this:



4. A pop-up menu will appear with the next steps. You will need to complete these steps from top to bottom.
 - a. Click on "Customer Attendance Confirmation". Select each session you attended during each time slot.
 - b. A list of evaluations will be generated based on the sessions you selected. Fill out the evaluation for each session and for the overall conference.

Note: You do not need to complete every evaluation at one time. Each evaluation you have submitted will be saved and your progress recorded in our system when you press "Submit". You can return later to complete the remaining evaluations by logging into your account as instructed above.
 - c. Click that you have read and agree with the attestation statement.
7. Click "Download your Certificate", or have your certificate emailed to you.

How to Change Your Name on the Certificate: The name shown at the top of your account page will be the name printed on your certificate. To change your name, click the "Update Info" button in the top section of the page, and enter the name you wish to appear on your certificate.

How to Return to the IBH Portal

If you don't have time to complete the post-workshop requirements now, you may return at a later time. To re-access your customer account, visit <https://ibh.ce21.com/Account/Login>.

- Since a password is (most likely) not currently assigned to your customer account, please select the 'Forgot my Password' link. A password will be emailed to your email address on file, which will allow you to proceed to your online account.
- If you already have an account with IBH, please proceed with your existing password.