**Continuing Education Co-Sponsor Filing Application**

\*Please see Pages 3-4 for directions on how to properly answer each question asked.

**Date Filing Application Received \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information Needed | Answer | | | |
| **1. Seminar Name:** |  | | | |
| **2. Seminar Location:** | Online | | | |
| **3. Program Date(s):** |  | | | |
| **4. Course Instructor(s):** |  | | | |
| **5. Course Hours:** |  | | | |
| **6. Seminar Fee per Hour:** |  | | | |
| **7. Registration website:** |  | | | |
| **8. Attendance Monitor:** | Electronically | | | |
| **9. Attachments Needed:** | **a. Program Schedule b. Advertisement**  **c. An Outline for each instructor’s session**  **d. A Curriculum Vitae (CV) for each instructor** | | | |
| **10. States Requested:** |  |  |  |  |
| **(See page 2 for fees and deadlines)** |  |  |  |  |
|  |  |  |  |
| **DO NOT INCLUDE Auto Approval, DC Self or No Distance States in this section.** |  |  |  |  |
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| **Auto Approval States: (See pg. 4 part 10**  **for explanation of Auto Approval, DC Self and No Distance CE states)** | **Colorado, Connecticut, Delaware, District of Columbia, Georgia, Idaho, Maryland, Massachusetts, Michigan, Ohio, Rhode Island, South Carolina, Utah, Vermont, Virginia, Washington, Wyoming, New Brunswick (CAN), Newfoundland (CAN), Ontario (CAN).** | | | |
| **DC Self States:** | **Illinois, Iowa, Montana, Nebraska, Oregon, British Columbia (CAN), Quebec (CAN).** | | | |
| **No Distance CE States:** | **Florida, Indiana, Kentucky, Louisiana, Mississippi, Wisconsin** | | | |
| **Applicant Contact Info: (Seminar materials will be sent to this email 7 days before each seminar date)** | **Name:**  **Email:**  **Phone #: (Please provide your direct line, in case of emergency)** | | | |

**\*\*Please email this completed Word document, as well as all attachments requested (either as PDF files or Word documents) to Amy Brademann, Continuing Education Online Learning Coordinator, at abrademann@sherman.edu. Call 864-578-8770 x.295 if you have questions.**

**Application Fees and Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
| State | Fee | Approval Duration | Deadline |
| **Alabama** | **$75** | **1 Full Year** | **30 days** |
| **Alaska** | **$125 $50 change fee** | **Dec. 31, 2018** | **60 days** |
| **Arizona** | **The seminar must apply to Arizona. Sherman College does not.** | **2 Full Years** | **---** |
| **Arkansas** | **$5 per credit hour** | **Dec. 31, 2018** | **45 days** |
| **California** | **$50 per CE category DACBR required for X-Ray.** | **11 months from approval** | **45 days** |
| **Hawaii** | **$25** | **Dec. 31, 2019** | **45 days** |
| **Kansas** | **$45 DACBR required for X-Ray.** | **Dec. 31, 2018** | **90 days** |
| **Maine** | **$200** | **Dec. 31, 2018** | **60 days** |
| **Minnesota** | **$0 (Sherman College pays an annual fee, paid 10/2016).**  **DACBR required for X-Ray.** | **Dec. 31, 2018** | **45 days** |
| **Missouri** | **$0 (Sherman College pays an annual fee, paid 6/2016).**  **DACBR required for X-Ray.** | **Feb. 28, 2019** | **45 days** |
| **Nevada** | **$50** | **Dec. 31, 2018** | **30 days** |
| **New Hampshire** | **$0** | **June 30, 2018** | **60 days** |
| **New Jersey** | **$0 They only approve of 10 hours max of CE per day.** | **Aug. 31, 2019** | **90 days** |
| **New Mexico** | **$50 60 Mins = 1 hour of CE** | **1 Full Year** | **90 days** |
| **New York** | **$0** | **3 Full Years** | **90 days** |
| **North Carolina** | **$0 (Auto Approval, but still must send seminar materials)** | **Dec 31, 2018** | **30 days** |
| **North Dakota** | **$0 (Auto Approval, but still must send seminar materials)** | **1 Full Year** | **30 days** |
| **Oklahoma** | **$300 They only allow 8 hours max per seminar for DCs if seminar takes place outside of OK.** | **June 30, 2018** | **90 days** |
| **Pennsylvania** | **$30** | **Sept. 1 2018** | **90 days** |
| **South Dakota** | **$0** | **Dec. 31, 2018** | **30 days** |
| **Tennessee** | **$200 and $10 per TN attendee. To apply to TN, a letter from a DC requesting approval of the course must be supplied.** | **Dec. 31, 2018** | **30 days** |
| **Texas** | **$100** | **1 Full Year** | **60 days** |
| **West Virginia** | **$100** | **1 Full Year** | **30 days** |
| **Alberta, CAN** | **$100** | **June 30, 2018** | **30 days** |
| **Nova Scotia** | **$0** | **Ongoing** | **30 days** |
| **Saskatchewan** | **$50** | **Ongoing** | **30 days** |

**Directions – Continuing Education Sponsor Application Information**  
On Page 1, please read the items in the “Information Needed” column, and type the answer to each question in the column next to it. This page is designed to aide you in any questions that may arise, depending on the seminar’s unique scenarios. When all information is typed, please save as a Word document. Please email this Word document, as well as all attachments requested (either as PDF files or Word documents) to Amy Brademann, Continuing Education Online Learning Coordinator, at [abrademann@sherman.edu](mailto:abrademann@sherman.edu).

**1. Seminar Name:** Provide us with the full name of the seminar, which will be advertised on Sherman College’s CE website, as well as the state applications that are filled out.

**2. Seminar Location:** All distance learning through Sherman College is done online.

**3. Program Date(s):** Supply us with the month(s), day(s), and year that each seminar will begin.

**4. Course Instructors:** Please list each instructor’s first and last name that will be speaking at the seminar for Continuing Education credit. If all instructors are speaking at each date/location, simply list all instructors. If one instructor is speaking at one seminar date, and a different instructor is speaking at a different seminar date, please indicate exactly which date each will be speaking.

**5. Course Hours:** How many CE hours are being offered? Our committee will determine which courses count as CE, but give us a count to go off of.What time is the seminar scheduled to start and end each day? The times should also be clear on the program schedule.

**6. Seminar Fee per Hour:** What is the price for each DC per hour to attend the seminar? We are aware that there are several different registration prices, depending on their status. Please simply provide the highest registration price for a DC to attend, knowing the price goes down from there.

**7. Registration website:** Please type the website where attendees should register for the seminar. This is advertised on Sherman’s CE website. If there is no website, provide an alternate method for attendees to register.

**8. Attendance Monitor/Method:** Attendance will be monitored electronically. Doctors are required to provide their license number as verification during course login. In addition, a unique username and password set by the user will be required at each login. All modules are fast forward disabled and have a passmark set at 100%, making the next video unavailable until completed.

**9. Attachments needed:**

1. **An outline for each instructor’s course:** Each instructor is to provide you with an outline for each of their courses. The outline must provide an hourly breakdown with bullet points of what the instructor is speaking on. There should be enough information in the outline for our committee to determine the proper category to apply for CE, and for the states we apply to deem as CE. It is also helpful if the outline shows the specific time or how long their presentation is.
2. **A Curriculum Vitae (CV) for each instructor:** Each instructor is to provide you with their CV that outlines their qualifications for speaking on their topic. If X-Ray is included in any CE sessions and you request to apply to California, Kansas, Minnesota, or Missouri, the instructor is required to have a DACBR certification for these states to accept X-Ray as CE credit.
3. **Advertisement:** Please attach an advertisement that has been made for the seminar. This can be a flyer, mail brochure, or a screenshot of a webpage.

**10: States Requested:** Please indicate on Page 1 which states you would like Sherman College to apply to on your behalf. If there are multiple seminar start dates and you only want to apply to a certain state for a specific seminar date, please indicate as such. You do not have to list any states that are Auto Approval or DC Self, as applications are not sent to these states.

* States listed as **“Auto Approval”** means that no applications are sent to these states because they trust Sherman College’s judgement in determining what courses qualify as Continuing Education. With us as your sponsor, these programs will automatically be approved for those states. Attendees from an Auto Approval state must still indicate they need CE credit, and a verification letter must be issued by us before credit is given.
* States listed as **“DC Self”** also means that no applications are sent to these states. DCs from these states must know their state Board of Chiropractic’s rules and what counts as CE in their state. They are responsible for self-reporting their hours. Attendees from a DC Self state must still indicate they need CE credit, and a verification letter must be issued by us before credit is given.
* States listed as **“No Distance CE”** means that an application cannot be sent to the listed states as they do not view distance learning as approved continuing education.