



## Sherman College of Department of Continuing Education

### Co-Sponsorship Procedures

1. Continuing Education Credit Application for Approval
  - a. Should an organization, individual or entity wish to apply for seminar, lecture, course or program approval from Sherman College, they must submit a filing application for approval. This application can be found on the department of continuing education website and may be submitted via paper or electronic submission.
  - b. The application will be presented to the director of continuing education for consideration.
  - c. Following the decision of the continuing education review board, the Director of Continuing Education will notify the applicant via email of their status.
2. Coordination Agreement
  - a. Following approval the director of continuing education will draft a coordination agreement with the organization or entity responsible (now considered a co-sponsor) for the approved seminar, lecture, course or program.
  - b. The coordination agreement outlines the responsibilities of both Sherman College as well as the co-sponsors in regard to the upcoming postgraduate event.
  - c. The coordination agreement must be signed and returned by the co-sponsor along with a valid credit card number to be held on file and charged when expenses occur until all processes related to the post graduate event are completed to begin the continuing education application filing process.
3. Filing of Applications
  - a. The co-sponsor will return the Filing Application (you can request the most up-to-date version at any time by emailing [kwilson@sherman.edu](mailto:kwilson@sherman.edu)) to the department of continuing education administrative assistant.
  - b. A Filing Application will not be considered complete until all requested documents are submitted to the department in the requested format.
    - i. Presentation outlines MUST be done by the speaker, not event organizers.
    - ii. Presentation Outline MUST be in an hour-by-hour format
    - iii. Beginning January 1, 2019 if any editing needs to be done to these documents to meet state requests the event organizers can choose to do so themselves, or employ Sherman College to do so on their behalf. If they choose to do so

themselves Sherman College is not responsible for any application deadlines missed.

- c. The department of continuing education will be available to service the co-sponsor as they go through this process. This includes current information on different state deadlines, time estimates, state suggestions based on location, etc.
  - d. If the requested documents are submitted past the deadlines outlined in the coordination agreement, a late fee of \$100 will be assessed.
  - e. The department of continuing education will be unable to submit applications for seminars if not received at least three business days before the requested state deadline.
  - f. Sherman College will apply for seminars on a “first come, first serve” basis. Once the filing application and all requested documents are received in the requested format, that seminar application will be placed in the application queue. Should a co-sponsor require immediate attention and promotion in the queue, a promotion fee of \$100 will be assessed.
  - g. There will be a \$10 filing fee for each state application completed by the Department of continuing education – including states that have no application fees. This DOES NOT include auto approval states.
  - h. State licensing board approvals are not guaranteed by Sherman College of Chiropractic.
  - i. The department of continuing education will determine the amount of continuing education hours applied for each state based on classroom time, content, and speaker qualifications.
4. Advertising
- a. The following statements/items must be on all seminar, lecture, course or program advertisements:
    - i. “The postgraduate programs sponsored, co-sponsored or hosted by Sherman College of Chiropractic may not always reflect the views of the college or its employees.”
    - ii. “Up to XXX hours of CE are available in select states.”
      - 1. The number of hours applied for in each state will be reported to seminar organizers after the state applications are complete.
    - iii. The official Sherman College Logo
  - b. Advertisements include but are not limited to: websites, brochures, registration forms, and social media posts.
  - c. Sherman College lists all sponsored and co-sponsored events on its department website.
5. Pre-Seminar Materials
- a. Sherman College is required to provide each co-sponsored postgraduate event with the correct paperwork to ensure all state licensing agency requirements are met and will forward all pertinent items to the event organizers approximately one week prior to the event date (seminar organizers can request this earlier, however may run the risk of still having state approvals pending).

- b. Should a co-sponsor need an update on which state applications have been approved prior to the postgraduate event, they can request an updated Approval List from the CE administrative assistant in writing.
6. Seminar Guidelines
- a. The attendance monitor submitted on the Filing Application must be present at a table near the entrance/exit of the seminar location.
    - i. It is the responsibility of the attendance monitor to validate all participants' attendance.
    - ii. The speaker(s) CANNOT verify attendance for any times he/she is presenting.
    - iii. In accordance with Sherman College of Chiropractic Department of Continuing Education Policies, should an attendance monitor validate false information for a participant they put their future relationship with the college in jeopardy as well as the number of CE credits issued to the falsified participant.
  - b. The seminar organizers/speakers will follow the schedule submitted with the Filing Application. Should there be a change to this prior to the seminar; a fee of \$100 will be assessed as all approved states must be notified of any changes prior to the seminar taking place.
    - i. Changes may be made up to 7 days prior to the start of the event. No changes can be made after that deadline. We cannot guarantee that states will approve of the change, however we will submit it to them.
    - ii. Changes may include, but are not limited to, speakers, outlines, times, locations, and dates.
  - c. For Sherman College of Chiropractic to issue one hour of continuing education to an attendee, they must be present in the seminar, lecture, course or program 50 minutes for each hour of instruction as outlined by the schedule.
  - d. Should participants exit the room for ANY reason, they must be signed out and signed back in upon their return. If this is not done, the co-sponsor will be in breach of this agreement and jeopardize their ability to further offer post-graduate programs through Sherman College of Chiropractic
  - e. All sign in/out times must match what was submitted to the states via the Filing Application – should they not, the participants may not be issued full CE credit.
  - f. Seminar organizers MUST use the seminar materials provided by Sherman College.
  - g. Should a speaker request continuing education for their session, they must have had a sign in/out time sheet filled out in its entirety with attendance monitor.
  - h. Per the Sherman College of Chiropractic faculty handbook, all current faculty members are allowed to attend a seminar, lecture, course or program co-sponsored by the continuing education department gratis.
  - i. If the seminar/event will be held IN the state of Florida, event organizers MUST:
    - i. To obtain photo ID of ALL attendees at on-site registration due to the Florida Board of Chiropractic Medicine rule 64B2-13.004(5)(3) and (6)
    - ii. To obtain photo ID of ANY attendee when signing IN and OUT of the CE presentation either via manual timesheet or electronic scan.

- j. If the seminar/event is held OUTSIDE of the state of Florida, but Florida Approval has been requested and subsequently approved, event organizers MUST:
  - i. Send a pre-event notification (via USPS or electronic mail) to all attendees (also copy or cc [kwilson@sherman.edu](mailto:kwilson@sherman.edu)) with the following statement: “Due to changes in rule 64B2-13.004(5)(3) and (6) by the Florida Board of Chiropractic Medicine, we are now required to request photo identification up on your arrival at registration if you are requesting continuing education credit as a Florida Licensee. Please let us know ahead of time if you will be seeking credit so we can be prepared to ask for your ID upon arrival. Also, please be prepared to present photo ID at the sign in/out station to the continuing education presentation per the new rule.”
  - ii. To obtain photo ID of ALL Florida licensed attendees seeking continuing education credit at on-site registration due to a new Florida Board of Chiropractic Medicine rule 64B2-13.004(5)(3) and (6) stating: The provider must require a licensee provide a photo identification and sign in and out each time they enter or exit the meeting site and licensee’s attendance must be certified by the course’s registrar and submitted to the board as verification.
  - iii. Obtain photo ID of ANY Florida Licensed attendee when signing IN and OUT of the CE presentation room via either manual timesheet or electronic scan (we suggest highlighting these attendees with a sticker on their name badge).

#### 7. Post-Seminar Procedures

- a. Event organizers must return all time sheets to the department of Continuing Education no later than 10 business days of the event.
  - i. Documents may be scanned and emailed to the Continuing Education Administrative Assistant or mailed to Sherman College directly.
  - ii. The department suggests keeping a backup copy of all time sheets for your records.
  - iii. If the time documents are not returned within the mandated time, a \$25 per business day charge will be assessed to the seminar.
  - iv. Beginning January 1, 2019, event organizers have the option to provide the department of Continuing education with a spreadsheet of all attendees and subsequent information requesting CE or have the department of Continuing Education process the information for a fee of \$50 per event.
  - v. It is the responsibility of postgraduate event organizers to provide all attendee license numbers. Letters WILL NOT be generated for participants who do not have a state of licensure or license listed on their time sheet or if it is illegible.
- b. Submit the total number of attendees (CE and Non-CE) to the department of continuing education.
- c. CE Verification Letters
  - i. All letters will be generated, sent and reported to applicable state boards within 30 calendar days of the seminar – assuming all time sheets were sent within the 10 business day deadline.

- ii. Letters will be emailed to participants with the email address provided to Sherman College on the timesheet by the participant. If there is no email address provided, the letter will be mailed to the mailing address provided on the time sheet.
- iii. The department of continuing education makes every effort to combine multiple states on one verification letter for each attendee, however, if a state requires a separate letter, the seminar co-sponsor will be charged for multiple letters for that single attendee.
- iv. Should a speaker request continuing education for their session, they must have had a time sheet filled out in its entirety with attendance monitor verification submitted to Sherman College

#### 8. Payment & Fees

- a. Co-sponsors are required to submit a valid credit card number to have on file with the department of continuing education until all processes related to the seminar are completed and paid in full unless other arrangements are made with the director of continuing education
- b. Sherman College will charge the credit card on file as fees are assessed.
  - i. Fees assessed include, but are not limited to coordination agreements, late fees, state application fees, change fees, facility usage fees, expedited shipping fees, and CE verification letters.
  - ii. If a credit card is expired and/or denied, the seminar will be issued an invoice from the department of continuing education that must be paid within 30 calendar days of the issued dated.
    - 1. If this invoice is not paid, and new seminar materials are submitted for another event from the same organization, work will not begin on that event until all balances are paid in full.
    - 2. If the payment is not made within the 30 days, there will be a late payment fee of \$50 assessed to the invoice.