



# Co-Sponsorship with CE-Go

Co-sponsorship is the joint planning of a continuing education activity where organizations collaborate to plan and execute high quality programs. This allows you to offer CE credits to your attendees. For organizations who would like to offer CE credits for their events, but do not have the requisite approvals, cosponsorship is a great option!



## Why Co-Sponsor with CE-Go?



Work with a dedicated account manager for personalized onboarding.



Enjoy a streamlined and collaborative review process.



Reach a national audience of behavioral health professionals.



Replace a variety of platforms and apps with just one system.



Automate time consuming event management tasks using the CE-Go platform.



Leverage powerful reporting tools to track financials, attendance, evaluations, and more.

# Co-Sponsorship Requirements

Co-sponsored events will need to meet certain standards in order to offer CE credits. **Each session of your event will be reviewed as part of the process to ensure those requirements are met.**

When planning a cosponsored event, it will be important to make sure each session offering CE credits meets the requirements. Learn More about co-sponsorship requirements [here](#).

## Session vs. Events

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### What's the Difference?

Here at CE-Go, we think of everything in terms of *events*. *Events* are comprised of *sessions*.



A **multi-session event** is an event comprised of multiple sessions. For example, a conference is an event that includes a variety of different sessions, such as breakout sessions, plenaries, and more.



A **single-session event** is an event with just one session, such as a 3 hour webinar, or day long training.



# Session Details

For each *educational session* in your event (i.e. each session offering CE credits), you'll need to submit the following details...



## Abstract or Description

Let your reviewers and audience know what the session is about.



## Learning Objectives

List what skills or capabilities attendees will acquire by attending the session.



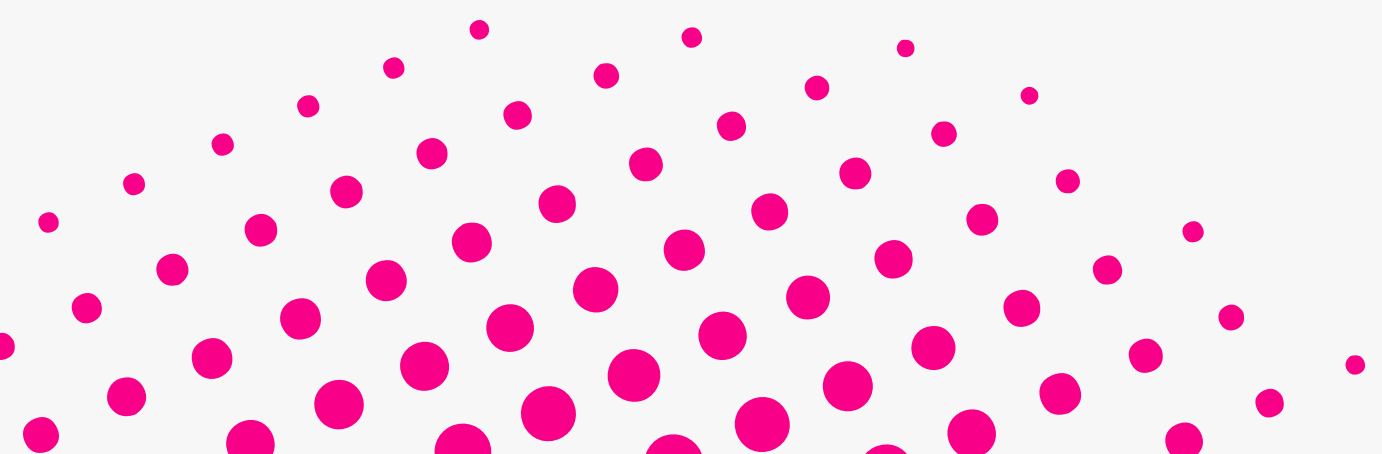
## References

Demonstrate the session content is founded on current research with references.



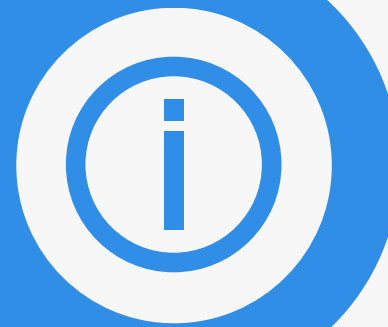
## Presenter CV or Resume

Provide your presenter's full curriculum vitae or resume to establish expertise.



# Abstract or Description

Let your reviewers and audience know what the session is about.



- Each session should include a narrative description at least 3-5 sentences long that describes what will be presented and what attendees can expect to learn. Your description should also align with your proposed learning objectives, and be supported by your references.
- Remember that the session description is also what your prospective attendees are going to see when deciding whether or not to attend your event, so make sure it is informative and useful.

## View an example...



"Clinicians often struggle to identify when their clients are triggered. This webinar will discuss evidenced-based interventions mental health providers can utilize when clients experience arousal dysregulation. We'll discuss what clinicians need to know about the PTSD brain and specific evidenced-based interventions. Polyvagal theory and the value of the therapeutic relationship in the context of effective trauma treatment will be explored. This webinar will also address adjunctive therapies to help support stabilization."

# Learning Objectives

List what skills or capabilities attendees will acquire by attending the session.



- Generally, there should be 1 learning objective for each hour of content in a session, with a minimum of 3 learning objectives. Objectives should be *measurable* and *observable*, and complete the sentence "After attending this session, attendees will be able to..." For more guidance on writing learning objectives, see the [APA's Guidance for Writing Behavioral Learning Objectives](#).
- Tell attendees what skills they can expect to acquire, *not* what a presenter intends to teach. Instead of "Presenter will discuss therapeutic interventions," try "Participants will be able to list three therapeutic interventions."
- Avoid verbs such as "learn," and "understand," since these are hard to measure and observe. Using verbs like "list," "assess," and "define," for example, make the overall learning objective easy to observe and measure.

## View an example...



After attending this session, attendees will be able to...

- Identify observable signs of when clients are in a state of arousal dysregulation.
- Explain the evidenced-based phase-oriented treatment approach.
- Describe specific interventions for specific client hyper-arousal vs hypo-arousal symptoms.





# References

Demonstrate the session content is founded on current research with references.



- Each session should have at least 5 references to support the proposed educational content. Of those 5 references, 3 must be from peer reviewed journal articles published within the last 10 years.
- While books, chapters from edited anthologies, and other references can be useful, they do not fulfill the requirements for 3 peer reviewed journal articles. Make sure you are including current peer-reviewed journal articles as part of your reference list, to demonstrate that your educational content is contemporary and evidence-based.
- References should be formatted as citations in APA style.

## View an example...



- Corrigan, J.-P., Fitzpatrick, M., Hanna, D., & Dyer, K. F. W. (2020). Evaluating the effectiveness of phase-oriented treatment models for PTSD. *Traumatology*, 26(4), 447–454.
- Mather M, Thayer J. (2018). How heart rate variability affects emotion regulation brain networks. *Current Opinion in Behavioral Sciences*, 19, 98-104.
- Lanius, R. (2020). A randomized, controlled trial of alpha-rhythm EEG neurofeedback in posttraumatic stress disorder. *Clinical*; 28. 102490.
- Vilkin, E., (2022). Conceptualizing the therapeutic relationship. *Journal of Psychotherapy Integration*, 32(3), 276–290.
- Weber L.A. (2020). Predictors of neurofeedback training outcome: A systematic review. *NeuroImage: Clinical*; 27:102301.

## Presenter CV or Resume

Provide your presenter's full curriculum vitae or resume to establish expertise.



In addition to submitting a brief bio, presenters will need to submit a full CV or resumé that demonstrates expertise in the subject matter being taught. The presenter CV should be a complete record of your presenter's expertise and include the following:

- Name and relevant professional and contact details.
- Relevant certifications, licenses, and training. Make sure to include the dates acquired and/or expiration dates, if relevant.
- Sufficient relevant and established expertise. This can include publications, job experience, field work, and prior courses or presentations taught.

For more details, see the [APA's CV Guidance for Establishing Expertise](#).

## Pro Tips



While longer doesn't always mean better, it can help to have all of your presenters research, accomplishments, and certifications available for review. So, don't hesitate to submit something with many pages!

Organizations often ask if its ok to have a presenter who is not a clinically licensed behavioral health professional. While a clinical license helps to establish expertise, it isn't always necessary. So long as your presenters CV demonstrates expertise in the subject matter being taught, and the content of the session is relevant for clinically licensed behavioral health professionals, you are meeting the standards.



# Session Details Checklist

- Abstract is at least 3-5 sentences.
- Abstract clearly explains the content of the session.
- Abstract is suitable for promotional materials.
- Session has at least 5 total references.
- Of those 5 references, at least 3 are from peer reviewed journal articles published in the last 10 years.
- References are formatted in APA style
- Includes at least 3 learning objectives.
- Objectives are measurable and observable.
- Objectives describe what skill or capability attendee will acquire.
- Presenter has submitted full CV and bio.
- CV includes certifications & licensures with relevant dates at the top of the document.
- CV establishes expertise by providing all relevant experience and qualifications.





# Session Details Summary

## Abstract:

## Learning Objectives:

After attending this session, participants will be able to...

- 1.
- 2.
- 3.

## References:

At least 3 of 5 references should be from peer-reviewed journal articles published within the last 5 years.

- 1.
- 2.
- 3.
- 4.
- 5.

## Presenter Bio:

## Presenter CV:

Has the presenter submitted their full CV?

- Yes, CV is submitted and meets requirements.
- No CV has not been submitted.



# Session Approval

Once you've collected the necessary details for your session, you're ready for the next step!

1. Login to your CE-Go account and add your session details to your event.
2. Request Co-sponsorship
3. Your Account Manager will reach out with next steps for the CE review process.



For more information on creating an event, and adding your session details for review, [view this help document](#) or reach out to your Account Manager for assistance.

