



Continuing Education

For Mental Health First Aid in Southwestern Pennsylvania



Allegheny HealthChoices, Inc. (AHCI) supports a collaborative of Mental Health First Aid instructors in Southwestern Pennsylvania. This document provides a brief overview of steps instructors can take to provide Continuing Education Units (CEUs) for the following professionals attending their Mental Health First Aid trainings in the region.

Certified Addiction, Peer, & Recovery Specialists (e.g., CADC, CCDP, CPS, CRS)

- Complete and submit the following to the **Pennsylvania Certification Board (PCB)** at least 30 days prior to your training:
 - Organization PCB Education Approval Form (<https://www.pacertboard.org/education/forms>)
 - Training Brochure
 - Training Summary with a Course Description and Learning Objectives
 - Blank Mental Health First Aid Participant Evaluation
 - \$75 fee payment (unless your organization is a PCB approved education provider)
- At the training, maintain a sign-in sheet, collect Mental Health First Aid Participant Evaluations, and provide certificates of attendance that state PCB approval (example: "PCB Approved for 6 Hours") to each attendee seeking CEUs.
- Within 10 business days after the training, send a copy of the sign-in sheet and participant-completed Mental Health First Aid Participant Evaluations to PCB.

Certified Educators & Educational Staff (Act 45 and Act 48)

- Make agreement with the **school or school district** prior to the training.
- Conduct the Mental Health First Aid training as a non-approved provider for educators at schools.
- School or school district staff upload the certificates and convert them to ACT 45 or 48 credits.
- For more information: <https://www.education.pa.gov/Educators/ContinuinEd/Pages/default.aspx>

Licensed Attorneys (CLEs)

- Mail the following to the **Pennsylvania Continuing Legal Education Board (PACLE)** at least 30 days prior to your training:
 - Application for Approval of CLE Courses (<https://www.pacle.org/forms>)
 - Training Brochure or Program Agenda
 - \$25 application fee made payable to "Pennsylvania Continuing Legal Education Board"
- Upon receipt and review, PACLE will notify the applicant of the status of the course within approximately one business week.
- If approved, PACLE will send you a letter of approval, along with the application that attorneys must complete at the training. Make copies of the application and bring them with you to the training. Attorneys must also provide a check for the cost of the CLEs made payable to "Pennsylvania Continuing Legal Education Board" (\$1.50/credit).
- At the training, maintain a sign-in sheet, collect completed applications, and collect checks from attorneys seeking CLEs.
- After the training, mail the completed applications and check(s) for attendee costs to PACLE.

Licensed Counselors and Social Workers (e.g., LSW, LCSW, LMFT, LPC)

- Complete and submit the following to the **University of Pittsburgh School of Social Work** at least 30 days prior to your training:
 - Co-Sponsorship Application and Letter of Agreement
 - Training Summary with a Course Description and Learning Objectives
 - Instructor CV, Resume, or Bio
- At the training, maintain a sign-in sheet that includes the current accreditation of attendees seeking CEUs (e.g., LSW, LPC, LMFT), collect Mental Health First Aid Participant Evaluations, and collect \$10 from each attendee seeking social work CEUs.
- After the training, send the University of Pittsburgh School of Social Work an Excel spreadsheet with contact information for each person seeking CEUs, a copy of their Mental Health First Aid Participant Evaluation, and one check from you or an organization made out to “University of Pittsburgh”.
- Within 1 week of receiving the above materials, the University of Pittsburgh School of Social Work will generate certificates for each attendee and will mail them to attendees directly.

Licensed and Registered Nurses (CNEs)

- Complete and submit the following to the **University of Pittsburgh School of Nursing** at least eight weeks prior to your training:
 - Instructor Bio/Conflict of Interest (COI) Form
 - Joint Provider Agreement
 - Educational Planning Table
 - Documentation fee payment (varies based on number of contact hours)
- At the training, share disclosure information, maintain a sign-in sheet, collect Mental Health First Aid Participant Evaluations, and collect \$5.00 from each attendee seeking CNEs (checks made out to University of Pittsburgh).
- After the training, send the University of Pittsburgh School of Nursing an Excel spreadsheet with contact information and copies of the Mental Health First Aid Participant Evaluations from attendees seeking CNEs, along with an Activity Summary Form that briefly summarizes the training.
- The University of Pittsburgh will email certificates to each nurse seeking CNEs within 10 business days after receiving the above materials.

Licensed Psychologists and Other Mental Health Professionals (APA-Approved CEUs)

- Submit the following to **UPMC’s Western Psychiatric Institute & Clinic (WPIC)** at least six weeks prior to your training:
 - Training Summary with a Course Description and Learning Objectives
 - \$100 program fee payment
- WPIC will generate and email blank applications and certificates to you prior to the training, along with an instruction sheet for attendees seeking APA CEUs to fill out an online evaluation. Make copies of each of the three documents and bring them with you to the training.
- At the training, maintain a sign-in sheet, collect \$30 and completed applications from each attendee seeking APA CEUs, provide the instruction sheets for WPIC’s online evaluations, and distribute the generated certificates.
- Mail the completed applications to WPIC, and you will be invoiced for \$30 per applicant.