CAPT Continuing Education Requirement
Policies and Procedures

1. CEU requirement:

   All certified and PTI members, including CPT and CPT-S, are required to complete 12 hours of continuing education each 1 year period following the certification year for Certified Members and following the completion of the CAPT Foundation Play Therapy credits for PTI members.

2. Members may carry forward unused continuing education units for an additional two years from the date of the training.

3. CEU criteria:

   2.1.   4 of the 12 hours are required to be CAPT sponsored training, including CAPT annual conference, training provided by CAPT Approved Provider, and CAPT sponsored online training (1 CEU per hour of training).

   2.2.   The remaining 8 of the 12 hours can be from the combination of the following categories:

   a) Play Therapy training, or training related to children's mental health or family's mental health, that are provided by non-CAPT approved providers (1 CEU per hour of course). This includes face to face and online training.
   b) Write an article for Playground magazine (3 CEUs per article) or publications related to children and mental health (3 CEU for 1-15 pages; 3 CEUs for every 15 pages after)
   c) Teaching a CAPT approved or Play Therapy related course (1 CEU per hour of teaching)
   d) Provide Play Therapy education to a public group (1 CEU per hour of education)
   e) Being a fully participating board member or committee member for CAPT (3 CEU per term) (a term is two years).

4. CEU approval:

   4.1.   In situations where a training program (Play Therapy or Children's mental health, or family's mental health related) is not by a CAPT approved provider, but the member would like this to be counted for the first 4 hours as described in 2.1., then this member be prepared to submit a request for approval, along with a $10.00 per CEU fee. The presenter's name and credentials, course outline, location and number of hours attended should be included in the submission for approval.

   4.2.   Certified and PTI members are not required to automatically send in documents for approval. CAPT head office will conduct audits on members as necessary. If a member is audited by CAPT, this member is required to provide copies of the following:

- the CEU certificate of attendance from training;
- a course outline;
- name of presenter and credentials;
- location and number of hours attended or taught;
- name of journal in which the article was published; and
- Other related materials that verify the member's continuing education.

Members are advised not to send original copies as all materials will be destroyed after review. All materials should be sent to the head office. If necessary, the information will be forwarded to the Membership Chair or Certification Chair for approval.

5. CEU special situations:
   If a member is unable to work for an extended period due to illness, maternity leave, or other special circumstances, this member can apply for an extension of CEU required time. This request will be forwarded to the Membership Chair and/or Certification Chair for approval.

6. CEU reporting:
   All certified members are required to report their CEU's by March 31st the year following the year of Certified or PTI membership approval.

   The preferred method of reporting is through online reporting on the CAPT website. The procedure for online reporting can be found on the on-line profile for membership. Members can also request assistance by contacting the head office.

   A CEU reporting notice will be sent to all members via e-newsletter annually, together with membership renewal notice, and the procedure for online reporting. If a member has not reported the required CEUs by March 31st, a notice will be sent to the member via email or post mail. The member will be advised to report any required information or contact the head office within 30 days of the warning notice. If there is no contact from the member by the deadline, a suspension notice of the certification status will be sent out to the member.