

How to Offer a Workshop for CPE Credit

1. Read the requirements on the TSO web site found on the Professional Affairs Committee page entitled Texas State CPE Guidelines
Contact Professional Affairs Chairman Dr. Carolyn Underwood at cyunderwood@sbcglobal.net

2. Design your program
 - Topic with description (SBEC guidelines for CPE credit)
 - Length (30, 45 minutes, 1 hour) (Certificate will read .5, .75, 1.0 respectively)
 - Location
 - Date and time
 - Presenter with credentials

3. Submit your design or plan for approval
 - To Dr. Carolyn Underwood, Professional Affairs Chairman
 - Design will be reviewed to determine if it meets TSO CPE guidelines
 - State president will be consulted for approval
 - Professional Affairs Chairman will send to chapter designee an e-mail containing attachments for a data base to record participants and program information

4. Following approval
 - Advertise the program
 - Invite prospective members
 - Chapter treasurer will collect \$5.00 per attendee and send one check to TSO Executive Secretary/Treasurer at Headquarters in Dallas
 - Receive certificates to be presented to attendees from Dr. Underwood
 - Prepare a sign-in sheet to document attendees' attendance

5. Conduct the workshop
 - Acquire signatures on sign-in sheet to document attendance
 - At end of program present certificates to attendees

6. Following the program
 - Send to State Headquarters a copy of the program design showing approval
 - Send to State Headquarters a sign-in sheet of attendees
 - Send to State Headquarters \$5 per attendee
 - File a copy of the program information and sign-in sheet of attendees in chapter files for 5 years
 - Send a copy of the sign-in sheet of attendees and program to State Chairman of Professional Affairs