



UCLA ISAP CONTINUING EDUCATION PRE-APPLICATION GUIDE

Thank you for your interest in applying for Continuing Education (CE) and Continuing Medical Education (CME) credit through UCLA Integrated Substance Abuse Programs (ISAP). UCLA ISAP is accredited by the California Medical Association (CMA) to provide continuing medical education for physicians. This guide will help outline the CE/CME application process.

As a CE/CME provider, our job is to ensure educational content is accurate and valid while preventing commercial bias in presentations. Each statement below outlines the necessary information you will need to apply for CE/CME credit. Please note that the application review process can take up to five (5) business days.

- In order to extend our continuing education approvals to community partners, UCLA ISAP staff must be involved in all stages of the event planning process and be listed as a named co-sponsor on marketing materials, including logos and required CE/CME language. ISAP CE/CME staff will help ensure that educational events are meeting the needs of providers and addressing learning gaps in the field.
- Applicants will provide UCLA ISAP with application materials in a timely manner. A new CE/CME application must be submitted AT LEAST six (6) weeks prior to a learning activity, and all supporting documentation, e.g., presenter disclosures, slides, etc., must be submitted AT LEAST three (3) weeks prior to any approved activity.
- Approved events will follow established procedures to document participant attendance, either through using start and end codes, sign-in and sign-out sheets, post-tests, or other agreed-upon methods. All attendees who wish to receive CE/CME credit must complete an online evaluation form. After the event, a full participant list must be submitted within one (1) week of event completion.

The following information should be readily available before you begin your CE/CME application:

- Official Activity Title
- Type of Event (Live Virtual Training, Live In-Person Training, Hybrid Training, On-Demand Course)
- Date of Event
- Number of Credit Hours
- Description of Activity
- Detailed Activity Agenda ([View sample agenda here](#))
- Learning Objectives ([Review the CAMFT Learning Objective Tip Sheet](#))
- Practice-based problem or gap that education activity will address
- Reasons for the gap
- Changes this education activity will help learners accomplish

- Names, emails, and role of all individuals involved in your event

Once you have the above information available you can start your application here:

https://uclahs.az1.qualtrics.com/jfe/form/SV_bqttakTHUVjV56

UCLA ISAP is also accredited to provide continuing education (CE) by the organizations listed below for licensed and certified learners:

- Licensed Marriage and Family Therapists/Licensed Clinical Social Workers/Licensed Professional Clinical Counselors/Licensed Educational Psychologists (LMFTs, LCSWs, LPCCs, LEPs, through the California Association of Marriage and Family Therapists)
- Registered Alcohol and Drug Trainees I/II, Certified Alcohol and Drug Counselors-Certified Addiction Specialists, Certified Alcohol and Drug Counselors I/II, Certified Alcohol and Drug Counselors-Clinical Supervisors, and Licensed Advanced Alcohol and Drug Counselors (RADTs I/II, CADCs-CASs, CADCs I/II, CADCs-CSs, and LAADCs; through the California Consortium of Addiction Programs and Professionals (CCAPP))
- Certified Addictions Treatment Counselors (CATCs, through the Addiction Counselor Certification Board of California/CAADE)
- Certified Alcohol and Other Drug Counselors (CAODCs, through the California Association of DUI Treatment Programs (CADTP))
- Psychologists (PSYs, through the American Psychological Association)
- Registered Nurses (RNs, through the California Board of Registered Nursing)

If you are interested in requesting any of the continuing education options listed above, please reach out to our Continuing Education Coordinator at michellearreola@mednet.ucla.edu