Workflow for WAMFT Continuing Education Applications

Once the completed application and payment have been received, the WAMFT Ethics, Training, and Standards (ETS) Committee will review the application within 30 days. If the applicant selected the rush option, the committee will review the application within 10 business days.

Within those dates, the committee may contact the application contact to request clarification or additional information. They will send this request once via the provided contact email. The applicant then has 14 days to provide the requested information, or the application will be rejected. An applicant will be notified in writing by WAMFT when their application has been accepted or rejected. Regardless of the review's outcome, all application fees are final and nonrefundable, including Incomplete applications.

After an application is approved:
- Once you have been notified that your application has been approved, you may advertise such on your event's marketing material.
- If you make changes to your presentation after approval - including event dates, structure, or content - the applicant is responsible to notify the committee of these changes. Be aware that these changes may result in a loss of approval.

After an event takes place:
After the event takes place, all attendees will receive a certification of completion for the training. Attendees must complete an event evaluation before the attendee will receive their certificate of completion. The certificate should include the attendee's name; the name of the training; number of CEUs included, including ethics CEUs specifically; date(s) of training; and signature of the WAMFT program coordinator.

- ***If you are using the WAMFT evaluation for your event:***
  - WAMFT will provide the applicant with the link to the evaluation prior to the event. The applicant will provide the link to attendees, who must complete the evaluation independently within 30 days of the training. They will receive their certification within approximately 48 hours of its completion.
  - The WAMFT evaluation is required for asynchronous or repeating events; a fee applies for single-occurance events seeking to use the provided evaluation for administrative requirements.
- ***If you are using an independently designed evaluation:***
  - The applicant is responsible to distribute event evaluations to attendees if using their own evaluation design.
  - The applicant agrees to send a roster of attendees names and either a spreadsheet synthesis or scanned copies of the evaluations to continuing-education@wamft.org within 45 days of the training. Synthesized information would include average scores or themes for each evaluation question and direct feedback quotes as helpful.
  - Once this has been received, WAMFT will provide the certificate to the applicant, who may then distribute it to the attendees.

Remember, if a single application training event includes multiple days/sessions and attendees are not required to attend all portions, an application may require multiple evaluations and CE certificates. For example, if your event is broken down into segments of CE certificates rather than one overall event certificate, each segment will require its own evaluation and certificate. An additional fee will apply in this case, detailed at https://www.wamft.org/event-details/wamft-ce-authorization-application. This is required for repeating or asynchronous events; for single occurrence applications who need multiple certificates, please contact continuing-education@wamft.org.

Final statements:

- This document will be updated periodically to reflect most recent edits for ethical practices and processes. The CE applicant is responsible to check for any changes to this document for each application submitted.
- Additional questions regarding the application or continuing education requirements may be directed to continuing-education@wamft.org.