

## CEU PROTOCOL FOR THE DMH STATEWIDE CONSUMER EDUCATION CALLS

1. FAX your CEU sign-in sheets after the call to:  
Josephine Brodbeck, 309-693-5101.
2. Sign-in sheets cannot be accepted until after the call has occurred, so if you have already faxed in your attendance, this will have to be done again after we adjourn.
3. Be sure to print your name, as it is difficult to read some signatures. This will cut down on requests for corrections.
4. Be sure to include a contact person and address for your site. We have received some sign-in sheets without addresses on them, and when this occurs, no certificates are mailed. If you want to receive a certificate, you must include an address where it is to be sent.
5. Your name must be on the sign-in sheet. If a person's name is not on the sign-in sheet, the person cannot be issued a certificate. We cannot accept phone calls or e-mails telling us that you forgot to sign the sheet.
6. Sign-in sheets must be received within 7 business days after the call. If the sign-in sheet is not received within 7 business days after the call, the sign-in sheet cannot be accepted. The only exception to this rule is if you are able to provide proof, such as a fax confirmation sheet.

## FREQUENTLY ASKED QUESTIONS

**What are CEU's?** CEU's are 'Continuing Education Units.'

**Why are CEU's important?** CEU's are important for you if you already have your Certified Recovery Support Specialist (CRSS) credential or if you are trying to get your CRSS. These are education hours that count toward the 100 hours of required training and education when applying for your CRSS, and they are specific to the CRSS domains.

**What should I do with the CEU certificates I receive in the mail?** Be certain to keep track of your sign-in sheets. Keep them all organized in a file and don't lose them.

**What if I don't want or need CEU's? Will I receive a separate Attendance Certificate?**  
The Certificate you receive in the mail serves as either or both an Attendance record for your own use or for CRSS CEU collection purposes. Therefore, only one Certificate will be sent to you, for whatever purpose you wish.