

## **Accreditation Services**

Submit the following information prior to your planned event:

- The *name, date(s), facility and location (city)* of the program
- A *statement of objectives (2-4)*
- A *rationale of program (2-4 sentences)*
- The *names of speakers and a bio for each*
- The *complete program schedule*, including the title of each presenter's talk, exact time for each session, as well as breaks, meals, etc.
- A complete *list of planning committee members* with titles and affiliations
- The *contact name, address and email*

Additional requirements:

- MIMH will provide specific accreditation statement for your printed materials
- Along with your organization, the Missouri Institute of Mental Health should be listed as a co-sponsor of the program

Accreditation Information:

- Our credits are University of Missouri approved Continuing Education Units (CEUs) issued by the Missouri Institute of Mental Health
- State of Missouri professional licensing boards (social work, counselor and psychology) accept our CEUs. Please check: <http://pr.mo.gov/regulated-professions.asp> for additional details
- Most out-of-state licensing boards also accept our CEUs. For additional details, please check your state's requirements.

Cost of Accreditation

- Base fee of \$495 per program

Please submit your request at least four weeks in advance or an addition charge may be incurred.