

EARNING CEHS BY VIDEO FOR SAPTA COURSES & COST

You can earn contact hours through home study of videotaped workshops.

Registration

◆ Complete the home study registration form online at www.pxtx.casat.org or fill out the paper registration form and either fax, e-mail, or mail to the CASAT office.

Prepay a nonrefundable fee for the workshop based on the number of CEHs the video is worth (see below):

- 1 – 3 CEHs = \$30 rental fee + \$25 deposit
- 4 – 5 CEHs = \$50 rental fee + \$25 deposit
- 6 – 7 CEHs = \$75 rental fee + \$25 deposit

The rental cost includes one certificate. If you are seeking additional certificates for colleagues wishing to partake in the video workshop, the cost is \$20 per additional certificate. Each person seeking an additional certificate must register for the training; this can be done online when the original registrant is ordering the video or the additional certificate seeker can fill out the paper registration form found here:

<http://casat.unr.edu/training.html>

If filling out the paper registration form, the additional certificate recipient must note the person who has rented the training. For example, the registrant would write, “Requesting additional certificate from John Doe’s ‘Ethics’ rental.” The assignment, registration form, and payment for the additional certificate must be received by the original renter’s due date (21 days after the original postmark).

◆ A refundable **\$25.00 deposit** is due for each tape.

Check: If paying by check, please write a *separate check* for \$25.00. We will not deposit the check if the videotape is returned on time. If the tape is not returned on time (21 days after the original postmark), the deposit will be forfeited.

Credit Card: If you pay by credit card, we will charge your card in the amount of the \$25.00 deposit if the video is not turned in within the 21 day time frame.

Failure to return the training video will ultimately result in a \$150 assessment fee on top of the \$75 rental and \$25 deposit.

If tapes are consistently turned in past the due date, you may be barred from renting home study training programs from CASAT.

Receiving your requested materials

Please allow 7-10 days for processing your order request. We will mail you the training video, handouts, informational memo, and prepaid mailing envelope to the address listed on your registration form. The informational memo will explain the assignment that you must complete in order to be eligible for continuing education hours.

How it works

- ◆ View the DVD. (Select workshops are also available on VHS)
- ◆ Complete the assignment, as listed on your informational memo. (see section below for more information)
- ◆ Once completed, return the videotape and assignment in the prepaid envelope by your due date (21 days after the original postmark).
- ◆ A certificate will be issued when the videotape and paper have been returned to the CASAT office and approved.

Assignment

By the due date, you must submit your assignment and return the training video. We will not proceed with your certificate of completion until all items are returned. You will receive a prepaid envelope to return the items back to the CASAT office, please keep in mind that the mailing process may take up to ten business days. Please allow enough time for you to complete your assignment and then return everything within your three week rental period.

Essay Assignments

Please follow all formatting requirements for essay assignments, for example, ensuring that your paper is long enough, you write in complete sentences, and you use 12-point sized font. If your paper does not meet formatting requirements or content approval, we will request that you re-do your paper for second review. If your paper is not approved through the second review, you will be ineligible for continuing education hours and you will not receive a certificate of completion.

Self-Test Assignments

For assignments including self-tests, you must score a 70% or better passing rate in order for you to receive your certificate.

Certificate of Completion

When you have been approved for your continuing education hours, you will receive a certificate through the mail with the following information presented on the document:

- Name (as it appears on your registration form, no credentials will be listed)
- Title of workshop
- Date of completion
- Number of continuing education hours received
- List of approved CASAT providers

If the original certificate of completion is misplaced by the recipient, the recipient may request a duplicate copy at the cost of \$5/certificate. The following form must be filled out and submitted:

http://casat.unr.edu/docs/SpecialRequestForm_001.pdf

Please contact the CASAT-SAPTA Training Department at 775.784.4707 or toll-free at 1.866.617.2818 with any questions.