

## **EARNING CEHS BY CD-ROM FOR BADA COURSES**

You can earn continuing education hours (CEHs) through home study of *CASAT'S CD-Rom version of online workshops*. Agencies or groups may purchase a CD-Rom and have more than one person earn continuing education hours with the same CD-Rom. The purchase of a CD-Rom includes one certificate (eight continuing education hours). If the agency or group wants additional people to earn continuing education hours with the CD-Rom, an additional \$20.00 fee is required per person. Register for a CD-Rom workshop by completing the home study registration form online.

### **How it Works**

The CD-Rom is set up to allow individuals to complete all reading and writing assignments at their own pace. Reading and writing assignments usually require eight hours of work. Individuals will need access to a computer with Windows 95, 98, ME or XP, a CD-Rom drive, and Internet access to complete these workshops. Eight CEHs are available for each CD-Rom workshop. (Acquire CDs from CASAT office.)

### **Cost**

Purchase disk (with one certificate)    \$50.00/disk

Purchase disk (no certificate)    \$30.00/disk

Add'l certificate only    \$20.00/each

Payment of the nonrefundable fee is required before the CD-Rom is mailed. No discounts or scholarships are available.

### **Computer Skills Required**

Participants need to have basic computer skills regarding using a CD-Rom, printing materials from the disk, using the Internet, etc. Technical assistance in Internet use or the CD-Rom drive is not available from CASAT staff.

- ◆ Follow the directions for installing the CD-Rom.
- ◆ Take the pre-test and print it.
- ◆ Follow the directions for visiting websites.
- ◆ Complete reading assignments.
- ◆ Complete the writing assignments and print them.
- ◆ Take the post-test and print it.
- ◆ Submit pre- and post-tests and writing assignments by mail to **CASAT** at UNR, Mail Stop 279, Reno Nevada, 89557. Do not submit pre/post tests or modules separately. **Do not e-mail them to the course instructor.**
- ◆ Certificates will be issued when all paperwork has been submitted and approved by CASAT staff.

## **EARNING CEHS BY VIDEOTAPE/DVD FOR BADA COURSES & COST**

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

- ◆ Complete the home study registration form online. Prepay a nonrefundable fee of \$75.00 per six hour workshop. No discounts or scholarships are available.
- ◆ A refundable **\$25.00 deposit** is due for each tape. If paying by check, please write a *separate check* for \$25.00. We will return 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.
- ◆ If paying by credit card, we will charge your card the \$25.00 deposit if the tape is not returned on time (21 days after the original postmark).

### **How it Works**

- ◆ View the videotape. (Select workshops are also available on DVD.)
- ◆ Write a three page, typed, double spaced paper summarizing the content of the workshop and the applicability to your work.

- ◆ Return the videotape and three-page paper in the prepaid envelope within 21 days of the original postmark.
- ◆ A certificate will be issued when the videotape and paper have been returned to the CASAT office.