



CEU Instructions

Members can earn free CEU's throughout the year by participating in VtABA sponsored events. Additionally, members can contact VtABA to submit a request to review a training or workshop they are giving or attending that may be able to qualify for BACB CEU's. The steps in this process are outlined below:

- When contacting VtABA be sure to include
 - Title of Event
 - Name of event instructor(s)
 - Date and Location
 - Time and total duration of event
 - Number of CEU's requested
 - Event fee if any
 - Learning Objectives for participants
 - Event Level; Basic, Intermediate or Advanced
 - Description of Event/workshop/conference

- Must contact within 6 weeks of the date of the presentation or workshop so there will be ample time to review documents and decide if the content meets the BACB standards for a CEU event

- If the content is approved the VtABA member will then need to send documentation or a certificate that they did in fact attend or lead the training

- A certificate of CEU completion will be sent to the VtABA member within 10 business days of receiving all documentation