



CONTINUING EDUCATION POLICY

When contacting the SEI office about Continuing Education (CEs), be sure to check spam and junk folders for responses.

Continuing Education Credits Records Policy

SEI maintains roster, attendance, and training CE approval records for up to 7 years per the requirements of our CE Board. SEI may not have the data needed to support students seeking their CE Certificate of Completion after 7 years has passed. In these cases, SEI will provide the student with a transcript documenting their level of completion in the SE Professional Training Program for their purposes.

Continuing Education Board Compliance Policy

By participating in training events organized by SEI and offering Continuing Education Credits, participants agree to abide by all requirements and agreements as set forth by the Boards that govern their license, as they pertain to CEs, and the Boards that approve SEI to provide CEs for their license while participating in SEI Training and/or events. This includes but is not limited to liability clauses established by CE boards, and the Grievances Agreement as outlined in the Agreements and Expectations document. Participant further agree that their CVs, resumes, and information about any grievances/complaints filed against them may be submitted to the above Boards per their requirements and will otherwise remain confidential with SEI per SEI's Privacy Policy.

SEI is committed to maintaining CE offerings through compliance with requirements of the Boards that approve SEI to provide CEs. SEI will make every effort to communicate changes to CE offerings or to training events that may cause changes in CE offerings in a timely manner. SEI will offer transfers to students impacted by changes in CE offerings when they occur within 14 days prior to the training start date or during the training dates. Refunds will be offered if changes result in the loss of CEs that cannot be recuperated by a transfer. All other refunds will be at the discretion of SEI Administration.

Continuing Education Attendance Policy

SEI offers Continuing Education credits to licensed professionals attending qualifying events. **Please see the Event Summary of your training module to see which, if any, CEs will be offered.**

To obtain your Continuing Education Credits, participants must:

- Attend ALL course hours (we are unable to award partial CE credits)
- Attend LIVE online or in-person (no CE credit is awarded for video modules, webcasts, or other remote options that are asynchronous course delivery options.)
- Complete a post-training evaluation within two weeks of the training's completion (mark your CE selections on the evaluation)

State Boards may have different requirements or only honor partial credit hours; **it is your responsibility to check with individual boards to verify CE requirements.** If your state professional board or other regulatory board allows partial CE credit, SEI will work with you to provide the required documentation. This will require submitting a Support Request Form from the **Contact Page** linked below. SEI is not responsible for initiating this process. Most boards do not allow partial credit.

Certificates are emailed directly to you upon completion and are sufficient proof of your CEs for most organizations. Exceptions include:

- NCBTMB – request a separate certificate directly
- NCCAOM – request a separate certificate directly no more than 90 days after the training

If you need your certificate immediately or have any questions about the post-training evaluations, please refer to ours **[contact page](#)**.

Assistants requesting Continuing Education Credits: You are responsible for verifying with your licensing board whether or not they will accept multiple submissions of the same module for Continuing Education credit (e.g., if you have submitted CEs for a Beginning I module as a participant of the trainings and then resubmit a Beginning I module as an Assistant of the training, it is up to your licensing board if they will grant and honor these as new Continuing Education credits).

To learn more about our general Continuing Education offerings, please visit our **[Continuing Education Credits](#)** page on our website.

If you are in immediate need of your certificate, or have any questions on the post-training evaluation, please **[contact us](#)** by submitting the Support Form using the CE Evaluation category.