

The Office of Educational Resources and Planning – OERP (formerly known as the Office of Educational and Regional Programming) increased management and application fees on January 1, 2019.

The fee increases will occur in two different areas, and are as follows:

1. Conference Fee Increase:

- ✓ Our **conference management** fees will increase to \$8,000 per day for programs **outside of UPMC** and the University of Pittsburgh. A list of services is below.

2. Continuing Education (CE) Application Fees Only:

- ✓ We currently charge \$30 for all certificates, whether the participant or the agency pays.
- ✓ Our accredited course application fees for continuing education (CE) credits is \$150. This is what we do to ensure you have all that you need for your participants to apply for credits.
- ✓ If there are three or more speakers or breakouts, or it is a conference, our application fee will increase to \$200.
- ✓ If your program is a multi-day event with several speakers, your cost will be \$200 plus \$100 for each additional day.
- ✓ We will, as a part of this fee, create your evaluation that is mandated by our accreditation bodies.
- ✓ For all programs that have already entered a relationship with OERP to provide their program credits for 2019, the price will be what you have already been quoted.

Accreditations:

- **Act 48**
 - ✓ *Unable to offer Act 48 credits outside of UPMC.*
- **Certified Addiction/Dependency Counselor/Certified Co-Occurring Disorder Counselor (CADC/CCDC)**
 - ✓ *Unable to offer CADC/CCDC credits outside of UPMC.*
- **National Board of Certified Counselors (NBCC):**
 - ✓ *Unable to offer NCC credits outside of UPMC.*
- **Continuing Medical Education (CME)**
 - ✓ *Unable to offer CME credits.*
- **Licensed Social Worker/Licensed Certified Social Worker/Licensed Professional Counselor/ Licensed Marriage and Family Therapy (LSW/LCSW/LPC/LMFT):**
 - ✓ These credits are part of your application fee with OERP if your participants are from PA.
 - ✓ If you expect participants from surrounding states, we'll request credits from the University of Pittsburgh's School of Social Work, which will be an additional \$25. Our office will then process the certificates.
- **American Psychological Association (APA):**
 - ✓ We are nationally accredited by the APA for **courses and conferences** if the programming meets the APA requirements.
- **General Continuing Education Units (General CEU):**
 - ✓ We can offer your participants a General CEU certificate (appropriate for nurses and peer specialists).

Please contact Erin Rodgers at rodgersem@upmc.edu or me at barkowitzdh@upmc.edu if you have any questions.

Thank you!
Doreen

***Mental Health Conference Planning and Management Activities and Fees
Breakdown of Conference Planning Activities***

Pre-Conference Assistance

- Meet with course director(s) and team (conference calls or in-person meetings) to outline the conference content, budget, potential dates and preferred location
- Interface with WPIC Conference Review Committee to obtain conference approved
- Development of preliminary budget, monitoring of income and expenses, disposition of funds, finalizing budget
- Work with the Center for Continuing Education in the Health Sciences for Continuing Medical Education credits (CCEHS) – CME process includes additional fees.
- Development and delivery of course materials
- Secure venue (research prices)
- Research and help arrange speaker transportation and hotel costs. All plane seats (unless approved of otherwise by the course director) are in coach.
- Negotiate contracts/deposits
- Contact exhibitors regarding space, equipment and electrical power needs
- Arrange for meals, breaks, receptions and menu planning
- Contact housekeeping, banquet services and concierge
- Oversee delivery of course material
- Communicate and negotiate with all vendors regarding printing, posters, meals, room set-up, audio-visual needs
- Venue walk-through and final arrangements (local venues)

Continuing Education Accreditation

OERP is an approved sponsor of continuing education credits for a variety of disciplines. For each of these types of credit, there is per program fee and/or annual fee which OERP pays to the approving accreditation body.

The **continuing education application fee** includes the work that is done prior to the event to determine which accreditations are applicable, completing the applications, determining the number of credits based on the day's agenda, the communication between the course directors and OERP, maintaining the appropriate format and wording necessary in the course outlines/training announcements, and developing the packet for conference participants.

- The accreditation fee includes processing certification requests and paperwork for continuing education credits for psychologists, social workers, nurses, counselors, educators (when applicable) and general education credits.
- All continuing education credits (including CME) requests cost \$30.
 - This can be paid individually by the conference participant requesting continuing education credits as an extra fee outside of their registration.
 - Course directors can include this cost in their registration fee.
 - Course directors can pay \$30 for each conference participant to cover the accreditation fee. This is listed as an expense on the budget.
- Create certificates for all disciplines accredited for that conference.
- Develop the evaluation required by the American Psychological Association, and the National Board of Certified Counselors. This must be completed by all event participants; however, it **must** be completed by those requesting psychology, NCC and LSW/LCSW/LPC/LMFT credits online before certificates can be issued.
- Manage the sign-in and sign-out sheets and distribution of certificates.

- Follow-up with appropriate continuing education accreditation bodies.

Materials Development, Promotion and Distribution

- Develop brochures with course directors/team
- Edit brochures
- Facilitate the printing and mailing of brochures*
- Assist in the development and facilitation of other promotional materials*
- Develop mailing lists
- Managing the PowerPoint slides and information for speakers
- Create a handout booklet with bios, PowerPoint slides, and information to enhance the conference day if desired*
- Prepare course announcement for course director
- Prepare signs

*Printing and mailing of the brochures are an additional cost.

*Printing the handout book has an additional charge.

*Promotional posters and display boards are an additional fee.

*Transportation of materials (i.e. art work) is an additional fee.

Registration Processing

- Setting up registration site
- Accepting and tracking registrations and payments by checks, department journal transfers, and credit cards
- Mailing registration confirmation e-mails/letters
- Generating name tags
- Ensuring that special accommodations are identified and met
- Provide directions and travel, parking and other information to registrants
- Maintain attendance record

Vendors/Exhibitors

- Maintain contact with all vendors/exhibitors.
- Arrange catering
- Arrange Audio-Visual requirements; hire AV vendor if necessary (cost is outside of conference management fees)
- Contract with all exhibitors – arrange for their participation

Event Involvement/On-site Supervision

- Arrange for advance setup and directional signage
- Provision of onsite staff for the entire day during the program
- Ensure event and workshop sign-in and sign-outs and all corresponding paperwork is completed re: continuing education credits
- Attendance verified for awarding of continuing education certificates
- Ensuring that special accommodations are met
- Ensuring that food, audio-visual issues, picture/poster displays, venue temperature, last minute needs, etc. are attended to and that the schedule is going as planned

Speakers

- Communicate with speakers to ascertain needs, answer questions, etc.
- Assist them with transportation to and from the Pittsburgh International Airport and where they're staying in Pittsburgh (locally)
- Outside of Pittsburgh, arrange transportation
- Process honorarium
- Assist with any questions and problems

- Obtain bios, presentation information and PowerPoint slides

Evaluation

- Develop continuing education accreditation mandated evaluation instrument
- Analysis and summarization of the evaluation data
- Close out evaluation
- Send summary to course directors and team

Post-Conference Follow-Up

- Provide the course director(s) with a final list of the registrants.
- Process invoices and bills as received.
- Work with the accounting department to reconcile the conference account resulting in the generation of a final statement of program income and expenses.
- Complete data entry of registrant or attendee and faculty records of continuing education credits awarded.
- Prepare final budget.
- Transfer funds (profits) to account designated by the course director, or to a deferred account to be used for future conferences.

Course Director/Team Responsibilities

- Meetings (phone/in-person) with mental health conference planner and staff to outline content, vision of the event, dates, locations, budget, etc.
- Provide mental health conference planner and staff with a final program schedule, list of faculty members (including academic titles and affiliations, addresses, telephone numbers and e-mail addresses). Provide the faculty's description of their presentation with three measurable education objectives, and three references supporting the presentation.
- Be available to the mental health conference planner and staff throughout the planning and preparation period for consultation on an as-needed basis
- Adhere to mental health conference planning budgetary recommendations with a view toward ensuring the program's financial solvency. All educational activities are assumed to be self-supporting with all costs expected to be recovered from tuition fees, educational grants, and other outside financial support. If the course doesn't break even or produce a profit, the course director/department is liable for any deficit.
- Provide hotel and travel expenses for each OERP on-site staff member at out-of-town events.