



# CANADIAN PROBLEM GAMBLING CERTIFICATION BOARD

## APPLICATION FOR THE APPROVAL OF CONTINUING EDUCATION HOURS

NAME OF APPLICANT		DATE
ADDRESS		
CITY	PROVINCE	POSTAL CODE
TELEPHONE	FAX	E-MAIL

NAME OF COURSE/WORKSHOP		
DATE OF COURSE /WORKSHOP	EVALUATION AVAILABLE ( <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL HOURS REQUESTED (excluding breaks, meals)
LOCATION OF COURSE/WORKSHOP (auditorium, hospital, hotel, etc)		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
SPONSORING ORGANIZATION/AGENCY		
PROGRAM ORGANIZER/CONTACT NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE

**Administration fee(s) are to be submitted with educational content and facilitator's  
Biography and are non-refundable.**

11500 Tecumseh RdE., P.O. Box 22009, Windsor, ON N8N 5G6, Canada, Toll Free: 1-877-421-1181, Tel: 519-739-2465,  
Fax: 519-739-0315, Email : [info@cpgecb.ca](mailto:info@cpgecb.ca)

## **CPGCB Continuing Education Hours Approval Process**

The approval or non-approval of a course or workshop in whole or in part for continuing educational hours does not reflect the quality of the course or workshop in itself but rather is an assessment of its value to the Certified Problem Gambling Certification Board for problem gambling counsellor certification.

Approved continuing educational hours will be on the basis of hour for hour of actual attendance at relevant sessions (excluding breaks and meals). Approvals are granted for a specific event as outlined in the application. Additional events would require a re-submission approval.

**Please provide the following information to the Canadian Problem Gambling Certification Board office for curriculum review.**

### **Criteria**

1. A course outline or brochure indicating a breakdown of the proposed session(s).
2. A biography of the presenter(s) outlining his/her credentials and/or work experience relevant to the field of problem gambling.
3. A course/workshop evaluation must be in place.
4. The sponsoring agency or presenter will provide participants with a letter of completion or certification of attendance indicating the location, date, and title of the workshop as well as the approved number of hours.
5. Administration Fee:
  - a) Administration fee(s) are to be submitted with educational content and facilitator's biography and are non-refundable.
  - b) One-time approved educational course/conference/workshop will be subject to a \$25.00 non-refundable administration fee.
  - c) If an applicant is applying for approval of more than one course or different phases of training, there will be a \$25.00 fee for each course or training phase.
  - d) Ongoing approved educational course/workshop will be subject to a \$100.00 administration fee which will give approval for a 12-month period beginning with the date applied for provided the content and/or facilitator does not change. This applies to on-line training or face-to-face training.
  - e) Written approval and receipt of the administration fee allow the applicant to use the Canadian Problem Gambling Certification Board name as an accrediting body of the conference/course/workshop.