

## **Continuing Education Units (CEUs)**

The ASSET Program provides an annual balance of \$500 to (Clinical Supervisors or LBAs/LaBAs) to use towards continuing education units. If the (Clinical Supervisors or LBA/LaBA) finds a CEU event he/she/they would like to attend, the (Clinical Supervisors or LBAs/LaBAs) must first submit a time off request at least two weeks in advance for approval to attend the event from the director, and then send HR (Annaliese) the link to the CEU event via email to ask her to register you for the event using your CEU balance.

### **How to Bill for CEU Events**

The (Clinical Supervisors or LBAs/LaBAs) can split the time of the CEU course and bill clients on their caseload the CEU applies to as treatment planning.

The (Clinical Supervisors or LBAs/LaBAs) can only bill a max of 2 hours per client for CEU courses. If the CEU course lasts 8+ hours or for more time than applicable clients to bill for, the (Clinical Supervisors or LBAs/LaBAs) may not bill for that time. Non-billable regular time cannot be used for CEU courses.