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CONTINUING EDUCATION CREDITS (CEC) REQUIREMENTS/OBJECTIVES /PROCEDURES

Requirements:

12 CEC per fiscal year (from July 1st to June 30th) are required for advocates who are on the "active" advocate roster as of July 1st.

New advocates will receive a one year "grace period" from the time they are sworn in. Once this "grace period" has expired, the advocate will be required to complete all CEC as expected of other current volunteers. Due to the varying times the new advocates are sworn in, discretions and circumstances can be made upon approval of the Macon County CASA Executive Director.

Intention/Spirit of Requirements:

The CEC requirement exists to ensure that each advocate remains current on juvenile welfare issues and to allow for the healthy challenging of individual thoughts and perspectives. The intention is to keep the advocacy efforts of each volunteer alive and vital, thereby preventing stagnation of approach. This is how the best interest of any child will be best served.

Macon County CASA Objectives:

- To comply with dictates established by and to remain in good standing with National CASA
- To provide frequent and varied continuing education opportunities that are interesting, pertinent, conveniently located and at no cost to advocates
- To encourage exposure to a variety of topics relative to the juvenile welfare system that go beyond an advocate's particular case experience
- To create awareness of qualifying community offerings---notification will be distributed via email to the volunteer list serve and in the CASA office when available. Notification will also be available via www.maconcountycasa.org web site on occasion.
- To provide opportunities in which advocates can come together, talk freely, share experiences and information, and be exposed to/learn from the experiences of other advocates--- Notification will be distributed via the volunteer list serve, the Macon County CASA website and in the CASA office when available.
- To generate opportunities for staff and advocates to come together

Credit Criteria:

- Up to 4 CEC (past the 12 minimum) can be carried over from one fiscal year into the next

- Amount of credit received will generally approximate time spent in an education session (for example, a 2 hour class will yield 2 CEC); CASA reserves the discretion to extend or limit amount of credits as deemed appropriate, and as determined by how broadly applicable the benefit of the session is considered to be
- Not more than 4 credits will be issued for one topic covered by an outside non-CASA source (for example, a semester long class on substance abuse at a community college would receive 4 CEC) – *exceptions may be granted for professional workshops/conferences/seminars that incorporate a variety of CASA pertinent topics/speakers*
- Educational opportunities that are not generated by the CASA office need advance office approval to ensure credit toward the CEC requirement; the number of credits will be identified in advance and will be determined by the learning value and overall relevance of the learning opportunity
- A maximum of 8 (66%) CEC per year can come from books or videos (when viewed individually), to ensure a sufficient portion of each advocate's continuing education involves the exchange of thoughts and perspectives with other advocates and/or outside experts; one book plus report (form on website) is 2 credits; one book plus attendance at Book Discussion is 3 credits
- To ensure that CEC is received, advocates must sign-in at CASA generated opportunities and must submit appropriate form to the office (available on website) for alternative opportunities. If the volunteer fails to submit the proper documentation, the CEC hours will not be credited.
- CEC earned in excess of the requirement are recorded; the actual number of CEC earned is reflected in a database and available upon request with a 48 hour advance notice.

CEC Opportunities:

- Any court hearings that do not pertain to your current CASA case
- Any "topic" in-service opportunities that are offered by the CASA staff
 - Once scheduled, these opportunities will be available through email list serve, CASA website and in the CASA office.
- Related Books (with proper documentation) 2 CEC (up to 8hrs/fiscal year)
- Related Videos (with proper documentation) 2 CEC (up to 8hrs/fiscal year)
- New advocate training classes; current advocates can attend a predetermined session of interest for credit; agendas for upcoming trainings will be available as soon as they are finalized. Please contact the Macon County CASA program Director for details. *(Only 3 volunteers per session)*
- Seminars, workshops, classes etc offered by the community (at the discretion of the CASA staff).

CEC Opportunities Publicity:

All opportunities, and the corresponding number of CEC they will earn, will be published on the CASA calendar (will soon be available on website). Those that are community based will not be promoted in any other way unless CASA feels the value is such that additional publicity is warranted. Because of their specificity to the CASA experience, information on CASA generated activities will also be distributed to the email list serve

when they are scheduled, so calendars can be marked well in advance. Follow-up emails will be sent as the dates approach.

Relevant community based educational opportunities are entered on the CASA calendar as the office becomes aware of them. Advocates are encouraged to share with the office any opportunities of which they are aware so they can be made available to all interested.

If you know of an advance that you would like to see posted on our website, please email us approximately 3 weeks in advance to ensure adequate time.

Disclaimer:

CEC opportunities (standing and other) may be cancelled due to insufficient sign-ups or due to conflicts created by holidays or for any unforeseeable cause; in these instances, notification will be provided as far in advance as possible via email.

Advocates who are on cases and not in compliance with the CEC requirement can be dismissed from the program at the discretion of the staff, as this will hinder the "good standing" status of Macon County CASA with the National CASA Association. Advocates who are not on cases and not in compliance with this requirement will not receive a case until compliance is achieved or substantial good faith effort is displayed.

CASA reserves the right to make changes to this policy at its discretion and to grant exceptions as deemed appropriate.