

# REQUEST FOR GCCA SPONSORSHIP OF A CONTINUING EDUCATION CAMPUS-WORKSHOP

This request is initiated in accordance with the Georgia college Counseling Association's Bylaws, Article IX and satisfies the state licensure and national certification requirements.

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Section 1 - to be completed by the counselor representative for the institution's provider

Date of this request \_\_\_\_\_

Provider's institution (college) \_\_\_\_\_

Name of the provider (counseling center) \_\_\_\_\_

Name, address, phone #, and signature of the provider's representative (Counseling Director, Program Coordinator or Counselor to contact for coordination)

\_\_\_\_\_  
\_\_\_\_\_

Site of the proposed continuing education \_\_\_\_\_

Date and time of the proposed continuing education \_\_\_\_\_

Specific hour(s) of continuing education offered \_\_\_\_\_

Description of the proposed continuing education:

(1) Name(s) and Credentials of Presenter(s) -

(2) Title -

(3) Abstract -

Section 2 - to be completed by the GCCA Continuing Education Committee Director

Date \_\_\_\_\_  Approved  Not approved because:

Director's name & signature \_\_\_\_\_

Section 3 - to be completed by individual attendees in order to verify their attendance and after the continuing education program, to be returned to the GCCA Continuing Education Committee Director at the following address: Carolyn Garskie, MA, LAPC, Board Eligible NCC, Counseling and Accomodations Specialist, Counseling and Student Support Services, Savannah College of Art and Design®, P.O. Box 3146,Savannah, Ga. 31402, T: 912.525.6971 – Fax: 912.525.6974, E-mail address - [cgarskie@scad.edu](mailto:cgarskie@scad.edu).

NAME(Print)	SSN	PHONE	GCCA Member Yes or No
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
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19. _____			
20. _____			

NOTE: If necessary, copy this side of form to continue recording attendance. Mark here [ ] to indicate this copy is a supplemental sheet. The ACCA/GCCA /NBCC provider number is 1024. GCCA (Association) Bylaws, Article IX....Continuing Education shall be provided at the annual conference and at jointly sponsored programs with Georgia’s institutions of higher learning. Coordination between the Association and the participating institutions of post secondary education shall be conducted under the following rules: (1) The counseling facility (identified as center, office, services, department or similarly named facility) on the campus of any of Georgia’s private and public, accredited institutions of post

secondary education shall be identified as the institution's provider. (2) The institution's provider shall have an employed counselor, who is an Association member, to coordinate sponsorship with the Association. The counselor is usually the institution's Director or Coordinator of Counseling or similar title. (3) A formal request shall be submitted to the Association's Continuing Education Committee Director on an Association form outlining the particulars of the proposed continuing education. (4) The Continuing Education committee Director shall coordinate with the provider to insure that the proposed continuing education is approved, actually conducted, and attendance recorded.