

Qualifying Presenters and Programs

The ACER Associate Director of Clinical Education and Research verifies that all presenters/authors and programs/topics appropriately fit the qualifications and requirements. Metrocare ACER Clinical Education programs align all presenter/author requirements and program/topic qualifications and requirements with those set by NBCC.

The ACER and Metrocare staff serve as primary presenters and authors for Clinical Education Programs. We have previously accepted known presenters from outside the institution to speak here at ACER. Below is the written policy and formalized process for proposal submissions.

1. **Submission for Presenters**
 - a. An ongoing open call for proposal submissions will be advertised on ACER's website and communicated internally via appropriate channels. Review and response times will be indicated on submission form with submission instructions noted below. *Direct outreach regarding calls for proposal submission may be directed to professional counseling organizations, groups, and graduate-level counseling institutions.*
 - b. Interested Presenters/Authors may submit their program proposal application for review and consideration for part of ACER clinical education program via a program proposal form emailed to acer@metrocareservices.org and directed to the Associate Director for Clinical Education and Research.
 - c. Program proposal forms and guidelines are available on the ACER website. Proposal submissions are open year-round.
 - d. The form will request *Trainer/Presenters/Authors qualifying* information:
 - Education: Degree, Major/Field of Study, Institution, and Year graduation (relevant degree must be from an institution in the United States)
 - Relevant experience and training related to the topic presented/ authored.
 - Professional license/certification (include # and state)
 - Attach current CV or professional resume.
 - Attach a presenter/author bio that articulates the information about
Attach a professional photograph of the presenter/author (required once accepted)
 - e. And *Topic/Content Qualifying* information:
 - Title of Program or Session
 - 3-4 Learning objectives for the Program/ Session
 - Identify the anticipated length of the program/session.
 - Select content area(s) to which the subject matter is most closely related
 - Peer-reviewed references list; the majority of references in the last 5 years
2. **Verification:** ACER Associate Director of Clinical Education and Research will verify that Trainer/Presenters/Authors and topic/content
 - a. meet qualification standards noted above
 - b. are vetted or assessed regarding the quality of their presentation skills (if possible)
 - c. align with the population served at Metrocare and/or

- d. are developmentally supportive of the professional knowledge and skills of graduate-level counselors providing services at Metrocare services and/or serving individuals within Dallas County and surrounding communities.
3. Approval
- a. Programs are officially accepted on a quarterly basis yet can be accepted mid-cycle as determined by ACER.
 - b. Addition to the ACER clinical education training calendar varies based on existing programming scheduled, availability of staff and training facilities, and the time needed for advertising and marketing programs.
 - c. Approved trainers will be informed of and sign an acknowledgment of:
 - Metrocare ACER Educator requirement regarding the disclosure or use of client information in a Clinical Education Program. *Client information must not be disclosed by a presenter unless proper informed consent has been obtained for use in a continuing education program. Composites of real-life case examples are commonly used in continuing education programs to provide examples or facilitate role plays or discussions while maintaining confidentiality.*
 - Presenter must agree to make all published information available to participants and Metrocare ACER without restriction, including program descriptions, presentation materials, name and qualifications of each presenter/author/trainer, and program agendas and schedules.
 - Presenter must be willing to make appropriate accommodations to program content when there is a participant with legally recognized disabilities. ACER will collaborate with presenters to support this process.
 - d. Program content concerning the diagnosis, evaluation, and/or treatment of clients must be clinically sound, consistent with well-established theories, principles, and techniques accepted by the professional mental health community, as well as the current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*. As such, the ACER Associate Director for Education and Research may request the completed program demonstrating compliance to the above be submitted before acceptance.
 - e. Content restrictions exist for non-counseling profession, physical health, political and religious, and sexual orientation change topics and are specifically outlined below:
 1. Non-counseling Profession Content Restriction. Content cannot be solely or primarily designed or intended for professions other than professional counseling, the general public, paraprofessional counselors, or any other individuals engaged in counseling or other mental health activities who are not graduate-level professional counselors.
 2. Physical Health Content Restriction. Content cannot be solely or primarily concerned with the medical or physical health of clients.
 3. Political and Religious Content Restriction. Content cannot state or imply in any manner that individuals who act inconsistent with, or who do not accept, a particular political or religious belief or principle are dysfunctional or otherwise inappropriate or that the belief itself is unacceptable or incorrect.
 4. Sexual Orientation Change Content Restriction. Content cannot present or include information promoting Sexual Orientation Change Efforts as a therapeutic method.

Note: ACER does not discriminate against any individual or group with respect to any service, program, or activity on the basis of gender, race, creed, national origin, sexual orientation, religion, age, organizational membership, or any other basis prohibited by law and does not require program

presenters or participants to accept or adhere to any religion, religious principles, creed, or political principles. ACER expects presenters to adopt the above when delivering programs at Metrocare.