

ALL CEUS POLICIES & INFORMATION

Welcome to AllCEUs.com

Welcome. As an educator, mother, wife, program administrator and clinician, I understand the immense demands placed on your time and budget. I created AllCEUs.com to provide you with the most up-to-date information in an easy to access format in order to encourage you to continue learning even after you have received your CEUs for the renewal period.

In compliance with the regulations of the *National Board for Certified Counselors*, the *Florida Certification Board*, the *Florida Board of Nursing* and the state of *Florida's Board for Mental Health and Marriage and Family Counseling and Social Work*, we are providing the following information:

Mission

To provide cost and time effective classes that enable practitioners to stay up-to-date so they can apply current research in their practices.

AllCEUs.com was created to provide busy professionals the continuing training the need to keep abreast of new developments in the field. We create 80% of our trainings from current best-practices literature or research from professional journals. By providing the information online, in .mp3 format and using adaptive learning quizzes, we not only appeal to a variety of learning styles, but also can meet the demands of organizations and professionals in private practice who cannot afford to take time off to go to conferences. Finally, it is our desire to increase the rate of knowledge dissemination and encourage professionals to translate research to practice.

Target Audience

These programs are targeted to licensed mental health professionals, professional and paraprofessional addictions counselors, school counselors and nurses working with persons with mental illness or addictions.

Schedule and Format

Courses are available online 24-hours per day. Each course will consist of a text that is usually downloadable (usually in .pdf format), an adaptive learning quiz to help you master the information, a course test to take when you have finished reading and studying the material and, on course longer than 4 hours, an outline and/or a PowerPoint. The PowerPoints and outlines and .mp3 files are designed for you to use as study aids, not as replacements for reading the material.

Courses will be added approximately one every 2 weeks.

We guarantee that there will be at least one medical errors, one 4 hour HIV course, one course on domestic violence and one course on ethics.

Fee

Fees are subject to change without notice. This program provides you with unlimited access to CEUs for a flat annual rate, provided you keep your subscription active. Once you cancel your subscription, your access to the site is discontinued.

Cancellation/Refund Policy

If you subscribe to the site and take any quizzes, you automatically forfeit your right to a refund. Once you are finished taking courses, if you do not wish to renew for the next year, you can cancel your subscription. See the .pdf titled PayPal information on the front page of the site.

Credentials of Instructor(s)

All quizzes will be derived from information from printed texts that come from credible sources such as refereed journals, text books and the National Institute of Drug Abuse. Dr. Snipes received her PhD. In Counselor Education and is Licensed in Florida as a Mental Health Counselor. She has worked for nearly a decade in community mental health as both a line clinician and a program administrator.

Set of Instructions for Completing the Program and Earning the Hours

To earn your hours is simple.

1. Read the designated text
2. Take the "Course Exam."
3. Once you pass the "Course Exam" with at least an 80%, click on the "Certificate" link.
4. Print and Save your certificate.

We maintain a grade book with each persons total CEUs. For those people licensed in Florida, we upload your CEUs every 90 days to CE Broker.

Optional Study Aids

Study Questions

If you would like to practice with some questions, you can take the "study questions." These questions are provided in an adaptive learning environment to aid you in solidifying your understanding of the material.

PowerPoints and Outlines

PowerPoints and Outlines are provided to aid you in studying the material.

.MP3/Audio Files

We anticipate adding audio files in the near future. This voice recording is also available for people who wish to download it to listen to on their iPods or .mp3 players. These recordings provide an overview of the material to be learned.

General Information: We were founded to provide accessible, affordable CEUs that encourage professionals to stay up to date on current research and best practices.

The contact person and her/his position should be listed.

Contact Person: Dr. Snipes

Nursing Input:

The information we use comes from professional, refereed journals and published best practices, and we pay a Registered Nurse to survey the site and courses on a quarterly basis.

Funding:

We are completely self-funded.

Operational Policies and Procedures:

All information comes from refereed journals, published best practices and recognized professionals in the field (i.e. Kathryn Zerbe for eating disorders). The tests are compiled by Dr. Snipes who received her doctorate in Counselor Education.

Describe record keeping policies and who will sign the certificates for the participants.

Certificates are produced automatically once the participant achieves a score of 80% or better on the course exam. If they are unable to access a printer, a certificate can be mailed to them.

Records are stored on our server. They are backed up every 24-hours on our server and a mirrored server, and a hard copy made every month. All financial information is stored in Paypal.

All records will be kept for a minimum of 7 years

Ongoing Evaluation: Submit an evaluation tool. Each course has an evaluation at the end as required by the National Board for Certified Counselors.

Explain how offerings will be revised and need for additional subjects determined.

As new information becomes available, old courses will be made inactive and replaced with new. Additionally, topics indicated in the professional journals and by consumer request will be added.

Home Study/Online/Correspondence Courses: Identify the procedures you will use to determine the number of contact hours to be awarded.

Continuing education offered solely through written means (e.g., home study courses) is subject to application of the following criteria where the course/article must meet the minimum number of words/questions in order to obtain the stated number of hours.

Number of Words	Number of Multiple-Choice Questions	Number of Hours Approved
Up to 10,000 (20 pages single spaced Arial 10-11pt. font)	10	2
10,000-20,000 (21-40 pages single spaced Arial 10-11pt. font)	15	4
20,000-30,000 (41-60 pages)	20	6
very 10,000 (20 pages) Thereafter	5 Additional Questions	2 Additional Hours

List the procedure for issuing an attendance certificate to participants. Identify the length of time the participant has to complete the course.

Participants login using their username and password. They have an unlimited amount of time to complete the course. They only receive a certificate if they complete the course exam with a score of 80% or better.

Brief long range plan.

To provide affordable access to nurses and counselors to assist them in improving their counseling, assessment and interpersonal skills.

Plan for ongoing evaluation.

Through participant feedback, we will determine the preferred journals, preferred learning tools and work to make our site as user-friendly as possible.

Instructor/Clinical Director Credentials

Dawn-Elise Snipes
P.O. Box 1688 Alachua, Florida 32616-1688
E-mail: Dr.Snipes@allceus.com Phone: (352) 318-2000

Education

- University of Florida Department of Counselor Education: PhD, 12/2002
Dissertation: Differences in the Perception and Impact of Occupational Stressors Among Emergency Service Personnel
- University of Florida: Master of Health Science Rehabilitation Counseling: August, 1997
Completed Master's Degree in Rehabilitation Counseling with an emphasis on addictions
- University of Florida: Bachelor of Science in Health Psychology: June, 1993
Completed Bachelor's degree with an emphasis on behavior modification and health.

Certifications

- Certified Rehabilitation Counselor: #35520
- Approved Clinical Supervisor for licensees under F.S. 490/490
- Licensed Mental Health Counselor: #MH6287
- Nationally Certified Counselor: #53429
- Certified Victim Advocate State of Florida 1999-2000

Professional Societies

- Chi Sigma Iota: National Counseling Honor Society: 1997
- American Rehabilitation Counseling Association: 1996
- American Counseling Association: 1997 to 2002
- Alachua County Critical Incident Stress Debriefing Team 2002

Relevant Employment

- **University of Florida Department of Counselor Education**
Lecturer
Taught graduate substance abuse and eating disorders counseling classes. Wrote and taught undergraduate online classes: stress management and alcohol and drug awareness. Hired to assist the department in developing a an online graduate program offering certification in addictions counseling
Supervisor: Harry Daniels
- **Meridian Behavioral Healthcare:** 1/97 to 6/2006.
Program Director IV: Residential, Intensive Outpatient, Aftercare and Dependency Drug Court, Adult and Children's outpatient services at the Gainesville, Starke and Lake Butler Clinics
 - Recruit, hire, train, discipline, provide supervision to, schedule and audit a staff of 15-21
 - Restructure internship program and recruit, train, supervise and schedule interns/volunteers
 - Recruit for and maintain the clients and billable hours in assigned programs
 - Manage budget resources for all programs ensuring adequate earnings in each cost center
 - Ensure clinical quality and professional development
 - Write grants for mental health and substance abuse programs
 - Create a 60-hour on-line clinical enhancement training to ensure that all clinical and case management staff are cross-trained in working with addictions and mental health issues.**Supervisor:** Richard Anderson

- **Dawn-Elise Enterprises, Inc. 2000-2005**

Owner, Senior Clinical Supervisor, PhD, LMHC, CRC

Private practice in wellness-based counseling and education with the belief that small changes in one area can produce multiple, reciprocal changes in all other areas of functioning. The focus is on providing cost-effective, non-threatening counseling, consultation and education to people who are dealing with issues of stress, anxiety, burnout, depression and other stress-related somatic complaints and disabilities. Psychoeducation and support groups are provided in a HIPAA compliant on-line format. Dr. Snipes has been on the provider panel for Blue Cross/Blue Shield, AvMed, Health Options, Cigna and Medicaid and provided educational, intervention and counseling services via phone, online and face-to-face methods.

- **Eighth Judicial Circuit Guardian ad Litem 1999-2000**

Case Coordinator for Criminal Cases in the 8th Circuit

Recruited, trained and managed volunteer case counselors. Managed the VOCA grant that funded the position. Attended court, assisted victims with filing for compensation.

Supervisor: Margaret Macgauley Michael Whiting could also speak to my performance

- **Central Florida Community College: 5/01 to 8/01**

Adjunct Professor

I taught Personal Wellness, a class focusing on emotional, mental and physical stress management and the systemic effects of stress on people and society.

Supervisor: Chuck Gonzalez

- **University of Florida: 4/99-8/2002 Salary: \$1,600/class plus tuition waiver**

Graduate Assistant, Ph.D. (can)

- Taught undergraduate Stress and Anxiety Management and Substance Abuse Education to classes of 50 to 100 students. This class is approached from a systemic wellness perspective focusing on emotional, mental, physical, social, spiritual, and vocational causes of and remedies for stress and addiction and their reciprocal effects on every other area of wellness.

- Involved in peer counseling with students.

- Provided group and individual clinical supervision to mental health counseling students.

Supervisor: Dr. Harry Daniels, Department Chair

Committee Chair: Dr. James Archer Jr.

- **Institute of Public Safety Santa Fe Community College 2000-2001**

Instructor for the academy and continuing training for local departments

Taught the interpersonal skills block and other classes related to counseling, stress management, crisis intervention and mental health.

Supervisor: Dr. Blalock; Tscharne Senn

Grants

- Wrote and managed the VOCA grant for the 8th Judicial Circuit Guardian ad Litem: 10/1999.
- Wrote the following grants for Meridian Behavioral Healthcare:
 - Methadone Maintenance Treatment Program: October 2003
 - Substance Abuse Prevention Partnership Grant: May 2004
 - Fetal Alcohol Spectrum Disorders/SAMHSA Grant: November 2004
 - SAMHSA Targeted Capacity Expansion Grant: January 2005
 - Department of Juvenile Justice Delinquency Prevention Grant: February 2005
 - SAMHSA Targeted Capacity Expansion Grant for Elders: March 2005
 - Success by Six Grant from United Way

Publications and Research

- **Research Project:** Effect of the Media on Body Image 10/2004 Co-authored with Elizabeth Sullivan
- **Research Project:** Organizational Needs and Attitudes Regarding Dual Diagnosis Programs 12/2003
Surveyed over 300 clinicians at Meridian Behavioral Healthcare using the CODECAT and COMPASS to identify organizational and training deficiencies that need to be addressed to more effectively serve a dually-diagnosed clinical population. Applied survey research methodology and synthesized the data to produce meaningful results for the entire agency, by department and by shift.
- **Columns:**
 - **Police Benevolent Association's Roll Call** 2003-present
 - **Police One** 10/01-present
 - **Alumbo.com** 9/01 to present
 - **Alachua Today** 1/2001-3/2002
- **Article:** Privilege v. Confidentiality: Issues in Mental Health Services: 5/99
Police Stressline Journal, April, 1999 Issue