

Tips for Drafting Co-Sponsorship Agreements

This document is meant to serve as a guide for those CAMFT-approved continuing education providers who wish to co-sponsor continuing education courses.

What is a Co-Sponsorship?

In a co-sponsorship, a CAMFT-approved continuing education provider partners with another party and uses its CAMFT-approved status to offer credit for a CE course or courses.

What information should be included in a Co-Sponsorship Agreement?

Per the California Code of Regulations which outlines the requirements for continuing education to Board of Behavioral Science licensees, continuing education providers must have procedures to identify and document the functions of each participating party when a continuing education provider works with another party to develop, distribute, and/or present a continuing education course or courses.ⁱ

- The Co-Sponsorship Agreement should indicate whom the agreement is between. (i.e., This contractual agreement is between _____ and _____.)
- The Co-Sponsorship Agreement should indicate the purpose of the agreement (i.e., Party A and Party B have established this agreement for the purpose of co-sponsoring _____.)
- The prior-written agreement should state that the CAMFT-approved continuing education provider maintains full responsibility for the activity or activities while collaborating with one or more organizations to provide continuing education credit which is being offered under the auspices of its approved continuing education provider status.
- Depending upon the type of Co-Sponsorship, provisions of the agreement may need to address:
 - Program Selection and Presentation
 - Promotion of Continuing Education Activities
 - Workshop Enrollment and Logistics
 - Financial Arrangements
- The agreement should state that co-sponsorship of the above-mentioned course or courses does not mean the CAMFT-approved continuing education provider is lending, selling or transferring CAMFT-approved continuing education provider status.
- The agreement should acknowledge that co-sponsored courses must fulfill professional development objectives and meet all criteria as set forth in CAMFT's *CEPA Program Manual*.
- Signatures of both parties, date signed

ⁱ California Code of Regulations, Title 6, Division 18, Article 8 §1887.4.3(j)