

**MCEP Provider Bulletin  
December, 2008**

We wanted to let you know that our **office will be closed from December 24<sup>th</sup> through January 5<sup>th</sup>, 2009.**

If you have course applications that need to arrive during that week, please get them in before December 19th so we can get them out for review before we close. That means if you have a course on February 1<sup>st</sup> you need to have the application in by December 19th or it will not be accepted as it would be late. Please review the Criteria and Policy Manual regarding Placeholder Procedures if you are unable to meet that deadline.

**Something(s) New**

Starting January 1, 2009 when sending in a fixed credit course application you need only send one copy. We also request that you no longer staple your application.

We are now accepting electronic course applications (***fixed credit courses only***) via email to [mcepaa@cpapsych.org](mailto:mcepaa@cpapsych.org). Conferences and grand rounds will continue to be filed as hard copies and in triplicate.

To submit an electronic application it must be in the following format:

- **one document in .pdf format**
- that document must consist of these specific sections in this specific order:
  1. signed, completed application followed by
  2. the three part syllabus followed by
  3. The vita's in order of appearance in the syllabus.

There is a sample application on our website. The payment must be with the electronic submission as the payment is due upon receipt of the application.

**Outdated Application Forms**

As of January 1, 2009, we will no longer accept old application forms. Please go to our website at [www.mcepaa.org](http://www.mcepaa.org) and click on the tab to the right for Provider Info and use the most current forms. Outdated applications are considered to be anything that does not match the current application on the website. We have had many requests for an After Course Report Form; one can now be found on our website under Provider Forms and we encourage its use.

**REMINDER**

We've moved to 1231 I Street, Suite 204; Sacramento, Ca 95814-2933 Please be sure you have made the address change in your files as well as notified your accounting departments. Please double check your paperwork before mailing anything in.

We also want to remind you that **every** time you send anything in to us (email, fax, or mailed), no matter what it is, your Provider Code needs to be clearly identified. Otherwise, our ability to match new information to our information on hand is compromised.

We have more changes planned for the coming year so keep checking the website for new information.