2026
CALL FOR PRESENTATIONS

CMSA Annual Conference
June 16-19, 2026, Las Vegas

Submission Site:
https//cmsa.societyconference.com

Submission Deadline: Oct. 20, 2025

Questions? Send an email to: education@cmsa.org

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Congratulations on taking the initiative to prepare and submit a proposal for presenting at CMSA's 2026 Conference in Las Vegas. The following information is designed to help you achieve a successful submission.

While earning CE credit is a valuable aspect of CMSA's conference program, our primary goal is to provide case management professionals with high-quality programming that fosters professional growth, regardless of their career stage or work setting.

To ensure your content meets our standards, please adhere to the recommendations outlined in this packet. These guidelines are intended to support both new and experienced presenters in organizing and developing their presentations effectively.

WHY PRESENT?

Presenting at a conference is a rewarding opportunity to share your knowledge, grow professionally, and make a meaningful impact in your field.

Whether you're a seasoned expert or emerging leader, submitting a proposal opens the door to valuable experiences such as:

Sharing organizational best practices and outcomes.

Contributing to the advancement of best practices/innovation.

Showcasing your expertise and achievements.

Fostering professional growth and peer collaboration.

Elevating the case management profession.

Case managers are advocates, leaders, influencers, problem-solvers, educators, and more! Across all work settings and within the broader healthcare landscape, a common challenge persists: how to best meet our clients' needs in an industry that is continually evolving. Legislative and regulatory changes trickle down, leading to further changes at the employer level. Initiatives aimed at engaging newcomers to case management, enhancing our practice, reinforcing our value, and protecting our profession will ultimately lead to increased recognition that case management is the true health care reform.

Case Management is a complex career choice and certainly not a path to take lightly. The need to adapt our practices and navigate new environments has never been more challenging. However, like most processes, time and tenacity yield outstanding results. In support of case managers, CMSA continues to pave the way for this rapidly expanding healthcare profession. Conference presentations and poster sessions should spark conversations and innovations, provide strategies and solutions, and offer practical tools and successful initiatives for professional case managers and case management systems.

CONFERENCE OBJECTIVES

The past few years have led to significant changes in care delivery models and reimbursement. The healthcare workforce has faced unprecedented challenges, and industry leaders have openly acknowledged that health inequities persist, negatively impacting the health and well-being of specific populations.

These issues impact case managers more than other healthcare professionals because we are involved and immersed in them.

For 2026, CMSA is seeking presentations that will equip case managers with the knowledge and skills necessary to navigate and thrive in the ever-evolving healthcare landscape.

Your proposal should address at least one of the general conference objectives and be based on CMSA's Standards of Practice for Case Management.

- **Objective One:** The participant will examine emerging care delivery structures and reimbursement models to discover the potential for improvements in health equity, care, outcomes, and satisfaction.

- **Objective Two:** The participant will identify best practices and examine evidence-based guidelines for targeted disease states or conditions and wellness for all client populations.

- **Objective Three:** The participant will identify opportunities in workforce development, professional development, stability, and strategies that address the achievement of wellness (integrated health) for self and other healthcare professionals.

- **Objective Four:** The participant will describe how all members of the care team can deliver patient-centered care in a diverse environment that demonstrates support and safety for clients and staff.

PRESENTATION TOPICS

CMSA seeks presentation proposals for the following categories/topics based on industry research and attendee conference evaluation results. These topics can be applied in any practice setting.

Ambulatory Case Management, for example:

- Implementing and measuring the impact of quality improvement projects in ambulatory care.
- Utilizing health information technology in ambulatory case management.
- Developing care pathways to improve patient outcomes and streamline processes.
- Identifying techniques for managing costs while maintaining high-quality patient care.

Care of the Older Adult, for example:

- Approaches to managing cognitive decline and providing effective care for patients with dementia.
- Addressing the unique nutritional needs and challenges faced by older adults.
- Best practices for preventing falls and improving mobility in older adults.
- Optimizing medication regimens and reducing risk of adverse drug events in older adults.

Communication Techniques, for example:

- Enhancing patient engagement with Motivational Interviewing for behavior change.
- Navigating conversations with patients from diverse backgrounds.
- Best practices for virtual interactions with patients and providers.
- Collaborating effectively for interdisciplinary team communication and conflict resolution.

Community Care, for example:

- Identifying and leveraging community resources to support patient care and improve health outcomes.
- Best practices for integrating Community Health Workers (CHW).
- Approaches to overcoming barriers to care and managing care for immigrants, the unhoused, and uninsured.
- Exploring placement options and care support for medically frail patients.

Disease / Condition-Specific Case Management, for example:

- Personalized planning in chronic disease management, such as diabetes, COPD, and heart failure.
- Applying population health strategies for high-risk conditions.
- Managing care across specialties for patients with overlapping conditions.

Legal / Regulatory / Ethics, for example:

- Strategies for identifying and resolving common ethical and legal challenges.
- Navigating the ethical challenges of digital health technologies, including data privacy, consent, and equitable access to care.
- Developing and implementing effective compliance programs to prevent misconduct and ensure adherence to legal and ethical standards.
- Understanding the impact of 2025 federal legislation on state Medicaid programs.

Maternal / Child Health / Pediatrics, for example:

- Managing high risk pregnancies.
- Reducing maternal morbidity and mortality.
- Improving outcomes for children with special healthcare needs.
- Approaches to improving family-centered care that support both the child and caregivers.

Mental / Behavioral Health, for example:

- Addressing Substance Use Disorders (SUD) case management in ambulatory setting.
- Strategies for integrating mental health services into primary care and other healthcare settings.
- Implementation of screenings to address behavioral health issues early.
- Effective approaches to crisis intervention and management of behavioral health.

Payer-Based / Workers' Comp / Health Plan, for example:

- Identify innovative cost containment strategies in health plans.
- Examine various funding models such as self-funding, level-funding, and captive insurance.
- Strategies for handling increasingly complex workers' compensation claims, including those involving comorbidities and long-term disabilities.
- Analyzing the impact of rising healthcare costs and inflation on payer strategies and case management.

Professional Development, for example:

- Enhancing emotional intelligence to improve communication, conflict resolution, and team dynamics in case management.
- Leading initiatives that promote continuous learning, quality improvement, and innovation.
- Strategies for fostering resilience within case management teams to handle stress and adapt to change effectively.

Readmission Prevention / Transition Management, for example:

- Leveraging technology and predictive analytics to prevent readmissions.
- Using risk stratification tools to identify high risk readmission patients for early intervention.
- Effectively managing transition of care coordination across the continuum.
- Designing effective discharge plans, such as the IDEAL framework.

Technology, for example:

- Explore how AI and machine learning can analyze patient data, predict outcomes, and identify high-risk patients.
- Discuss practical applications and case studies demonstrating the benefits of AI in personalizing care plans.
- Examine the expansion of telehealth services and their impact on case management.
- Explore the role of mobile health apps in disease management, medication reminders, and patient education.

Value-based Reimbursement / Managed Care / Medicare & Medicaid Programs, for example:

- Understanding and adapting to various VBC models.
- Addressing key Medicare and Medicaid regulatory updates.
- Strategies for working with MCOs to ensure patient-centered, cost-effective care.

PRESENTATION FORMATS

There are several ways to share your expertise in the CMSA Annual Conference Program. Here are a few of the presentation formats available to submit your content for consideration.
Presentations should be 1 hour in length.

Concurrent Session:
This is an in-person, podium session with 1-2 presenters. *Sessions are recorded and added to the Conference Digital Content.*

Panel Session:
This is an in-person session with a moderator and up to four panel members. Panel submissions must demonstrate panelists across multidisciplinary practice settings or expertise representing the topic. *Sessions are recorded and added to the Conference Digital Content.*

Digital Session:
This is pre-recorded content that is delivered online in the Conference Digital Content. *Digital-only sessions must be recorded by May 1, 2026.*

Poster Session:
This is a two-hour session presented in the Expo Hall. Great format for new presenters or for presenting case management graphs, research, process improvements, quality improvement, and any other topic or studies that shares proven results and outcomes. *This is an in-person session only and is NOT recorded.*

Workshop Session
This is an interactive, in-person session designed to engage participants in hands-on activities and collaborative learning. The workshop will be led by 1-2 presenters who will guide the activities, provide feedback and facilitate group discussions. Workshop submissions must demonstrate a clear plan for participant engagement and interactive learning. Workshops can be 2-4 hours.

Military/VA/DoD Session
This category is for individuals interested in presenting topics relevant to our MVD audiences either during the MVD Day Pre-Conference Program or during main conference concurrent sessions. Preferred topics should focus on issues that impact case management across various government services. Presentations will be delivered in-person by one or two speakers from the podium. Panel sessions are also welcome. NOTE: If you would like to present an MVD poster topic, please use the Poster Submission Form.

*Note: **Submissions NOT selected for their preferred presentation format may be considered for alternative formats such as poster or digital content.** However, presenters who indicate interest ONLY in their original format preference may not be offered an alternative, if their initial submission is not selected.*

SKILL LEVEL

Please identify the audience level applicable to your presentation. The levels and definitions are as follows:

NOVICE	INTERMEDIATE	ADVANCED
The content is designed for students and health care professionals new to case management, care coordination, and transition management. **It supports novice learners in building foundational knowledge and skills in these areas.**	This content is intended for learners with limited case management experience, offering **intermediate-level insights that build on existing knowledge.** Through real-world examples, it helps deepen understanding and enhance the skills of those not yet certified.	This content is designed for experienced case managers with a strong grasp of practice and culture. **It explores complex issues, supports leadership development, and is ideal for those in or pursuing leadership roles, certification, research, or process improvement.**

CONTINUING EDUCATION CREDITS

CMSA seeks to include as many of these credit types as possible. **In the submission, you will be asked to select the credits your presentation content should meet.**

- **RN** – Nursing
- **SW** – Social Work (approved through ASWB)
- **CCM & CCM Ethics** – Certified Case Manager
- **CDMS & CDMS Ethics** – Certified Disability Management Specialist
- **CRC & CRC Ethics** – Certified Rehabilitation Counselor
- **CPHQ** – Certified Professional in Healthcare Quality
- **CNLCP** – Certified Nurse Life Care Planner
- **CHLCP** – Certified Health Professional Life Care Planner

Ninety-nine percent of all sessions will be approved for RN and CCM credits and nothing extra is needed.
There are a few others that have more specialized criteria that we are seeking, as well.
More criteria for these credit types are available at the end of this packet.

CMSA submits CEs as a full conference rather than by individual session which means that **all required materials must be submitted by April 1, 2026.** This deadline ensures sufficient time to review submitted materials and complete the CE applications to the multiple licensing and certification organizations we are seeking CE credits.

Be prepared to provide slides and any other CE credential requirements to CMSA no later April 1.

TIMELINE

The following are estimated timelines for the speaker selection process, program development, and CE management for the 2026 Annual Conference. **Please note that these timelines are subject to change.**

Call for Presentations	**August 15 - October 20, 2025**
Committee Review Process	October 21 - November 30, 2025
Speaker Notifications	December 1 - December 5, 2025
Speaker Acceptance Period	December 6 - December 15, 2025
Staff Program/Schedule Development	Dec. 16, 2025 - January 15, 2026
Speaker and Poster Resources Provided	January 16 - January 23, 2026
Speaker CE Survey Completed	**January 24 - March 1, 2026**
Speaker PPT/Poster Content Preparation	January 24 - March 31, 2026
Final Content Deadlines: (PPT, Posters, Quizzes, CE Resources)	**April 1, 2026**
Staff Preparation for CEs	April 1 - April 15, 2026
Digital Content Recordings	April 15 - May 1, 2026
Speaker Registration Deadline	**May 1, 2026**
Session Handouts and Digital Only Recording Access	June 8, 2026

SUBMISSION REQUIREMENTS

You will be required to log in to the conference site **https://cmsa.societyconference.com/** to complete your submission and speaker requirements for consideration. *Please include information for **ALL speakers** at the time of submission.*

PRESENTERS:
- Concurrent: submission may have up to two presenters (presenter/co-presenter).
- Panels: Submission may have up to five presenters, including the moderator.
- Presenters are limited to two submission types.
- Presenters are limited to submitting two presentations.

SESSION TITLE:
- Keep your title clear, engaging, and **under 65 characters** (*not words*).

ABSTRACT:
- Provide a well-crafted, engaging description of your session. Abstracts should clearly convey the purpose, content, and value of the session, and **must not exceed 2,000 characters.**

SUMMARY:
- Summarize your session in a clear, engaging way that highlights its purpose and value. Keep it concise to **no more than 300 characters.**

OBJECTIVES:
- Provide **three (3) MEASURABLE** behavioral learning objectives relevant to the presentation content. ***Please use verbs from the acceptable list below***.

BIO:
- Submit a professional bio limited to **500 words or less** that highlights your experience, expertise, and background.

CV/RESUME:
- Upload a current CV or resume for each presenter at the time of submission.

INTERACTIVE EXERCISES:
- Describe how you plan to include an interactive element or audience engagement, such as polls, small group discussions, live demonstrations, or hands-on activities, in your session.

ACCEPTABLE VERBS FOR LEARNING OBJECTIVES

This list is approved by CCMC (CCM). Items in bold are also approved by both CCMC and ASWB (SW).

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
arrange	**classify**	**apply**	**analyze**	build	**appraise**
define	**compare**	complete	**appraise**	collect	argue
describe	critique	conduct	**calculate**	**compose**	assess
label	**describe**	**construct**	catalog	**construct**	**choose**
list	discuss	**demonstrate**	**categorize**	**create**	**compare**
memorize	**estimate**	**dramatize**	critique	**design**	**conclude**
name	**explain**	employ	debate	**develop**	defend
recall	**express**	execute	diagnose	devise	**evaluate**
recognize	**identify**	perform	**differentiate**	establish	**interpret**
record	**illustrate**	practice	**distinguish**	**formulate**	investigate
relate	**interpret**	respond	experiment	**integrate**	justify
repeat	locate	**role-play**	extrapolate	manage	measure
reproduce	reference	sketch	inspect	**modify**	**rate**
select	reiterate	**solve**	measure	**organize**	report on
state	report	**use**	quantify	**plan**	review
tell	**restate**		**relate**	prepare	score
underline	review		test	propose	**select**
	summarize		theorize	revise	support
	tell				
	translate				

PRESENTATION REQUIREMENTS

Presentations are due April 1, 2026
Presenters will receive a link to upload their presentation and required CE documents.

POWERPOINT SLIDES:
- All presentations must be created using the PowerPoint slide template provided by CMSA.

PROFESSIONAL SLIDE FORMATS:
- Presentation materials are expected to follow best practices in professional slide design standards for clarity, consistency, and visual appeal, and should align with APA's Inclusive Language Guidelines.

DISCLOSURES:
- Presenter must declare any vested interest or relationships with the content being presented.

REFERENCES:
- Presentations must include a minimum of three primary source literary references that directly support the content.
- All references should be published within the last five years, with the exception of seminal works that remain foundational to the topic.

CITATIONS:
- All graphs, graphics, tables, photos, and videos included in the presentation must be properly cited with appropriate source attribution.

ETHICS:
- For programs that address ethical principles, please ensure inclusion of all required content and references in accordance with CCMC's PACE criteria.
- This includes clearly linking the content to CCMC's Code of Professional Conduct, as well as incorporating the relevant information into the program outline and presentation slides.
- For further guidance, refer to the Continuing Education Overview.

SW / CRC QUIZ:
- For sessions eligible for Social Work (SW) and Certified Rehabilitation Counselor (CRC) credits, a 10-question quiz is required.
- Each quiz must primarily consist of multiple-choice questions that reflect the presentation content, with no more than three true/false questions.
- Please refer to the 'Session Quizzes' section of this guide for detailed instructions.
- Completed quizzes are due by April 1, 2026.

CONTENT CREATION AND USE OF AI

In today's technology, AI tools are efficiently used as writing assistants. This can be useful to tighten up sentences, check spelling, and suggest grammar.

However, CMSA presenters should personally create their titles, abstracts, objectives, and presentation content from personal knowledge and expertise on the topic they wish to present.
Submissions and presentations must be the original content of the presenter.

AI-generated content and presentations are strictly prohibited.

GENERAL PRESENTER TERMS AND CONDITIONS

- Presenters agree that their presentation is **unique and original** and **will NOT be offered six months before and six months** following CMSA's Conference.

- Presenters understand that their submission will be deidentified and unaltered during the review process. CMSA will make no corrections for typographical or grammatical errors. However, submissions may be returned for revisions and edits, if directed by the Education Committee.

- Presenters understand that CMSA reserves the right to edit the titles and content of abstract submissions.

- Presenters agree that their presentation and content will not be generated by AI and will represent their personal knowledge, expertise, or research.

- Presenters agree their presentation will be free from commercial bias.

- Presenters understand they are responsible for ALL travel-related expenses (including hotel, travel, transportation, and meals).

- Presenters understand they are required to register for the Conference. *If ONLY attending the day of your presentation, you may register for a complimentary day pass.* Those attending more than one day must register for the full main Conference. **Presenters will be offered a discounted rate on registration**.

- Presenters agree to the recording of their session (audio and slides). Recordings may be used as part of the conference's digital program. Recorded sessions may also be selected for placement in CMSA's Educational Resource Library for up to three years following the conference.

- Presenters understand that photos may be taken during their session and used in future collateral or social media posts.

PRESENTER DISCLOSURES AND AGREEMENTS

When completing the Submission, **all speakers will be asked to agree to disclosures and agreements**. Here is an overview of the statements you will be asked to review and agree to throughout the application.

Presenter Engagement and Responsibilities
- Presenters understand they are engaged as independent contractors, and their opinions do not represent those of CMSA.

- Presenters receive a discounted registration rate to attend the conference and must be registered to present.

- Presenters understand they are responsible for all expenses including, but not limited to registration, travel, ground transportation, hotel, and per diem.

- Presenters understand that CMSA does not provide honoraria.

Session Logistics and Expectations
- Presenters agree to arrive to meeting room at least 15 minutes early for setup.

- Presenters understand that there is no guarantee that the facility will offer complimentary shared Wi-Fi in meeting rooms. Please check with CMSA before finalizing your presentation.
- Presenters understand that CMSA is not responsible for shipping, tracking or other costs related to reproduction and distribution of supplemental handouts or other materials.

Content Standards
- Presenters understand that the presentations should be free from commercial/marketing bias. Educational sessions shall not contain marketing content for a product, business, individual service, nor will promotional materials be permitted for distribution to attendees before or after the presentation without prior approval from CMSA.
  Note: Presenters may include their company logo/name on the title slide and contact/Q&A slide (last slide) ONLY within their PowerPoint presentation.

- Presenters understand that their presentation must be unique and **not offered 6 months prior to or after** the CMSA's conference.

- Presenters understand that CMSA does not permit equipment demonstrations during educational sessions. If your session is product/service oriented, CMSA expects the presentation to focus on technologies being used in the field, not solely on a specific product or service that your organization provides.

Conduct Standards

- Presenters agree to conduct the presentation in a professional manner; and should refrain from use of offensive language and/or profanity.

- Presenters understand that CMSA reserves the right to interrupt a session and/or ban any offending presenter from future CMSA events.

- Presenters understand any additional promotional or educational pieces associated with your educational activity must be conducted with the full knowledge and prior approval. (i.e., brochures, flyers, giveaways, etc.)

- Presenters understand that CMSA files for conference CEs as a program and not individual sessions; and must abide by strict deadlines to file program CEs. Presenters agree to abide by all CMSA deadlines to meet criteria for continuing educational approval.

Review and Approval Process

- Presenters understand that their submission will be reviewed by CMSA's Education Committee unaltered and will not be corrected for typographical or grammar errors prior to being reviewed.

- Presenters understand that CMSA reserves the right to edit the title, content, and/or objectives of the abstract submission(s).

- Presenters understand to ensure educational quality and adherence to CE guidelines that pre-approval of session content, PowerPoint, handout and/or poster mockup is required by CMSA and should be submitted for review by the stated deadlines. **A PowerPoint template will be provided once your session has been approved.**

Disclosure and Legal

- Presenters agree to indemnify, hold harmless, and defend CMSA for any alleged liability resulting from Presenter's presentation, both verbal and written, including libel, slander, violation of Copyright, or misstatement of fact.

- Presenters must declare any vested interests or conflicts of interest in the submission, as well as the presentation, including any commercial, financial, research relationships or interests within the past 12 months that you or an immediate family member have that might affect your independent involvement in the planning of the activity.

Recording and Distribution

- Presenters agree to allow their respective PowerPoint or session materials to be posted to CMSA's Conference website for access by registered attendees for review and/or download. Files will be converted to a PDF file format prior to website posting and shall contain Presenter names, contact information and any copyright notice.

- Session and Panel presenters understand that audio and slides will be recorded and may be placed in the digital content for the remainder of the conference; and in the CMSA Educational Resource Library for up to three years for CMSA Members.

CMSA knows the most well-received sessions often include interactive components that offer opportunities for attendees to engage actively. Therefore, **please consider innovative alternatives to traditional lecture formats as you craft your submission**, i.e., video enhancements, small group interactive discussion, audience polling, competency practice session of specific skills, etc.
Errors in spelling and grammar may result in a submission rejection.

SCORING CRITERIA

Reviewers do not see the presenter's information and will score only on the quality of the submission content submitted, *i.e., category, title, abstract, objectives, etc.*

Submissions are BLINDED to prevent any potential bias.

<u>T</u>**o ensure your submission is competitive:**
- Be sure your content is **clear, concise, and aligned with the conference objectives.**
- Carefully **review your submission for spelling and grammatical errors** as these can negatively impact your score.
  - Consider drafting your submission in a Word document to check word/character count, grammar, and spelling before copying it into the submission fields.
  - Ask a colleague to review your submission and provide feedback before finalizing.

Program selections will be based on selection criteria for Concurrent, Panel or Poster, using **scoring criteria and qualified needs assessment based on the following**:

- **Originality**
- **Emerging trends**
- **Practical application**
- **Topic and abstract** are consistent with the conference objectives
- **Content Leve**l - Novice, Intermediate or Advanced

- **Absence of self or product promotion/marketing**
- **Session Objectives** – measurable learning goals written clearly and concisely that define the knowledge, skills, and abilities the learner will be able to demonstrate following this experience.
- **Presence of at least one interactive exercise/audience engagemen**t within the session.

Scoring Guidelines

Abstract Construction
The content and quality of the abstract will impact the selection process. Following is an example of a well-constructed abstract:

Health Confidence: A Novel Approach to Patient Education to Reduce Readmissions

There is a continued focus on the patient discharge process as hospitals continue to tackle readmission reduction and prevention. The motivating factors are many: reduction of costs and penalties, optimization of payment, achievement of pay for performance measures and improvement of publicly reported quality indicators and patient satisfaction measures. "Potentially preventable readmissions" have been connected to insufficient or ineffective discharge strategies.

Chronic, high-profile conditions such as congestive heart failure (CHF), diabetes and chronic obstructive pulmonary disease (COPD) have been identified as the main foci of readmission reduction projects. A review of literature demonstrates that health literacy is intimately tied to a patient's success at managing their chronic condition(s). Current discharge education strategies such as 'teach back' do not appear to be consistently utilized to meet the need of properly preparing this population to self-manage.
This presentation will review the importance of health literacy, the impact that lower health literacy plays in patient engagement and readmission reduction, and review tools and strategies to positively impact greater health literacy in our populations.

Description of Activities/Approaches Introduced

The purpose of the issue, project, process improvement, or research is clearly and concisely stated. The proposed issue or problem is presented sufficiently to understand the author's choice of research or practice-based approaches. There is sufficient information described for the project activities such that conference participants will be able to discern if these activities might be helpful to adopt. If appropriate, include where the project, study, or investigation is with outcomes.

- **Background.** Sufficient background information and evidence are included to connect broader issues, context, rationale, and support for the work.

- **Learning Impact and Significance.** The abstract addresses the significance of the issue or project/research.
  - The abstract provides content that will be highly engaging, interactive, and practical.
  - The abstract describes a compelling problem or topic in case management practice.
  - The project or issue described can lead the field in new directions or add to and deepen our understanding of issues associated with the topic.
  - The abstract fits into the theme of the Conference.
  - The activity contributes to, or enhances, the field of online, distance, or e-learning.
  - The potential of the issue, project, or research adds to, or deepens, our understanding of the issues associated with the topic.
  - Research or practical applications that lead the field in new directions often is more worthwhile than replications of existing studies.

- **Assessment.** If the project is completed, the results are briefly summarized. If the project is in progress, the author(s) indicate expected outcomes and notes that it is in progress and expected summary outcomes of the projects are addressed.

- **Mechanics.** The abstract is clear, concise, and well-organized. Abstract honors the standard rules of correct grammar, punctuation, spelling, and formatting.

- **Interactive Exercises.** Each presentation must include an exercise that engages the audience. This can include polling by a show of hands, polling software (if the internet is available), games, specific discussion topics, or role-play.

CONTINUING EDUCATION CREDIT REQUIREMENTS

Today's certification and licensing bodies have become much more stringent in the requirements to issue continuing education credits. While some find the process lengthy and complicated, these requirements must be met for CMSA to issue CE credit. **Here are some highlights of the CE types CMSA will be filing.**

Please review and see if your content addresses the requirements for any of the below, and then select the ones that will be aligned with your presentation. Please refer to the CE Overview for detailed information on the CE requirements for your presentation to qualify attendees for earning that credential. More support will be provided to complete the requirements once your presentation is accepted.

CASE MANAGER CERTFICATION (CCM) CREDITS:

**All sessions will be submitted for standard CCM continuing education credits through the Commission for Case Manager Certification (CCMC)
View:** CCMC's Code of Professional Conduct.

CCMC
Commission for Case Manager Certification

ETHICS TOPICS INCLUDE, BUT ARE NOT LIMITED, TO:
- History and evolution of values and ethics in Case Management
- Ethics theories, codes, interpretation, and application
- Professional values, character, morals, and self-awareness about professional ethical behavior
- Ethical decision-making processes, models, and dilemma examples:
  - Ethical conduct
  - Ethical/moral development
  - Interprofessional collaboration and ethics
  - Ethical practice, including multicultural issues, cultural competence, diversity

**CCMC Ethics Identification and Outline
Due: April 1, 2026**

**CCM ETHICS: If your session addresses ethical principles, it may qualify for CCM Ethics credit.
To be eligible for CCM Ethics, your presentation MUST:**
1. **Explicitly reference the CCMC Code of Professional Conduct and Principles.**
2. **Clearly connect these ethical standards to your topic throughout both the presentation and the session outline.**

SOCIAL WORK CREDITS:

Social work has some additional requirements that must be met. If you feel your presentation does meet the social work requirements, please be sure to reflect this in at least one learning objective. To determine if your session would meet the requirements for social work hours, here are some questions about your topic to consider:

ASWB
Association of Social Work Boards

- Does your program address mental health issues, or human behavior in the social environment?
- Does your program address interventions and coping with disabilities, or clients' integrity?
- Does your session deal with the patient in his/her environment?

**10-Question Quiz
Due: April 1, 2026**

Theories and Concepts of Human Behavior in the Social Environment
- Social determinants of health, financial factors, behavioral motivation and/or adherence.
- Address how the unique nature of illness, wellness, and prevention impact clients and/or populations.

- Explore how to empower clients and/or populations toward achieving health, wellness, etc.
- Content explores the impact of macro or societal factors on micro or individual practice.
- Addresses the ways client behavior is impacted across the various life stages, and the implications for the client and practitioner.

View: Full list of acceptable and unacceptable topics for SW programs.

CERTIFICATION OF DISABILITY MANAGEMENT SPECIALIST (CDMS) CREDITS

The goal of CDMS is to facilitate the physical recovery, rehabilitation, and return-to-work process while seeking to control the escalating costs of injury, disability, and absence for employers, insurance carriers, and the government.

Each CDMS must abide by the CDMS Code of Professional Conduct. Certified professionals must also adhere to any other professional codes of conduct to which they are bound.

CDMS Domain Identification and Ethics Outline
Due: April 1, 2026

Domain Focus Areas for CDMS Continuing Education
Review pages 7 and 8 of the CDMS Code of Professional Conduct for additional details.

- **Disability and Work Interruption Case Management:** Disability and Work Interruption Case Management involves ethical performance of necessary activities pertaining to an individual's illness or injury to ensure quality of care, recovery, and cost effectiveness. This entails planning, managing, and advocating for that individual's return to meaningful work, a process that includes coordination of benefits and services and implementation of return-to-work plans.

- **Workplace Intervention for Disability Prevention**: Workplace Intervention for Disability Prevention involves joint labor/management collaboration in the identification of workplace safety and risk factors. It also covers the recommendation and implementation of prevention, health and wellness-intervention practices and strategies, such as ergonomics, job analyses and return-to-work programs.

- **Program Development, Management and Evaluation:** Program Development, Management and Evaluation include identification of, need for and implementation of comprehensive disability management programs utilizing best practices and metrics.

- **Employment Leaves and Benefits Administration:** Employment Leaves and Benefits Administration includes management of employment leaves, health and welfare plans, payroll and systems management and other risks associated with work interruption.

- **Ethics:** Coursework topics under this area may include:
  - Ethical Practice in Disability Case Management
  - Ethical Practice in Disability Prevention and Workplace Intervention
  - Ethical Practice in Program Development, Management and Evaluation

CDMS ETHICS: In order to earn CEs in the ethics focus area, **the content of the program must show evidence that the CDMS Code of Professional Conduct is referenced and properly cited within the presentation or a comprehensive program outline.**

Examples of such evidence include:
1. Reference to the CDMS Code within the promotional or marketing materials, or
2. Written explanation from the presenter that states the way and extent to which the CDMS Code will be addressed within the presentation and through a session outline.

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION (CRC) CREDITS:

The standards of this mandatory code are intended to assure the public that the rehabilitation counseling profession accepts its responsibility to provide caring service to individuals with disabilities. All CRCs are bound to act in accordance with the Code of Professional Ethics.

Domain Focus Areas

Review pages 11-14 of the CRCC Code of Professional Ethics for additional details.

- Professional Orientation
- Counseling Theories, Techniques and Evidence-based Practice
- Group and Family Counseling
- Crisis and Trauma Counseling and Intervention
- Medical and Psychosocial Aspects of Chronic Illness and Disability
- Assessment, Occupational Analysis, and Service Implementation
- Career Development and Job Placement
- Demand-Side Employer Engagement
- Community Resources and Partnerships
- Case Management
- Health Care and Disability Management
- Research, Methodology, and Performance Management
- Ethical Standards and Decision-Making for Rehabilitation Counselors

(CRC) 10-Question Quiz

(Ethics only) CRC Ethics Identification Outline

Due: April 1, 2026

CRC Ethics: The content must show evidence that the CRCC Code of Professional Ethics for Rehabilitation Counselors is the focus for an educational program/activity to be pre-approved for ethics CE. The Code must be referenced and properly cited within the presentation. An example of evidence includes a written explanation from the presenter stating the way and extent to which the CRCC Code will be addressed within the presentation. Must identify the ethical concept and standards to be presented and how it related to course content.

CERTIFIED PROFESSIONAL IN HEALTHCARE QUALITY (CPHQ) CREDITS:

This credential validates individuals' knowledge of healthcare quality practices and competencies. www.nahq.org.

Program Requirements

The learning objective(s) for your program must align with at least one domain area within the Healthcare Quality Competency Framework.

Your program must follow standard best practices for instructional design and development:

- Appropriate and clearly written learning objective(s)
- Clear program title and description
- Topic-level outline with a clear mapping to the Healthcare Quality Competency Framework domain area(s)
- List of teaching and assessment methodologies used
- Current references
- Healthcare quality subject matter expertise utilized during program development

CPHQ Domain Identification Outline Due: April 1, 2026

CPHQ Domain for CEs: If your submission is accepted and you have indicated this is a credential that aligns with your presentation, be prepared to send in the domain in the Healthcare Quality Competency Framework that ties to your objectives and content for your presentation for the NAHQ credit to the CMSA Educational Content Manager.

SESSION QUIZZES

Sessions approved for **Social Work and/or CRC credits** must also submit a quiz about the program content learned.
Deadline: April 1, 2026.

- Quizzes should be submitted in a WORD document.
- 10 Questions Required:
  - **TRUE/FALSE:** A maximum of three (3) or less questions may be True/False.
  - **MULTIPLE CHOICE:** At least 7 of the 10 questions should be in a Multiple Choice format.
- Questions should not be overly complicated or written to trick any attendee.
- Provide **BOTH Correct and Incorrect responses** for each question.
  - **Indicate the Correct response** by highlighting answer or changing to a RED font.

TRUE/FALSE QUESTIONS

You may submit a **maximum of three (3)** True and False questions.

- Questions should be formatted as a FACT, **not** a yes or no question.
- The attendee should determine if the FACT stated is a True or False statement.
- Indicate correct response.

EXAMPLES:

- Aging in place concepts are only related to your home environment. True / False
- All generations have similar needs for things like autonomy, independence, and connection. True / False

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MULTIPLE CHOICE QUESTIONS

- **Submit 7 or more Multiple Choice questions.**

- **Format as a Question, not a Statement.**

- Provide four (4) responses for each question for the learner to review and select.

- Provide **both the correct response and the incorrect responses** on the document.
  - ONLY ONE CORRECT RESPONSE:
    - Correct responses should be one selection, not multiple. *(i.e., Answer should not be A & B as the "correct responses.")*
    - *If there are multiple right answers, try making the question as "which one is NOT correct" and have one preferred response.*
  - BE CREATIVE: Avoid creating all questions having the correct response as "All of the Above."

- **Do not use a fill-in-the blank format** where a word is selected to complete a blank in a statement.

EXAMPLES:

- What is the most popular home upgrade?
  - a. Remodeling the bathroom
  - b. Getting new windows
  - c. Improving the bathroom
  - d. Adding on rooms

- All the following statements are true EXECPT which one?
  - a. Generational differences are like cultural differences.
  - b. All generations are in competition with each other.
  - c. Work environment should be welcome to share ideas.
  - d. Everyone does not see things like you do.

Instead of this format....
When sharing a client/patient with a transdisciplinary team, best practices include:
  - a. Collaborating on care goals
  - b. Creating the care plan solo
  - c. Creating action items for team members
  - d. A and C

Consider....
When sharing a client/patient with a transdisciplinary team, which of the following is **NOT** a best practice?
  - a. Collaborating on care goals
  - b. Creating the care plan solo
  - c. Creating action items for team members
  - d. All of the above

PROFESSIONAL BIOs, CVs, and RESUMES

Professional bios tell more of a story where CVs and resumes provide a list of career and educational highlights. Usually written in third person, bios are written in an engaging, storytelling format that shares experiences and highlights that capture the essence of a person.

BIOGRAPHY

The bio should give a snapshot of where you currently are in your career, your level of experience, education and your core skills, strengths, and expertise that you bring to the table. This can include career highlights and notable achievements that are related to supporting the topic you will be speaking on to show your expertise in this area sharing unique qualifications, interests, and career milestones.

Writing A Biography:
Begin with these key sentences to get you started, then tie them together in a paragraph to tell your story.

- [Full Name] [Credentials] is a [professional title] with [company name]. May add number of years with company or in that role.
- [Name] currently [brief overview of expertise in your role currently].
- [Name or pronoun] has [mention your achievements or milestones].
- [Name/pronoun] is a [mention any relevant awards, trainings, publishings, or honors related to your topic]. May also share any unique degrees or certifications here if relevant to the topic presenting to show expertise.
- [Name or pronoun] is pursuing [goals, projects, training, etc. that relate to establishing continued growth in this area of expertise].

Tips for Writing a Biography

- 500 words or less
- Write in third person. This shows more authority.
- Be concise. This is an overview of professional accomplishments.
  - It is not necessary to share when and where you earned degrees, licensures, and certifications, unless it relates to the topic being presented.
  - This detail will be identified in the CV / resume you provide.
- Relevance is key. Keep it succinct and to the point.
- Make it interesting. Keep the reader intrigued to want to hear you speak.
- Avoid telling it all. The reader does not want your life story, just the highlights that set you up as someone qualified to present a high-level overview of the topic.
- Be authentic and sincere. Do not exaggerate your accomplishments.
- Avoid using industry jargon.

CURRICULUM VITAE (CV) versus RESUME

Each presenter will need either a CV or a Resume when submitting their proposal. Make sure content is up-to-date and created for your audience.

Curriculum Vitae

- A curriculum vitae is a professional career summary for those that have been professionally published.
- Normally used for academia, education, science, and research
- Longer than a resume – includes sections such as research, publications, presentations, professional associations, and more.
- Commonly at least two or more pages

Resume

- A professional resume is sufficient if you have never been professionally published.
- Concise summary of professional accomplishments relevant to the industry and audience.
- Commonly one page

View Templates for Examples:
Curriculum Vitae / Resume

Submission Checklist

☐ **Read the Call for Presentations Guide Thoroughly**
Familiarize yourself with all requirements, deadlines, and expectations outline in the guide.

☐ **Prepare a Strong Abstract and Learning Objectives**
Write a clear abstract with three learning objectives using the approved list provided in the Call for Presentations Guide.

☐ **Determine the Appropriate Session Format, Topic, and Target Skill Level**
Select the topic that best aligns with your content, choose the most suitable format, and indicate the target skill level for your content.

☐ **Confirm Speaker Bio and Headshot are Ready**
Ensure your have an up-to-date bio and high-resolution headshot.

☐ **Ensure CE Requirements are Met**
Confirm that your session meets all continuing education (CE) criteria, including learning objectives.

☐ **Engage and Confirm Co-Presenters/Panelists**
Collaborate with any co-presenters/panelists and ensure they are aware of their roles and responsibilities.

☐ **Review Submission Guidelines**
Double-check word limits and any required supporting materials.

☐ **Submit the Online Application**
Go to https://cmsa.societyconference.com. Log in using your CMSA profile login information. Ensure your profile is up-to-date. If you are new to CMSA, you will need to create a profile first.