

NASW-LA GUIDELINES FOR APPROVING CONTINUING EDUCATION PROGRAMS

The Louisiana State Board of Social Work Examiners has authorized NASW-LA to approve workshops and activities for social workers. Approved educational offerings may be used to meet the continuing education requirement for license renewal in Louisiana (20 clock hours per year). In an effort to ensure uniform high-quality learning experiences, the following will serve as a basis for approval.

APPLICANTS

Application for approval may be made by accredited schools, professional organizations, social service agencies, social work departments, hospitals, mental health centers, and other organizations that meet the criteria and conditions below. Individuals also may apply as specified below.

CRITERIA FOR AUTHORIZATION FOR SPONSORING ORGANIZATIONS

Applicants must have:

1. an organizational structure for continuing education with a designated and capable professional staff who administer and coordinate an organized schedule of continuing education;
2. a means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met;
3. a system for selection and supervision of qualified instructors;
4. a system for evaluation of programs by participants;
5. content which is clearly of use for social workers in their practice settings; and
6. input by a social worker (either BSW, MSW, DSW, or Ph.D.) in the planning and evaluation of the program. The application must include the name, degree, certification or licensure, and telephone number of the social worker.

PRESENTERS

A current vita will be reviewed for each presenter to ensure that he/she is a professional with the appropriate background, as well as proper licensing/accreditation, in the content area of the educational activity. The information submitted for each presenter must be no longer than three pages. For conferences or workshops in which more than five presenters are involved, applicants should submit the information on the forms provided (page 11 of the application). Applicants may not submit forms that are used for other professional association applications.

CRITERIA FOR AUTHORIZATION FOR INDIVIDUAL PRESENTERS

Individual applicants who are not affiliated with a sponsoring organization and who are applying as the applicant and presenter must demonstrate:

1. expertise in the area of the proposed presentation;
2. experience as an effective presenter in the topic area;
3. a system for evaluation of programs by participants;
4. content which is clearly of use for social workers in their practice settings;
5. input by a social worker (either BSW, MSW, DSW, or Ph.D.) in the planning and evaluation of the program. The application must include the name, degree, certification or licensure, and telephone number of the social worker.

PROGRAM QUALITY

Learning objectives and format of the proposed presentation will be reviewed to ensure high-quality learning experiences with clearly stated learning objectives, educational formats, and explicit expectations regarding background and participation of attendees. Representatives of the target audience must provide input during the program planning to ensure the suitability of the subject matter to the level of application. Planning, administration, presentation, and evaluation functions must be a constant concern of both sponsor and user groups.

PROGRAM EVALUATION

Methods of evaluation to determine the effectiveness of continuing education need to be an integral part of each program. There must be an initial statement of objectives for each program in order to ascertain that desired goals have been reached. Program objectives developed during the planning process may include, but are not limited to: changes in the attitude and approach of the learner to the solution of problems; presentation of new knowledge or updating obsolete information in specific content areas; the introduction and/or mastery of specific skills and techniques; and improvement in the selective responses of the learner. Evaluation instruments must include not only evaluation of satisfaction with the presenter's content, but also of the facilities, arrangements, and suggestions for future programs. The purpose of such evaluation is to ensure that learning needs of participants have been fulfilled and to assist in planning better programs in the future.

DETERMINATION OF CREDIT HOURS

The number of contact hours (60 minutes equals one contact hour) will be determined prior to the beginning of the program and will be based on the program objectives, content, format, methods of instruction, and schedule. Credit will not be awarded for contact hours after a program has been delivered. Application for approved contact hours must be made by the sponsoring organization, not by individual participants who attend the program.

Contact hour credit will include only actual instruction time with the presenter and discussions led by the presenter or staff pre-arranged by the workshop. It shall not include informal discussions over lunch or other non-instructional activities. In the event an educational program is connected with a meal function, time spent eating will not be included although credit may be approved for the educational portion of that time, generally no more than half of the time allotted for the meal function.

DOCUMENTATION OF ATTENDANCE

The sponsoring organization must monitor participant attendance at NASW-LA approved programs through the use of sign-in records or distribution of unique course codes at the end of each program.

ISSUANCE OF CERTIFICATES

Certificates must be issued to all participants who have successfully completed the program, and may be issued either by the sponsoring organization or by NASW-LA. If NASW-LA issues the certificates, the sponsoring organization must submit the following:

1. A CEU Participant Form, which will be sent to the sponsor when the program is approved;
2. a typed list which contains each participant's name, contact hours earned, and address information; and
3. a check payable to NASW-LA for the \$5.00 per participant fee.

If the sponsoring organization issues its own CEU certificates, the certificate must include the following statement: "This program was approved ____ (number and type of) contact hours of continuing education credit. Additionally, the certificate must include the name, date and location (city) of the program by the National Association of Social Workers – Louisiana Chapter as authorized by the Louisiana State Board of Social Work Examiners."

Certificates for partial attendance may be issued. If a participant attends six hours of an eight-hour program, a certificate for six hours only should be issued. It is the responsibility of the organizer of the program to document that the appropriate certificates are issued.

PERMANENT RECORDS

NASW-LA will maintain a permanent record of all contact hour credit awarded through NASW-LA sponsored workshops or a workshop where we issued the certificate. Cumulative records for each individual will be available on a permanent basis, and will be issued as an official statement or transcript upon the request of the participant. Records will be maintained for five years for NASW-LA members and three years for non-members.

There is a \$5.00 charge per certificate for those individuals who wish to receive formal documentation of an approved event from NASW. Replacement certificates will be issued to NASW members at no charge. There will be a \$5.00 charge for replacement certificates for non-members.

There is a \$15.00 charge per cumulative record requested for NASW members, and \$25 for non-members.

As part of the permanent record of each approved activity, the following information is necessary:

- | | | |
|---|---|--|
| <input type="checkbox"/> intended audience | <input type="checkbox"/> teaching | <input type="checkbox"/> information on the |
| <input type="checkbox"/> course learning objectives | <input type="checkbox"/> staff/qualifications | <input type="checkbox"/> sponsor/co-sponsors |
| <input type="checkbox"/> format | <input type="checkbox"/> evaluation of individual | |
| <input type="checkbox"/> program content | <input type="checkbox"/> performance | |
| <input type="checkbox"/> duration | <input type="checkbox"/> location of program | |

CRITERIA FOR PARTICIPATION

Applicant agrees to:

1. submit application information and application fee at least **THREE WEEKS IN ADVANCE** of each program;

a late fee of \$15 will be charged for applications submitted less than or equal to three weeks before the program date;
2. certify the participation of each person in the training program for whom contact hour credit is to be awarded;
3. submit the continuing education credit forms to the NASW-LA office **WITHIN 30 DAYS** of the program - typed or printed.
4. include in the announcement of program/courses the following statement:

“This program has been approved for {number and type} continuing education contact hours by the National Association of Social Workers, Louisiana Chapter as authorized by the Louisiana State Board of Social Work Examiners, and may be applied toward the continuing education requirements for licensure renewal;” and
5. limit any handling charge added to program fee to the actual expense of the continuing education certificate and the expense required to collect and send participant information to the NASW-LA office.

FEES

An administrative fee is required for each educational event and is due upon application. This fee is for the review of the application and does not guarantee approval. The fees are as follows:

- \$50 for a single day workshop being presented once.
- \$65 for a single workshop, being presented on additional dates within a 12-month period.
- \$65 for seminars/conferences (programs being offered over multiple days).
- \$15 Late fee - an additional fee for applications submitted equal to or less than three weeks of the program date(s).
- \$15 Additional fee for seminars/conferences (programs being offered over multiple days) offered for an additional date(s) within a 12-month.

Upon request, NASW-LA will invoice the sponsoring organization. If the sponsoring organization will be submitting request for approval with a Purchase Order, the Purchase Order number must be indicated on the application. Upon payment either a copy of the application or the approval letter, along with a copy of the Purchase Order must accompany the payment.

There is a \$5.00 fee for each participant who wishes to receive a continuing education credit certificate from NASW-LA. Fees for participants may be paid by the sponsoring organization or by the participants, and are due upon submission of the participant data sheets following the workshop. The participant data sheets and the appropriate fees should be submitted together to the NASW-LA office.

Please forward all application materials to:

*NASW-LA
700 North 10th Street, Suite 200
Baton Rouge, LA 70802
Attn: Continuing Education Coordinator*

Make checks payable to NASW-LA. All fees are non-refundable.

If you have any questions regarding this application, please call the chapter office at or 225-346-1234. FAX number: 225-346-5035.

NASW- LOUISIANA CHAPTER
APPLICATION FOR SOCIAL WORK CONTINUING EDUCATION CREDIT

Program Information

Title and Date of Program:

Location/ City of program:

Will this program be offered via teleconference?

Sponsoring Organization/ Individual: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Please list any co-sponsors: _____

Contact Person/ Title: _____

Address (if different from above: _____

Phone (if different from above): _____ E-mail: _____

What is your preferred method of communication? _____ Phone _____ E-mail

What is your preferred way to receive approval/ denial letter? _____ Mail _____ E-mail

Are fees being charged for the program?

Please attach brochure. Note that until approval is received, all publications must only indicate that an application has been submitted and approval is pending.

Please attach vita/ bio of presenter(s). The Presenter Data Sheet (page 9) may be completed for programs with more than five presenters.

Who is the expected audience?

Please list the learning objectives of the program (include relevance to social work):

Please provide agenda/outline of the program (including time table):

** Additional pages may be attached if necessary

Continuing Education Credit

Please indicate the total number of credit hours being requested in each category:

_____ Clinical _____ Ethics _____ General

Records

Will certificates be issued? _____

If yes, please list the person responsible, their phone number and address: _____

Name/ Title of person responsible for evaluations: _____

Address: _____

Phone: _____ E-mail: _____

* Please provide a blank copy of the evaluation tool to be used.

Person responsible for record keeping (attendance records must be kept for 3 years):

Name: _____

Address: _____

Phone: _____ E-mail: _____

Social Worker Involvement

A credentialed or licensed social worker must be a consultant or member of the planning committee for this program, please provide the following information:

Name: _____

Phone:) _____ E-mail: _____

List all social work credentials, licenses or certificates of this social worker:

What is the social worker's involvement in the program? (planning, presenting, reviewing, etc.)

Signature of social worker: _____ Date: _____

Signature of applicant: _____ Date: _____

If you are uncertain as to whether your program will qualify for social work continuing education, please use the following for guidance.

Guide for Assessment of Continuing Education

Program Content:

(Clearly Acceptable)

- _____ 6) Mainstream social work knowledge, skills and values
- _____ 6) Specialized social work knowledge, skills and values
- _____ 4) Information from related fields that is useful for social work practices
- _____ 2) Developing areas that may lack strong research, support or clear application
- _____ 0) Content that is specifically not acceptable or not related to social work practice

(Clearly Not Acceptable)

Program Presenter:

(Clearly Acceptable)

- _____ 5) Social worker with appropriate expertise in content area
- _____ 4) Related profession with ability to connect content to social work practice
- _____ 2) Lay-person (e.g. client) on the impact of needing/ receiving services
- _____ 0) Presenter with no apparent professional qualifications nor link to social work practice

(Clearly Not Acceptable)

Program Audience:

(Clearly Acceptable)

- _____ 4) Social work practitioners/ students
- _____ 4) Interdisciplinary professional audience that may include social workers
- _____ 3) Audience presumed to be primarily from another profession (e.g. nursing)
- _____ 1) Audience open to the general public
- _____ 0) Audience presumed to be primarily the general public

(Clearly Not Acceptable)

Total Score _____ (add score from each section to get Total Score)

An event must receive a total score (combination of all three sections) of 10 or more to be clearly acceptable for continuing education credit.

Application Fees and Payment:

An administrative fee is required for each educational event and is due upon application. This fee is for the review of the application and does not guarantee approval.

Please indicate which fee(s) are applicable:

- _____ \$50.00 for a single day workshop being presented once
- _____ \$65.00 for a single day workshop, being presented on additional dates within a 12-month period
- _____ \$65.00 for seminars/conferences (programs being offered over multiple days)
- _____ \$15.00 Late fee – an additional fee for applications submitted equal to or less then three weeks of the program date(s)
- _____ \$15.00 Additional fee for seminars/conferences (programs being offered over multiple days) offered for an additional date(s) within a 12-month period

Payment Method:

Check (No.) _____ Credit Card type (see below) _____

Master Card/ Visa number: _____

Expiration Date: _____ Signature: _____

P.O. #: _____ Bill to: _____

Agency: _____

Address: _____

Telephone: _____ Attn: _____

Sponsoring organization verifies that it meets the Criteria for Authorization as described in the NASW-LA Guidelines for Continuing Education Programs.

Sponsoring Organization/ Individual

Authorized Agent

Date

FOR OFFICE USE ONLY (3513)

DATE: _____ ORDER # _____ GL# _____ AMOUNT _____ AUTH # _____ BATCH# _____

PRESENTER DATA SHEET

To Be Completed for Conference or Workshops with More than Five Presenters

Presenter' s Name/Degree,Credentials_____

Place of Employment/Title_____

Work Address_____

Work Phone _____ Fax _____ e-mail_____

Title of Presentation_____

Brief Biographical Statement:

Presenter' s Name/Degree,Credentials_____

Place of Employment/Title_____

Work Address_____

Work Phone _____ Fax _____ e-mail_____

Title of Presentation_____

Brief Biographical Statement:

Presenter' s Name/Degree,Credentials_____

Place of Employment/Title_____

Work Address_____

Work Phone _____ Fax _____ e-mail_____

Title of Presentation_____

Brief Biographical Statement: