

Sponsoring Organization: _____

**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. the offering must be clearly identified by name, address, telephone number and other contact information;
3. the location of the workshop should be designated;
4. a means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met;
5. a system for selection and supervision of qualified instructors;
6. a system for evaluation of programs by participants;
7. 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, signature, degree, certification or licensure, and telephone number of the social worker.

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PRESENTERS

An accurate vita/professional data shall be submitted and 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. For conferences or workshops in which more than five presenters are involved, applicants should submit the information on the forms provided (page 12 of the application). Applicants may not submit forms that are used for other professional association applications.

Applicant is responsible for completing bio sheet on all presenters which shall include license type, credential number, degrees, current employment, education, training and pertinent experience to present on a particular subject.

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, signature, 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.

The topic and its development shall be appropriate and meaningful for professional social workers. The title of the workshop should adequately reflect the content. The relevance of content to social work should be stated. Clearly state learning objectives and educational format methods (such as lecture or stimulated learning situations) for achieving those objectives. Include agenda and time schedule for the educational offering. NASW-LA will be sensitive to cultural issues when approving a workshop. NASW-LA will consider accessibility when approving a workshop. The relevance of each workshop must be given a numeric score based on LABSWE's Guidelines for Continuing Education.

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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 request for approval must designate the number of contact hours that the educational offering involves. 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 applicant assumes responsibility for keeping accurate attendance records. 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. The applicant will only issue credit for time attended. This should be written on the flyer to allow people fair notice.

The applicant shall retain attendance records of the educational offering for three (3) years.

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

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3. a check payable to NASW-LA for the \$10.00 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."

The certificate is to include the dates, location, topic, contact hours, presenter(s) and the approval organization. The cost charged to issue a certificate shall be stated.

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 three years for NASW-LA members and three years for non-members.

There is a \$10.00 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 \$15.00 charge for replacement certificates for non-members.

There is a \$25.00 charge per cumulative record requested for NASW members, and \$35 for non-members.

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

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

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 \$25 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.

ADVERTISING

The applicant shall stipulate any fees charged for the educational offering and its cancellation policy. The applicant should also submit promotional materials of the program. The applicant will include on all advertisements, i.e. brochure, a statement relative to continuing education approval. EX: This program is approved for # of hours (clinical/general/ethics) contact hours by NASW-LA as authorized by the Louisiana State Board of Social Work Examiners. The applicant shall not advertise an education program as approved until official notification is received.

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:

- \$75 for a single day workshop being presented once.
- \$100 for a conference (conference is defined as being offered over continuous days)
- \$25 Late fee - an additional fee for applications submitted equal to or less than three weeks of the program date(s).
- \$25 Additional dates/locations added within the one (1) year of the date of the first workshop, as will be indicated on your original approval letter.
- \$25 Additional fee for any changes to workshop, including but not limited to date, location, time, presenter, topic, etc.)

As stated above payment is due upon receipt of application. 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 \$10.00 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 by the sponsoring organization.

Please forward all application materials electronically to:

NASW-LA at
info.naswla@socialworkers.org

If you are mailing a check for your application payment, mail to NASW-LA, 700 North 10th Street, Ste. 200, Baton Rouge, LA 70802. Your application will be processed once we receive your check payment. **All fees are non-refundable, as they are for the review process and not for approval.**

If you have any questions regarding this application, please contact the chapter office at info.naswla@socialworkers.org.

NASW- LOUISIANA CHAPTER
APPLICATION FOR SOCIAL WORK CONTINUING EDUCATION CREDIT

For Pre-Approval of Social Work Continuing Education Program Credits, application to be considered for approval must be completed in its entirety and all requested supporting documentation attached. Please use the checklist on Page 11 acknowledging your attached supporting documentation.

If the application is not complete, an email will be sent to you acknowledging your application was not complete (incomplete applications will not be returned). Fees paid are for submission of application and do not guarantee approval.

Workshop Information

Workshop Title: _____

Date of Workshop: _____

Time of Workshop: _____

Continuing Education Credit
Please indicate the total number of hours being requested in each category:
_____ Clinical Hours _____ Ethical Hours _____ General Hours _____ Supervision

Location/ City of Workshop: _____

Will this workshop 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: _____

Complaint Procedure: Do you have a procedure to handle complaints such as: refunds, complaints about course, etc. ____ Yes ____ No

ADA Accommodations: My organization agrees to comply with the reasonable accommodations provisions of the American with Disabilities Act.

Promotional: Please attach brochure, if available.

Note: Until approval is received, all publications regarding workshop must only indicate that an application has been submitted and approval is pending.

Instructor(s): Please attach vita/ bio of presenter(s). The Presenter Data Sheet (page 12) may be completed for workshops with more than five presenters.

Attendance: Who is the expected audience? The certificate can only include the actual hours the participant was in the room.

Learning Objectives for Course:

Recordkeeping:

Person responsible for recordkeeping:

Name: _____

Address: _____

Phone: _____ Email: _____

*Attendance records must be kept for three (3) years.

Evaluation: Please describe evaluation tool and provide a blank copy of the evaluation tool to be used.

Social Work Involvement: A credentialed or licensed social worker must be a consultant or member of the planning committee for this workshop and the following information needs to be provided:

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 workshop? (planning, presenting, reviewing, etc.)

Signature of social worker: _____ Date: _____

I certify that the information provided herein is accurate.

Signature of applicant: _____ Date: _____

NOTE: *If the social worker involved is also the person completing the application, both signatures need to be complete.*

Checklist for Continuing Education Application

(Before submitting your application, please use the checklist below to assure that the packet contains all required information needed for a timely review and determination of your application.)

Application must include:

- Title of Workshop**
- Date of Workshop**
- Location of Workshop**
- Signed application verifying the application meets the Criteria for Approval**
- Involvement and Signature of a credential or licensed social worker**
- Clearly defined objectives**
- Clearly defined agenda**
- Biographical information for presenter(s)**
- Evaluation form**
- Method of payment (Check, Purchase Order or Credit Card Information)**
- Completed Guide for Assessment of Continuing Education**

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. **If a category (Program Content, Program Presenter or Program Audience) rates a zero, regardless of the total score, the educational offering is not acceptable for social work continuing education.**

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:

- _____ \$75.00 Single day workshop being presented once
- _____ \$100.00 Conference (conference is defined as being offered over continuous days)
- _____ \$25.00 Late fee - an additional fee for applications submitted equal to or less than three weeks of the workshop date(s)
- _____ \$25.00 Additional dates/locations added within the one (1) year of the date of the first workshop
- _____ \$25.00 Additional fee for any changes to workshop, including but not limited to date, location, time, presenter, topic, etc.

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:

Frequently Asked Questions Continuing Education Approval Process

1. What format shall I use to apply for CEU's?

Effective March 2013, the NASW-LA Continuing Education Application was changed. A pdf version of the form is available on the website, which you may download, complete and FAX, email, or mail the completed application to the NASW-LA Chapter Office. Completion of the pdf form on the website is not available at this time. If you would like to complete the form online, please contact the Chapter Office so that the Word version of the form can be sent to you.

2. We do not have a social worker available to sign off on the application. Can our LPC or psychologist sign off?

No. The criteria approval process required by the Louisiana Board of Social Work Examiners specifically requires that a credentialed social worker must be involved in the planning and evaluation of the educational offering. This social worker should be identified by name and credential. The social worker must verify that he/she participated in the development of the presentation and the evaluation process.

3. We have applied for clinical hours only to have our approval letter indicate that the offering has been approved for general hours. Why does this happen?

Clinical Social Work is defined in our Practice Act as follows:

“specialty within the practice of master’s social work”

Administrative Rules further clarify as follows:

“The practice of clinical social work requires the application of specialized clinical knowledge and advanced clinical skills in the area of prevention, assessment, diagnosis and treatment of mental emotional, and behavioral and addiction disorders. Treatment methods include the provision of individual, marital, couple, family and group psychotherapy. The practice of clinical social work may include, but is not limited to private practice, employee assistance, and addiction services.”

When reviewing CEU applications, NASW-LA uses the following statement to define clinical content:

“To be considered clinical in content, the workshop must address at least one of the following areas of practice: prevention, assessment, diagnosis and

treatment of mental, emotional, behavioral and addiction disorders through the application of social work theory and methods.”

4. We want to submit one application for a monthly workshop on various topics. Can we call this a conference and pay one fee?

No, unless your conference is on continuous days, you cannot complete one application. Each workshop must be submitted on a completed individual application, including all required elements and fees.

5. We want to submit an application for one workshop to be offered on multiple dates throughout the year. When does our 12 month period begin and end?

The 12 month period begins with the first date of the first workshop as indicated in your original approval letter. There will be no revisions to this time frame.

6. We sent you our bio information earlier in the year. Can you make a copy for subsequent applications with the same presenters?

No. Each application must stand on its own and contain all required elements.

7. We are planning to hold 2 workshops on the same day with 2 different topics. Can we use one application?

No. Each workshop will require its own application and fee.

8. We want to submit an application but we have not yet determined the date(s) or place(s). Is this allowable?

No. We must have at least the first date and location identified, before we can review your application. If you are planning to add dates and locations, you will be invoiced for these changes in the original application in accordance with the fee schedule on page 10 of this application.