



CONTINUING EDUCATION APPROVAL PROGRAM

Guidelines



**NASW, OH Chapter
33 N. 3rd Street, Suite 530
Columbus, Ohio 43215**

GUIDELINES FOR CONTINUING EDUCATION APPROVAL

1. INTRODUCTION

The National Association of Social Workers, Ohio Chapter (NASW,OH) offers formal social work continuing education (CE) approval for programs that meet specific criteria. These educational offerings may then be used by social workers to meet the CE requirement for social work licensure/certification renewal in the State of Ohio.

2. ELIGIBILITY

All providers, defined as any individual and/or organization responsible for the overall development and implementation of continuing education in social work, may submit an application. These include providers of workshops and conferences at a State or local level. Application for continuing education approval must be made by the sponsoring organization (provider), not by individual participants who attend the program.

3. SOCIAL WORK LICENSURE BOARD ENDORSEMENT

The NASW, OH Approval Program has been authorized to provide continuing education approval, as of March 2010, by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (CSWMFT).

4. STANDARDS and REGULATIONS

Providers must agree to adhere to the *NASW Standards for Continuing Professional Education* and uphold the *NASW Code of Ethics*. These documents may be found on the NASW website.

NASW Standards for Continuing Professional Education:

www.socialworkers.org/practice/standards/cont_professional_ed.asp

NASW Code of Ethics:

www.socialworkers.org/pubs/code/code.asp

It is strongly recommended that applicants of NASW-OH CE APPROVAL PROGRAM consult the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board's Rules and Regulations to review continuing education requirements for licensure renewal. (Please visit <http://www.cswmft.ohio.gov/> to view the statutes and regulations.)

5. DETERMINING THE NUMBER OF CONTINUING EDUCATION CREDITS FOR YOUR PROGRAM

NASW, OH awards **contact hours** for approved programs. One contact hour equals one hour of instruction. The number of contact hours is determined prior to the beginning of the program and is based on the objectives, content, format, methods of instruction, and program schedule. A workshop or program must be a minimum of one hour in length.

Time devoted to announcements, welcoming speeches, scheduled coffee breaks, lunch, and other social events is not included in the number of hours considered. Credit is usually given at 50% of the allotted time for an educational program connected with a meal function. The continuing education provider is instructed to estimate the number of contact hours on their application. NASW determines the final number of contact hours for a program.

6. ATTENDANCE MONITORING AND EVALUATION DATA

NASW-OH requires evidence that the provider has an established system of monitoring attendance, such as sign-in sheets. Providers must include a sample of the monitoring system such as a sample sign-in sheet. NASW-OH will provide an example sign-in sheet upon request. When programs have been approved, only those individuals who satisfactorily complete the program will receive credit for attendance. NASW, OH needs evidence that the continuing education organization has a system of monitoring attendance. It is the responsibility of the organizer of the program to document that the participant met this standard. Examples of monitoring attendance include: distribution of participant sign-in/sign-out sheets, use of electronic name badge readers, and the issuing of unique session codes to participants at the conclusion of programs, or at each session.

Sponsoring organizations must return sign-in/sign-out sheets (or alternate method used to monitor attendance) to NASW, OH 30 days after completion of each program. The sponsoring organization must total and initial the contact hours for each participant.

Summary evaluation data must be sent to NASW, OH within 30 days after the program's conclusion.

For a sample sign-in/sign-out sheet, and a sample evaluation form, visit www.socialworkers.org/ce/approval.asp and refer to the file(s) entitled "Participant Attendance Monitoring Form" and "Summary Evaluation Data Form," respectively.

Failure to provide sign-in sheets and evaluation data may result in a delay of approval or denial for future events. NASW-OH reserves the right to randomly audit attendance records or evaluations of the sponsoring organization. NASW-OH reserves the right to audit the registration process and monitor adherence of all professional development application rules and regulations by randomly attending approved events.

7. PERMANENT RECORDS

It is the responsibility of the provider to maintain program, attendance and financial transaction records for all participants. Such records should be kept for a minimum of five years and be made available to participants.

8. PROGRAM QUALITY

Representatives of the target audience, social workers, 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 the providers.

9. ISSUING CERTIFICATES

Certificates may be issued to participants who have successfully completed the program **either by the approved provider or by NASW, OH**. If NASW, OH issues the Continuing Education Certificate, the provider must submit the following: (1) the CE Participant Form in which the provider has tallied and initialed the total contact hours for each participant; (2) a Microsoft Excel Certificate File that contains participants' names, addresses, and total number of contact hours earned; and (3) **one check made payable to NASW, OH** for the total certificate fee at \$10.00 per certificate. There is also a \$10.00 charge for duplicate certificates.

For a sample CE Participant Form, and a sample Microsoft Excel Certificate File, visit www.socialworkers.org/ce/approval.asp and refer to the file(s) entitled “CE Participant Form” and “Microsoft Excel Certificate File,” respectively.

If the approved provider prefers to issue its own certificates, the certificate must include the following statement: “This program is approved by the National Association of Social Workers, OH Chapter (provider # _____) for _____ continuing education contact hours.” **Use of your provider number on all certificates is required.**

10. Original & Re-Submissions of Continuing Education Program Titles

The continuing education program certificate and approval number are valid only for the ***date(s)/location(s)*** listed on the application at the time of submission. ***There is no limit as to the number of dates/locations that can be listed on the original submission; however, all dates must fall within a one year time frame. For example, if the first program date on the original submission is January 1, 2011, the dates/locations that can be listed on the original submission application must fall between January 1, 2011 and December 31, 2011. Each date listed on the original submission must have corresponding location information, including hotel or convention center, city and state.*** If the sponsoring organization needs to re-submit an ***identical*** continuing education program for a ***date/location*** not listed on the original submission ***or a date/location that falls outside of one year after the original program date***, then the sponsoring organization may designate the application as a re-submission and pay the appropriate fees for this category. This re-submission does not guarantee approval. Further, the re-submission category only applies to applications that have not undergone any alterations from the original application submitted to NASW-OH Chapter, with the exception of date and location. Changes to the application will disqualify the continuing education program from being considered as a re-submission and will be re-categorized as an ***original*** submission.

11. APPLICATION FEES

There is a one-time application fee of \$100.00 for all new providers. The corresponding review fees for each continuing education program or conference are paid by both new providers and renewing providers on an annual basis. All fees are to be submitted with the application and are nonrefundable. Please refer to the Payment Form included in the Application for specific rates and information. NASW, OH offers two packages for programs: one package for five and one package for 10 is available. When using the package option, the expiration date of the first program approved applies to all programs within the package. Once the program is approved, it may be hosted as many times as you like within the twelve-month approval period.

If the program is denied CE Approval, or it is withdrawn when the application process has begun, NASW,OH will keep a \$100.00 processing fee, deducted from the annual fee for the program. If additional information is requested to approve the program, you are required to respond within 10 business days. If this information is not received within the time allotted, NASW will keep \$100.00 of the annual fee for the program and return the materials submitted for approval. Applications for CE Approval must be submitted in no less than four (4) weeks prior to your program. If you request NASW to approve a program that is scheduled to occur within four weeks of the application, your organization will be charged a late fee.

Once the program is approved, it will be posted on the NASW OH Web site and administered under the **exact name** shown on the application and approval letter. If you wish to change the name of your organization, there is a \$25.00 charge.

12. ADVERTISEMENT

A. How to Promote NASW,OH Approval on Your Program Literature

Programs approved by NASW may display the following information on their promotional material: "This program is approved by the National Association of Social Workers Ohio Chapter (provider # _____) for _____ continuing education contact hours."

B. NASW Web Site List of Approved Programs

NASW, OH will make program information available (including the course name, date, location, and contact information) at: www.naswoh.org. Course information will be posted within 15 days of approval.

C. NASW Targeted Marketing

Your program listing on the NASW, OH Web site will be accompanied by a list of applicable NASW Specialty Certifications and Specialty Practice Sections to increase enrollment in your program.

D. NASW Label Rental

NASW can assist in publicizing your program to 3,800 NASW, OH members. Information on advertising opportunities and mailing label rental is available at www.naswoh.org or call 614-461-4484.

E. NASW News

Reach over 4,000 social workers through an advertisement in the *NASW, OH Update* and NASW electronic monthly newsletter. The *NASW, OH Update* is NASW, OH's primary means of communicating with the membership about association activities and developments in professional practice and social policy. For more information, visit www.naswoh.org or call 614-461-4484.

12. SUBMITTING APPLICATIONS TO NASW

- ✓ *Ensure that you complete all requests in the application. Incomplete applications will not be reviewed. Application fees are non-refundable.*
- ✓ Ensure you are using the most current CE Approval Application, available at www.naswoh.org.
- ✓ Complete the CE Approval Program Payment Form.
- ✓ Prepare check payable to NASW, OH or provide credit card information based on total figure on Payment Form.

Complete Application for CE Approval, and send materials to:

National Association of Social Workers, OH Chapter
33 N. 3rd Street, Suite 530
Columbus, Ohio 43215

If you have questions, please call 614-461-4484

E-mail: info@naswoh.org

For additional information on NASW, OH please visit us online at www.naswoh.org.

CONTINUING EDUCATION APPROVAL PROGRAM

Application



NASW, OH Chapter
33 N. 3rd Street, Suite 530
Columbus, Ohio 43215

CE Approval Program Payment Form
This form must be submitted with complete application and mailed to:
NASW, OH Chapter,
33 N. 3rd Street, Suite 530, Columbus, OH 43215

Name of Organization _____

Included in your program approval cost, all programs approved will be listed on the NASW, OH website, www.naswoh.org events page.

✓	DESCRIPTION	FEES	NUMBER	AMOUNT
	1 workshop – original submission	\$100.00		
	1 workshop – re-submission	\$75.00		
	Rush Processing – for applications submitted less than 20 business days prior to the event	\$50.00		
	Conferences or Events with more than one workshop – original submission	\$250.00		
	Conferences or Events with more than one workshop – re-submission	\$200.00		
	Continuing Education Certificate(s)	\$10.00 per certificate		
Total				

Payment:	
	Check #: _____ or
	Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
	Credit Card #: _____ Exp. Date: _____
	Print Name on Card: _____
	Authorized Signature: _____

APPLICATION FOR NASW CE APPROVAL

Please complete and return the completed application including attachments. Submit application information at least **20 business days** prior to each program. We suggest that you submit a typed form, as **illegible applications will not be accepted**. Applications will not be reviewed until payment is received and **all** information is included on the application below.

A. Provider Information

1. *Name of organization*

2. *Staff contact person*

3. *Title*

4. *Phone number*

5. *E-mail address*

6. *Fax*

7. *Web site address*

8. *Mailing address*

9. *Mission statement of organization*

10. *Name and credentials of social worker involved in planning and evaluation of program*

11. *Mailing address*

12. *Phone number*

13. *Description of the responsibilities of social work staff/consultant*

14. Has your organization been approved as a continuing education provider or had program approval with other professional associations?

Yes No

If yes, list the full titles of organizations:

15. Has your organization been denied approval as a continuing education provider or had a program denied approval?

Yes No

If yes, explain:

16. Has your organization done business under another company name within the past 3 (three) calendar years?

Yes No

If yes, provide name(s) of other business(es):

B. Program Information

Please duplicate Section B (pp. 8-10 only) if your organization wishes to have more than one program approved.

1. Title of continuing education program

2. Proposed date(s), time(s), city(ies) of program

Date(s)	Time(s)	City(ies), State(s)

3. Social Worker Focus Areas. Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> SW Theory | <input type="checkbox"/> SW Research |
| <input type="checkbox"/> SW Methods | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Human Development & Behavior | <input type="checkbox"/> SW Administration |
| <input type="checkbox"/> Social Welfare & Policy | <input type="checkbox"/> SW Practice for Special Populations |
| <input type="checkbox"/> SW Values and Ethics | <input type="checkbox"/> Other _____ |

4. Explain how the content of this program directly relates to the focus area(s) checked in item three above.
5. Provide a brief course description.
<input type="checkbox"/> Attachment B-1 Attach a copy of program public relations brochure or publication sent to participants in advance of program. If final copy is not yet available, submit draft copy.
<input type="checkbox"/> Attachment B-2 Attach a copy of the course schedule outlining the sequence of topics and instructors during the program.
6. Describe the teaching methods utilized during the program, such as video, overhead, lecture, small group discussion, etc.
7. Number of continuing education contact hours requested
8. Who is the target audience for your program?
9. List the approximate number of participants.
10. Program Instructor(s) Name(s) with current resume(s). <input type="checkbox"/> Attachment B-3 Attach copies of the instructors' vitae, resume or biographical summary for this program. * If you have more than 10 instructors, please submit instead an Excel spreadsheet that includes the instructors' names, credentials, business telephone numbers, email addresses, and Web site addresses (if applicable)

11. Learning Objectives

Learning objectives provide direction in the planning of a learning activity. They help to (1) focus on learners' behavior that is to be changed; (2) serve as guidelines for content, instruction, and evaluation; (3) identify specifically what should be learned; and (4) convey to learners exactly what is to be accomplished.

In reviewing your application, NASW will be looking for learning objectives that have the following characteristics: (1) the specified action by the learners must be observable; (2) the specified action by the learners must be measurable; and (3) the specified action must be done by the learners. The ultimate test when writing a learning objective is whether or not the action taken by the participant can be assessed. If not, the outcome probably does not meet all three of these characteristics. If this is the case, we will ask you to re-submit this information.

List the learning objectives for the program

1	
2	
3	
4	
5	

12. Evaluation Form

Each evaluation form **must list** the learning objectives from each program in order to ascertain that participant 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 to and/or mastery of specific skills and techniques, and improvement in the selective responses of the learner.

In addition, include feedback on participant satisfaction in the following areas:

- The quality of instruction and teaching ability (did the instructor present materials in a clear or orderly fashion, gear materials to a level appropriate to the audience, respond to questions and needs of the audience?)
- The instructor's level of knowledge and expertise.
- The usefulness of the program content for meeting each of the programs' stated objectives.
- The adequacy of the physical facilities (comfort, accessibility, space, visual and auditory support)

Attachment B-4

Attach a copy of the evaluation form used in your program.

CERTIFICATION OF AGREEMENT

The program sponsor agrees to the following:

- a. Provide facilities and programs that are accessible to individuals who are disabled.
- b. Each participant will be given a certificate of completion to document his/her attendance at the program. This certificate will contain; the name of the program sponsor, the program title and date(s), the name of the participant, the number of clock hours earned by the participant, the counselor, social worker and marriage and family therapist approval number assigned by the Board, and the signature of an official representative of the sponsoring organization.
- c. Include an evaluation component for the program offered.

Signature of Contact Person

Date

Office Use Only

Approval # :

Notification Date: