

NASW-MD CO-SPONSORSHIP AGREEMENT FOR CONTINUING EDUCATION CREDITS

The Maryland Chapter, NASW will co-sponsor in state programs which meet the requirements of both the NASW Standards for Professional Continuing Education and the continuing education regulations adopted by the Maryland State Board of Social Work Examiners.

Continuing education providers that sponsor more than six programs annually should apply directly to the Maryland Board of Social Work Examiners (410) 764-4788 and request an *Application to Sponsor Continuing Education Programs*. Providers who sponsor programs in others states in addition to Maryland should contact the Office of Continuing Education, National Association of Social Workers, (800) 638-8799, ext. 295. This office approves social work continuing education programs which are offered nationally. In order for the chapter to approve your application for co-sponsorship, please complete this entire document, make a copy for your files, and return to the NASW-MD chapter office.

All events must be approved for co-sponsorship by the NASW-MD chapter office. **The approval process requires a minimum of four weeks notification for consideration for co-sponsorship. There is an application fee of \$100.** If your program is accepted for co-sponsorship with NASW-MD, the chapter will provide continuing education certificates, and must maintain registration and attendance, program descriptions, and evaluations for the required six-year period. The chapter charges \$8 per certificate for NASW members and \$12 for non-members. Your organization is responsible for the following:

- Advertisement of the event as “co-sponsored by the National Association of Social Workers – Maryland Chapter” on all brochures and marketing materials.
- Collection of the certificate fee from each participant.
- Verification of NASW membership of participants when collecting certificate fees. (Verify through NASW membership cards and or through contacting the MD Chapter, NASW office)
- Submission to NASW-MD of one check for the entire amount of the collected certificate fees with the following materials:
 1. A typed list of participants requesting CEU certificates indicating NASW-MD member or non-member, and the participants’ mailing addresses. Please e-mail this list to jwnasw.md@verizon.net.
 2. A copy of the original sign in sheet with signatures of the participants.
 3. A completed evaluation form from each participant.

If all of the information listed above is not provided to NASW-MD, the Co-Sponsorship agreement is null and void, CEU certificates will not be awarded, and callers will be referred back to your organization.

- You may wish to advertise your program in our chapter newspaper, *The Maryland Social Worker*. Advertising information is located on our website at: www.nasw-md.org.
- NASW-MD reserves the right to have a chapter representative attend the event to monitor compliance with the continuing education requirements and promote the NASW-MD chapter.
- Upon receipt of your request for co-sponsorship with NASW-MD, the Professional Development Committee and/or the NASW-MD staff will review your request and return it to you with a signature and approval or the reason for rejection.

If you have further questions, please call the chapter office at 410-788-1066 ext. 13

Contact us at:

**The National Association of Social Workers – MD Chapter
5750 Executive Drive, Suite 100, Baltimore, Maryland 21228
Or email Jenni Williams at jwilliams.naswmd@socialworkers.org**

MARYLAND CHAPTER NASW CO-SPONSORSHIP AGREEMENT FORM

Please type or print all information.

Today's date: _____

Sponsoring organization and organization's address:

Organizational contact person and daytime phone number

Program/event title: _____

Location and address of event:

Number of CEU credits requested: _____ **Date of event:** _____

Time of program: _____

Organizational contact's email: _____

Contact person: _____ **Phone:** _____

Social worker involved in planning, implementing, and oversight of program:

Name _____ **Degree** _____

Phone _____ **email** _____

Expected number of participants: _____ **Expected number of certificates:** _____

Payment Information: Application fee is \$100.00 (Make checks payable to *NASW-MD Chapter*).

Credit card number: _____ **Expiration date:** _____

CVV _____ **Name on Card:** _____

Signature _____ **Date:** _____

Synopsis of program:

Provide a course outline of this program delineating break times and lunch/dinner.

Learning Objectives (Please list three, written from the participant's perspective):

1. _____

2. _____

3. _____

Teaching Methods:

____ Lecture ____ Q & A ____ Panel/Group Discussion ____ AV Presentation

Please attach promotional brochure and copy of program evaluation form

Name of presenter: _____

Degree _____

For multiple instructors attach a list of names/degrees. Please also attach a CV for all instructors.

What type of training experience has the instructor had on this topic? _____

Please sign the following statement and return the entire document to NASW-MD c/o Jenni Williams, Director of Communications and Continuing Education:

I, _____, having the authority of the organization identified in this document, am requesting co-sponsorship with NASW-MD for the stated program/event. I have read and agree to comply with the Maryland Social Work regulations for continuing education and *NASW's Standards for Continuing Professional Education*.

Signature _____ Date _____

For NASW-MD office use only:

Co-sponsorship accepted for: _____ Category I CEUs. Program # _____

Co-sponsorship not accepted (reason). _____

NASW-MD signature _____ Date _____

NASW STANDARDS FOR CONTINUING PROFESSIONAL EDUCATION

Standards for Assessing Providers of Continuing Professional Education

The standards and guidelines in this section are directed to the social worker who wants to be an informed continuing education consumer and to the provider who wants to meet professional expectations for continuing education. The social worker can use this section as a guide in assessing the provider's qualifications before enrollment in any given offering. The provider can use this section as a tool for self-evaluation, leading to continuing education of higher quality for social workers.

STANDARD 4: Providers of Continuing Professional Education Shall Have a Written Statement of Mission and Philosophy That Reflects the Values and Ethics of the Social Work Profession.

Interpretation: By examining the provider's statement of mission and philosophy, the social work consumer can determine the direction and leadership afforded by the provider. A clearly articulated statement serves as the basis for the provider's educational goals and objectives. In addition to the values and ethics of the social work profession, the statement should reflect the broad tasks of social work education: promoting quality instruction, knowledge, and skills building and improving service provision.

STANDARD 5: Providers of continuing professional education will plan an organized educational experience.

Interpretation: When planning a continuing education event for social workers, the provider needs to consider six essential program elements. The guidelines that follow delineate those elements and establish respective professional expectations of providers. The social work consumer, in turn, can use these guidelines as the basis for inquiry about a provider's qualifications, leading to better decisions about which offerings to pursue.

- *Program Development*—Adequate and responsive continuing education program development requires interaction among sponsoring administrators, the instructor or educational leader, and potential social work consumers. The provider needs to involve social workers in the identification of learning needs, in the selection and development of educational events to meet those needs, and in the establishment of appropriate evaluation mechanisms. Involvement of social workers with content expertise and an understanding of the educational objectives are recommended as well.
- *Program Content*—Continuing education events for social workers should clearly relate to social work practice, theory, and methodology; to the level of social work education; to social policy; or to administration, planning, and research related to human services. As a guide for participation, learning objectives and content designed to meet those objectives should be specified for each event. The way in which the content will meet the learning needs of social workers also should be made clear. Such information should be provided on promotional materials or upon request.
- *Participants*—Selection of participants for continuing education events must not discriminate by reason of sex, age, race, ethnic background, sexual orientation, physical abilities, or other characteristics. Promotional materials should state clearly the educational level of the social worker for whom the event is geared but not limited to, as well as any prerequisites.
- *Program Format and Instructional Methodology*—The provider should be able to demonstrate that the format and methods selected for continuing education were influenced by adult learning theory; the identified learning needs of the participants; and the learning objectives, the educational content, and the size and composition of the participant group. Methodologies need to be diverse and encourage the active participation of the learner in the educational process. A variety of teaching techniques should be considered, any assignments such as readings or structured exercises should be related to the conceptual content, and any audio-visual resources should be used in a planned manner.

Qualified Instruction—The sponsor of a continuing education event must make sure that the instructor, speaker, or educational leader is qualified. Individual providers have responsibility for offering only those events for which they are qualified. Specific qualifications include

- competence in the subject matter
- ability to transmit the educational content to the participants' understanding of continuing education objectives

- knowledge and skill in instructional methodology, learning processes, and the use of emotionally laden material
- capacity for self-evaluation and modification of future offerings in response to evaluations conducted by self, sponsor, and participants.

Program Evaluation—Formal evaluation of each continuing education event is essential for maintaining or improving the quality and effectiveness of future events. Measures of evaluation need to be established during the planning phase and linked directly with the event’s learning objectives. Two distinct but related measures of evaluation may be appropriate. The first is the instructor’s, sponsor’s, and participants’ assessment of the event with respect to content, format, methodology, instruction, and facilities. The second is assessment of the knowledge acquired by participants and is based on

- demonstration of a taught skill
- an oral or written test
- a project or report
- a self-assessment checklist
- another instrument designed to collect data on changes in participant knowledge or performance attributed to the educational experience. The instructor and sponsor together should review the evaluation outcome and revise subsequent events accordingly.

STANDARD 6: Providers of Continuing Professional Education Shall Conform to Responsible Administrative Practices.

Interpretation: A quality continuing education event must be built on administrative practices that facilitate the learning experience and assure recognition for continuing education participation. The guidelines that follow illustrate ways this standard can be met by the continuing education provider and assessed by the social work consumer. Administrative practices include:

- designation of a director for the continuing education program and a contact person for each offering
- provision of accessible and adequate space, physical facilities, and support services conducive to learning
- a system, established by the continuing education sponsor, for responsible recruitment, selection, supervision, and evaluation of instructors and/or educational leaders
- a system for maintaining and verifying records on each continuing education event, including financial accounting, registration and cumulative attendance records, course outlines, objectives, bibliographies, and completed evaluation forms
- establishment in advance of the event of performance requirements for the awarding of relevant continuing education recognition or certificates of recognition to participants including, at a minimum, requirements for attendance (at least 80 percent of the instructional hours) and evaluation
- a system for making records of attendance available to the participants of continuing education events
- accreditation of the continuing education event by NASW or its chapter in those states that have established a provider approval program.

STANDARD 7: Providers of Continuing Professional Education Shall Collaborate with NASW Chapters and Local Accredited Programs of Social Work Education in Developing Their Offerings.

Interpretation: To facilitate implementation of this standard, it is expected that NASW chapters and local accredited programs of social work education will take a lead role in establishing mechanisms for collaboration between each other and among other providers. By working together providers are able to refine their individual offerings and also contribute to the development of a comprehensive program of continuing social work education. Suggested mechanisms for collaboration include:

- joint committees on continuing education
- co-sponsorship of assessment studies to determine the learning needs of social workers
- exchanges of faculty and staff for the purposes of training, consultation, and instruction
- cooperative efforts in publicizing continuing education events.