

Dear Potential Presenter:

The National Association of Social Workers, Maryland Chapter (NASW-MD) thanks you for your interest in becoming a presenter as an independent contractor at one of its continuing education programs. The steps to become a presenter for NASW-MD are as follows:

1. Complete the *NASW-MD Presenters Application Form* (Attachment A) with requested attachments, and return the documents to our office (email, USPS, or fax) within one week of receipt of these forms. If you are interested in presenting at one of our conferences you will also need to email a photograph which will be posted with your course description as part of NASW-MD's course offerings list published in *The Maryland Social Worker*. Everything should be emailed to Jenni Williams at jwilliams.naswmd@socialworkers.org
2. We will make all copies of handouts for your workshop. Please limit your handouts to no more than 15 pages. We are trying to reduce paper copies, so please specify if you want your PowerPoint to be copied for attendees. Email handouts and PowerPoint to jwilliams.naswmd@socialworkers.org two weeks before the scheduled date of the website.
3. Call the NASW-MD Chapter office 48 hours in advance of your workshop if you want to know the number of enrolled participants.
4. If you are unable to give your presentation due to circumstances not within your control, notify NASW-MD as soon as possible and attempt to find a replacement who is qualified to make your presentation.
5. Complete the attached *Statement of Honoraria* (Attachment C) **after** your workshop and return to NASW-MD within one week of your presentation.
6. NASW-MD reserves the right to cancel a program due to inclement weather or inadequate registration. NASW-MD will inform you and the registered participants as quickly as possible in the event of a program cancellation. In the event that it is necessary to cancel a program less than 48 hours from the date of your presentation, you will be reimbursed up to \$25 for documented related expenses.
7. NASW-MD will pay you \$125 per credit hour for your workshop presentation, plus documented travel expenses at 50 cents per mile. If there are two presenters, you will each be paid \$75 per hour. Payment will be submitted to you within 30 days from the date your *Statement of Honoraria* is received by our office.
8. Please sign this agreement, include your cell phone number, and make a copy for your files.

Thank you for your support of, and participation in our continuing education programs. NASW-MD welcomes your feedback and suggestions.

Cordially,

NASW-MD Chapter

Presenter

Date

Cell Number

Application Form for Approval of NASW-MD Continuing Education Instructors

Instructions: All Chapter-sponsored events and instructors must be approved by the Maryland Chapter or the National Association of Social Workers. Please email your credentials (resume or CV), along with this form and the executed contract letter to jwilliams.naswmd@socialworkers.org By mail: NASW-MD, 5750 Executive Dr., Suite 100, Baltimore MD 21228 Fax: (410) 747-0635.

Please note: If you have more than one presentation you would like considered, please compose a Word document with all other workshops you present (title/synopsis/objectives for each) with your contact information at the top of the form and email to jwilliams.naswmd@socialworkers.org If you have questions please call Jenni at 410-788-1066 x13.

Title _____

Academic level of presentation: _____ Intermediate _____ Advanced

Name of Presenter: _____

Degree _____ License # _____

Organization _____

Job Title _____

Address _____

Phone: (Home/Cell) _____ work _____

Email _____ Fax _____

Preferred number of participants _____

List 3-5 learning objectives, which are specific, measurable, and are written from the participants' perspective--in terms of what they will accomplish as a result of completing your course.

1. _____

2. _____

3. _____

4. _____

Course Description or Synopsis _____

Course Schedule (List hour by hour)

Teaching Methods in Approximate Percentage:

Lecture: _____ Question and Answer: _____ Audiovisual: _____

Live Interview: _____ Panel / Group Discussion: _____ Other (please list) _____

Course handouts and presentation materials (Please enclose electronic files with this application)

Qualification of Instructor:

(Please attach curriculum vitae if you are applying as a first time presenter for the MD-NASW Chapter.

List your experience in teaching in this topic _____

Professional References

List names, job titles, organization affiliation, and phone numbers of at least two individuals who are familiar with your presentations on this training topic

I agree to comply with the Maryland Social Work Regulations for Continuing Education and the *NASW Standards for Professional Continuing Education* (Attachment B).

Signature Title Date

Cell Number

Attachment B

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 Shall 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.

**STATEMENT FOR HONORARIA AND REIMBURSEMENT OF EXPENSES
FOR NASW-MD CONTINUING EDUCATION INSTRUCTORS**

Instructions: Please submit this form following your presentation to: NASW Maryland Chapter, 5750 Executive Drive, Suite 100, Baltimore, MD 21228 with any receipts to be reimbursed. Please email to jwilliams.naswmd@socialworkers.org or fax to: (410) 747-0635

Presenter Name _____

Address _____

Day phone _____	Email _____
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Program Title _____	Program Number _____
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Time _____	Date _____
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Location of Presentation _____

Category	Expense Amount
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Travel

	____miles to and from program site: ____ miles @ \$.50 = Cab, train, plane fare, and toll receipts required.	\$ _____
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	Parking (receipts required)	\$ _____
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Total travel expenses	\$ _____
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	Other expenses	\$ _____
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Honoraria

	____ Instruction credit hours @ \$125.00 =	\$ _____
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Total amount to be paid	\$ _____
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Chapter Office Notations Below

Date _____	Check No _____	Account No. 52077
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Approved by _____