

NASW-PA Chapter Continuing Education Approval Proposal Form

Proposals for all events should be submitted to the Chapter Office via email at least 4 weeks before the event.
Please make sure all the information is provided below:

Sponsoring Organization Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail _____

Program Fee: NASW Members _____ NASW non-members _____ {Cost of program no CEs _____}

NOTE: Please make it clear to participants that NASW-PA members receive a discounted cost for obtaining CEs.

(Fees: NASW-PA charges a certificate fee of \$15 per NASW Member and \$25 per non-member for certificates of less than 16 CEs. Over 16 credits; members \$25 and non members \$45. Appropriate fees can be paid by the hosting organization or directly by individuals wishing to obtain CE credits through registration fees or directly to NASW-PA)

If you have a conference program, please send a draft or final program so we may appropriately make evaluation forms and have all the information on each session / instructor. Complete this form for the entire conference, not for each session.

Proposed Title of Session _____

Proposed Presenters (attach resumes/vitae) _____

Proposed Date of Session _____ Number of CE Credits _____

Proposed Time of Session Workshop Starts _____ Workshop Ends _____

Proposed Location of Session _____

Address of Session _____

Include on NASW-PA Calendar of Trainings? _____ No _____ Yes, this is a public event (please complete registration info)

Registration: My agency will handle registration via

_____ phone in registration (Name and # _____)

_____ website (what is web address for registration) _____

OR

_____ No, this is a private event (will not be included on calendar of events)

Payment for certificate fee: Attendees pay NASW-PA directly _____ Agency paying _____

Maximum number of persons to attend workshop _____

Proposal Abstract: *Complete items below OR attach an abstract in 200 words or less describing:*

1. Session Learning Objectives:

2. Instructional Methods (lecture, group exercise, panel discussion, etc.):

3. Relevance to Social Work Profession (how session relates to social work skill, knowledge, ethical considerations, etc.):

Reviewed and Approved by _____ Date _____

PA Chapter NASW Policies on Approval of Continuing Education Events

The Pennsylvania Chapter, NASW, (hereinafter known as “Chapter”) considers part of its mission to provide quality, affordable and diverse continuing education (CE) opportunities to professional social workers. Therefore, in addition to providing our own CE offerings, we also look for opportunities to approve appropriate CE offerings.

The decision to co-sponsor is not made lightly. Issues of control over the quality of program content, control over the quality of presenters, availability of the program to a broad scope of the Chapter’s membership, and financial implications must be considered. With this in mind, the Chapter has set forth the following policies regarding the approval of continuing education events:

- The request for approval is submitted in the format supplied by the Chapter must be received in writing or electronically at least 4 weeks prior to the event.
- Program content must meet the social work continuing education requirements set forth by the PA State Board of Social Workers, Marriage and Family Therapists and Professional Counselors.
- It must be clear that there will be no selection of participants that discriminates by reason of sex, age, race, ethnic background, sexual orientation, or other characteristics.
- Brochures and other promotional materials must clearly indicate that NASW-PA has approved the workshop for CEs. If the materials have been printed, they should state that NASW PA is issuing the CEs.
- If the Chapter is providing the CE hours, copies of completed sign-in sheets and evaluation forms must be submitted to the Chapter.
- Approval is for one event only. Subsequent approval of the same topic is dependent upon a review of the evaluation forms.

For an approved event, the PA Chapter NASW will provide the following:

- Registration information on our Calendar of events, located at www.nasw-pa.org, when a public event.
- The chapter mailing list or portion thereof, in an electronic format; 10% discount.
- Letter of Acceptance, Sign-in sheets, and evaluation forms e-mailed to contact person.
- CE certificates mailed or e-mailed to participants, unless otherwise requested.

Chapter Approved Events:

If another entity is interested in having NASW PA approve workshop(s), they are to contact Alicia anewkam.naswpa@socialworkers.org.

- An approval form must be completed for every workshop offered by the chapter or a division at least **four weeks** prior to the event, so we have knowledge of the event should persons call and will hold workshop records for the State required 5 years.
- Appropriate sign-in sheets and workshop evaluations must be provided to the NASW PA within two weeks of the completion of the workshop.
- For a workshop, series of workshops, or conferences with evaluation packets, a certificate fee of \$15 per member and \$25 per non-member will apply, for certificates claiming less than 16 credits; 16 or more credits fee structure is \$25 members and \$45 nonmembers.
- Chapter approved workshops will be listed on the website calendar and, when possible, in the newsletter.
- When event is complete, the sponsoring agency is responsible for submitting sign in sheets, and in some cases evaluations, and payment – once these are received, CE certificates will be mailed to the workshop attendees.