



APPLICATION FOR CONTINUING EDUCATION PROGRAMS

INSTRUCTIONS

The National Association of Social Workers Alabama Chapter approves continuing education for social workers based on the following criteria:

“Continuing Education means education which fosters the enhancement of general or specialized social work practice, values, skills or knowledge”, excerpt from the Alabama Administrative Code 850-X-8.

Please answer all questions on the request form. If the question is not relevant to you or your organization please state so. There is a **\$50 fee** for administrative review for each program plus **\$10 per CEU hour requested**. All applications will be reviewed and invoiced prior to a final approval being granted. Payment must be received prior to Final Approval Letter being sent.

If you have any question you may reach our office at 334.356.6841.



CE Approval Requirements

The application must be submitted prior to the program taking place. Request received after the program will not be considered. A request must be made in writing mailed to the address above or emailed to admincom.naswal@socialworkers.org.

If you are an organization that will be charging a fee for this program and you are requesting approval to present CEU credit, you must complete the application to receive approval.

Send the following items with the request letter:

- 1.** The agenda showing the time with the topics (including any breaks or lunch).
- 2.** The objectives for the program.
- 3.** A brief bio of the presenter(s) including professional title and credentials.
- 4.** The following information on the program: Location, Time, Date and Contact Information (for registration)

NASW Alabama Chapter requires the application to be submitted one month prior to advertising the CEU hours are approved through NASW Alabama Chapter. Once you have received a Final Approval Letter, you can advertise that the CEU hours are approved through NASW Alabama Chapter.



SOCIAL WORK CONTINUING EDUCATION
APPLICATION FOR AGENCIES PROVIDING
CONTINUING EDUCATION PROGRAMS

NAME OF AGENCY: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

COORDINATOR OF CE: _____

PERSON RESPONSIBLE FOR CE: _____

Please address the following as completely as possible and **ATTACH** all required information.

Administration:

1. What methods will be used in individual program presentations (i.e., lectures, audio-visual, testing, etc.)?
2. What physical facilities are primarily used for CE presentations (space, equipment, etc.)?

3. Describe the record keeping systems for:
 - a. Verifying each individual participating in each individual presentation.
 - b. Documenting each individual presentation in full including agenda, instruction(s), evaluation, etc.
 4. Describe the evaluation procedures for the presentations (including copy if possible).
 5. How many individuals attend your presentations yearly?
 6. Approximately how many presentations do you offer yearly?
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ATTESTATION:

I affirm that the information in this application is true and accurate. If the application is accepted our program will follow the requirements of Alabama statute and rule and regulations regarding the provision of continuing education for social workers in the State of Alabama. I will also follow the requirement of the NASW Alabama Chapter. I understand that failure to do so may result in invalidation of CE credits for individual participants.

Date

Coordinator of CE Program