



# Continuing Education Application Packet

## IMPORTANT INFORMATION

### For NASW-CA Regional, Unit and Council Leaders:

To provide CEUs through NASW-CA region, unit, or council events, this CE packet must be submitted with all required materials within 10 days of the event. All components can be scanned and emailed to [ce@naswca.org](mailto:ce@naswca.org).

This materials required are included to meet the BBS requirements for all CE Providers. Non-compliance can impact the chapter's Approved CE Provider standing with the licensing board, the BBS.

The chapter offers CEUs through the chapter, region, unit, or council. Non-NASW entities must apply with one of BBS recognized approval agencies. For list of recognized approval agencies [visit here](#).

For non-NASW entities who want to apply to facilitate CEUs through their organization, please find the [application here](#).

Please view our [Continuing Education \(CE\) Frequently Asked Questions \(FAQ\) here](#).

For other questions about completing this packet or the application packet, e-mail [ce@naswca.org](mailto:ce@naswca.org).

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## NASW-CA AND CA BOARD CONTINUING EDUCATION REQUIREMENTS

### PLANNING YOUR EVENT

It is crucial that your event content and instructor qualifications meet the standards as set out by the BBS. Here are some considerations to keep in mind as you are designing your event.

- Instructor criteria
- Course content criteria

### NASW-CA Instructor Criteria

- **Licensed:** The presenter shall hold a current valid license and be free from any disciplinary action by the BBS or other jurisdiction; be knowledgeable, current, and skillful in the subject matter as evidenced through:
  - A master's degree and validated professional experience in content area
  - Teaching experience in content area within last two years
- **Non-Licensed:** The presenter shall hold a current Masters Degree and be certified in content area, or show evidence of specialized training and/or professional experience, as well as having one year's experience in teaching content area within the last two years
- **Teaching Experience:** Knowledgeable & Skilled in Adult Education Theory and Methods

### Course Content Criteria

BBS Regulations - LCSW Continuing Education Law

States: Training, education, and coursework must incorporate one or more of the following:

- Aspects of the social work discipline that are functional to the understanding, or the practice of social work
- Aspects of the social work discipline in which significant recent developments have occurred
- Aspects of other related disciplines that enhance the understanding, or the practice of social work
- A system of continuing education for social workers will include courses directly related to the diagnosis, assessment, and treatment of client populations being served

### §1887.4. CONTINUING EDUCATION COURSE CONTENT

This section shall be applicable only to continuing education providers who hold an active board-issued continuing education provider number.

(a) A provider shall ensure that the content of a course shall be relevant to the practice of marriage and family therapy, educational psychology, professional clinical counselor, or clinical social work and meet the requirements set forth in Sections 4980.54, 4989.34 4996.22, and 4999.76 of the Code. The content of a course shall also be related to direct or indirect patient/client care.

1. Direct patient/client care courses cover specialty areas of therapy (e.g., theoretical frameworks for clinical practice; intervention techniques with individuals, couples, or groups).
2. Indirect patient/client care courses cover pragmatic aspects of clinical practice (e.g., legal or ethical issues, consultation, recordkeeping, office management, insurance risks and benefits, managed care issues, research obligations, supervision training).

(b) A provider shall ensure that a course has specific objectives that are measurable.

(c) Upon completion of a course, a licensee shall evaluate the course through some type of evaluation mechanism.

## **NASW-CA Diversity, Equity, and Inclusion Values**

All NASW-CA affiliated presentations must include the significance of diversity factors in relation to appropriate and effective diagnosis, intervention, and treatment (including but not limited to): race, ethnicity, culture, gender, and age.

If you are a non-NASW entity, you will need to clarify course content, including description, outline & agenda, and learning objectives, to receive approval for your event. If you are an NASW region/unit/council leader, be prepared to ready these materials as part of your full CEU packet.

### **You will be required to submit the following course information:**

1. A 75-word course description
2. A course outline and agenda
3. Two or three measurable learning objectives
4. If two or more hours, a copy of instructional materials/handouts
5. If two or more hours, a copy of bibliography or resource list
6. If two or more hours, a 50-word statement diversity is incorporated

See sample materials on the next page.

*Here is a sample course to help guide your planning:*

## PRESENTATION INFORMATION SAMPLE

**Title & Hours:** The Essential Role of Social Workers in Advance Care Planning 1.5 Hour Course

**Description:** Social workers in the healthcare field play an essential role in guiding patients through the advance care planning process. This process involves the creation of an advance directive, as well as making and communicating decisions about desired medical treatments in advance in the event of an unexpected situation or illness. Despite the importance of and having the legal right to engage in this advance care planning process, many do not access these services, especially people of color. Through this course, participants will enhance their understanding of the advance health care directive and learn a practical method of guiding patients through this important process. Participants will gain essential micro-, meso-, and macro-level skills for empowering and engaging people and communities of color in advance care planning.

### Learning Objectives

- Identify the purpose and benefits of Advance Care Planning (ACP) and Advance Directives (AD)
- Identify disparities faced by people of color in ACP and AD completion
- Identify roles and responsibilities of healthcare agent and steps to completing the AD
- Identify roles of social workers in providing ACP and AD services in the micro, meso, and macro levels

**Outline:** A. Introduction (20 mins)

1. Scenario
2. What is Advance Care Planning (ACP)?
3. What is an Advance Directive (AD)?
4. Benefits of ACP and AD
5. Right to engage in advance care planning (policies, laws)

B. Disparities in the ACP and AD process. (20 mins)

1. Disparities faced by people and communities of color
2. Disparities due to age, socio-economic status, and education levels
3. Facilitator and barriers to ACP among people and communities of color

- C. Review of the Advance Directive document. (40 mins)
  - 1. Roles of a healthcare agent
  - 2. Qualities of a healthcare agent
  - 3. The 5 parts of the advance directive
  - 4. Guiding patients through the ICA process
  
- D. The Social Workers Role in ACP and AD. (40 mins)
  - 1. NASW Standards of Care
  - 2. Essential skills and interventions for micro-level practice
  - 3. Essential skills for implementing ACP programs in the macro-level
  - 4. Potential barriers for providing ACP services among social work practitioners

### **Participant Course Agenda**

6:00 pm	Welcome and Introductions
6:10 pm	Presentation: The Essential Role of Social Workers in Advance Care Planning
7:15 pm	Q&A
7:30 pm	Final Instructions and Announcements

## CONTINUING EDUCATION EVENT PACKET

### Required Packet

These packet materials must be utilized when applying for continuing education units for an event offered through a region, unit, or council. For non-NASW entities, please note that you will be expected to submit all components as outlined in this packet should your application to facilitate CEUs through your organization be approved. [See here](#) for FAQs related to the CEU application process for non-NASW entities.

**Important:** Please note the instructor information must be provided by the instructor and not the contact person.

### Packet Includes

Part A - Contact's Forms	Contact's Information	Page 11
	NASW & BBS Guidelines	Page 4
	Contact's Checklist	Page 10
Part B - Participant Forms	Participant Sign-In Sheets	Page 16
	Participant Evaluation Form	Page 17
	Certificate of Completion	Page 18
Part C - Presenter Forms	Presenter Information	Page 14
	Course Information	Page 11-12
	"Sample"	Page 6-7

**Use the checklist on the following page to ensure you are including all necessary components of this packet to send to NASW-CA.**

## CONTINUING EDUCATION PACKET CHECKLIST

Following is a checklist of all steps involved in completing the CE Packet. Please use it to help guide you and to ensure that all required forms and materials are gathered. Submit all required forms and materials no later than 10 days after the CE event.

### Step 1 – Contact Form and Course Information

- Course contact and Information Form
- Course Description (approx. 60 to 75 words)
- Course Objectives (approx. 2-3 objectives)
- Course Agenda/Outline
- If your event is two or more hours long, you must also include:
  1. A copy of instructional materials/handouts
  2. A copy of bibliography or resource list
  3. A 50-word statement of inclusion of diversity, equity, and inclusion principles

### Step 2 – Instructor Forms

- Instructor Form (one form for each presenter)
- Instructor Resume (for each presenter)
- Professional License if applicable (for each presenter)

### Step 3 – Event-Related Documents

- Sign-In Sheets (please include licensee name, license type, license number (and state of licensure if national event), and email address)
- Course Evaluations
- Example of CE Certificate
- Marketing Flyer, Brochure, etc.

Once all items are checked off and items are merged into a single PDF document, please email to [ce@naswca.org](mailto:ce@naswca.org).

## STEP 1 – CONTACT FORM AND COURSE INFORMATION (INSTRUCTIONS)

**Step 1 involves completing and gathering the following document:**

- Course contact and Information Form
- Course Description (approx. 60 to 75 words)
- Course Objectives (approx. 2-3 objectives)
- Course Agenda/Outline
- If your event is two or more hours long, you must also include:
  1. A copy of instructional materials/handouts
  2. A copy of bibliography or resource list
  3. A 50-word statement of inclusion of diversity, equity, and inclusion principle

Please find all relevant Course Contact and Course Information Forms on the following pages.

## Course Contact and Information Form

### Course Contact Person

The course contact person is responsible for the following:

- Ensuring that the instructor meets the NASW-CA Instructor Criteria (page 4)
- Ensuring that the CE Course meets BBS CE Laws and Course Guidelines (page 4)
- Submitting the CEU application packet to NASW-CA

### Region/Unit/Council/Organization:

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Course Information

Title of CE Course: \_\_\_\_\_

Date of CE Event: \_\_\_\_\_

Location of CE Event: \_\_\_\_\_

Amount of CEU (Hours): \_\_\_\_\_

Cost:

Members: \_\_\_\_\_

Non-Members: \_\_\_\_\_

Other categories: \_\_\_\_\_

### **Course Description (60-75 words):**

**Course Objectives (2-3 Learning Objectives):**

- 1.
- 2.
- 3.

**Course Agenda/Outline:**

- 1.
- 2.
- 3.

**If your event is two or more hours long, include:**

1. A copy of instructional materials/handouts
2. A copy of bibliography or resource list
3. A 50-word statement of inclusion of diversity, equity, and inclusion principle

**Statement of Inclusion of DEI (50 words):****Name of co-sponsors (if any):**

The contact person's signature indicates the course and instructor meet the NASW and BSS guidelines as described on pages\*.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STEP 2 – INSTRUCTOR FORMS

**Step 2 involves completing and gathering the following documents:**

- Instructor Form (one form for each presenter)
- Instructor Resume (for each presenter)
- Professional License if applicable (for each presenter)

Please complete an Instructor Form (next page) for each instructor and obtain a copy of their resume and professional license (if applicable) prior to the event.

## Instructor Form

Instructor Name: \_\_\_\_\_

Professional Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Professional License (type, number, state): \_\_\_\_\_

Have you previously taught this course? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

Do you have practice experience related to the content of the course? \_\_\_\_\_

Are you a BBS Continuing Education Approved Provider? \_\_\_\_\_

## STEP 3 – EVENT RELATED DOCUMENTS

**Step 3 involves completing and gathering the following documents:**

- Sign-In Sheets (please include licensee name, license type, license number (and state of licensure if national event), and email address)
- Course Evaluations
- Example of CE Certificate
- Marketing Flyer, Brochure, etc.

Sample documents included below.



*Sample Course Evaluation***Course Evaluation: Course Name**

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Please rate your experience.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. The event was well organized.					
2. The speaker(s) was well prepared.					
3. The speaker(s) demonstrated expertise in this content.					
4. The speaker(s) were engaging and responsive to questions.					
5. I gained something that I can share or apply in my own organization/community.					
6. I developed new ideas and inspirations about how to better serve marginalized communities.					
7. I am motivated to return to a future event hosted by NASW-CA.					
8. Any other thoughts or feedback to help improve future events?					

Example of CE certificate

*These certificate samples or any certificates representing NASW-CA may only be utilized for CEU events submitted to and formally approved by NASW-CA.*

**NASW - California Chapter**  
2110 K Street,  
Sacramento, CA 95816  
(916) 442 - 4565 | membership@naswca.org

**CERTIFICATE  
OF ATTENDANCE**



We are honored to present this certificate to

\_\_\_\_\_

for your attendance of the

Course: \_\_\_\_\_ CEUs: \_\_\_\_\_

\_\_\_\_\_

DATE

This course meets the qualifications for Continuing Education for LCSWs, LMFTs, LPCCs, and LEPs as required by the CA State Board of Behavioral Sciences, provided by NASW-CA.



National Association of Social Workers  
CALIFORNIA CHAPTER

[Download Certificate Sample - Color](#)

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2110 K Street,  
Sacramento, CA 95816  
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**CERTIFICATE  
OF ATTENDANCE**



We are honored to present this certificate to

\_\_\_\_\_

for your attendance of the

Course: \_\_\_\_\_ CEUs: \_\_\_\_\_

\_\_\_\_\_

DATE

This course meets the qualifications for Continuing Education for LCSWs, LMFTs, LPCCs, and LEPs as required by the CA State Board of Behavioral Sciences, provided by NASW-CA.



National Association of Social Workers  
CALIFORNIA CHAPTER

[Download Certificate Sample - B/W](#)

## Marketing Materials

Include a copy of a marketing flyer, brochure, or any other content. If you are an NASW entity and need support in creating graphics and materials, please submit your event details to our Marketing and Communications Coordinator as requested in the [NASW-CA Leadership Guide](#).

**Important:** Please note for ALL marketing content you MUST include language reflecting the following, per BBS regulations:

## Marketing and Course Advertisement Requirements

Advertisements need to be accurate and include:

1. The provider's name: **NASW-CA Chapter**
2. The statement: "This course meets the qualifications for Continuing Education for LCSWs, LMFTs, LPCCs, and LEPs as required by the CA State Board of Behavioral Sciences, provided by NASW-CA."
3. The provider's policy on refunds in cases of non-attendance; and clear, concise description of the course content and objectives

## APPLICATION PAYMENT

This application is for any individual, educator, or organization interested in providing continuing education units (CEU) for their event attendees. The National Association of Social Workers, California Chapter is an approved provider for continuing education credits for LCSWs, LMFTs, LPCCs, and LEPs, authorized by the California Board of Behavioral Sciences. Most other states across the nation also accept BBS-approved credits. Check with your state's licensing board to confirm regulations with your state license.

### IMPORTANT NOTES: [View fee structure](#)

#### Individual or non-profit:

- \$200 per event (1) application
- \$850 for five (5) events
- \$1,700 for ten (10) events
- \$2,600 for fifteen (15) events
- \$3,500 for twenty (20) events

#### For-profit:

- \$350 per event (1) application
- \$1,500 for five (5) events
- \$3,300 for ten (10) events
- \$5,000 for fifteen (15) events
- \$6,500 for twenty (20) events

### Submission Deadline:

Please submit application EIGHT WEEKS prior to your program start date. NASW-CA cannot guarantee the review will be completed before the program date if submitted with less than 8 weeks available to review. If you wish to request that an application be reviewed within less than 8 weeks, a \$75 expedited fee will be charged.

This application MUST BE accompanied by appropriate fee or paid by credit card before it will be reviewed.

**PLEASE COMPLETE THE APPLICATION PAYMENT HERE.**