



nasw

CALIFORNIA | HAWAI'I | NEVADA

Continuing Education Application Packet

IMPORTANT INFORMATION

For NASW-CA/HI/NV Regional, Unit, and Council Leaders

To provide CEUs through NASW-CA/HI/NV as a Region, Unit, or Council leader, there are several steps you must take.

1. Complete the [Pre-Application for CEUs](#). This survey will provide enough information and documentation to NASW-CA/HI/NV staff for review of your event/program. Materials should be submitted eight (8) weeks prior to your event date. Review will typically take place by NASW-CA/HI/NV staff within two (2) weeks of submission. Pre-Application does not guarantee approval of the event and the Chapter reserves the right to request content edits to meet the standards laid out in this packet.
2. Following approval of your CEU event, submit the event to the [NASW-CA/HI/NV online calendar](#) for promotion and marketing purposes, and to ensure it is accessible to as many members of the NASW-CA/HI/NV Community as possible.
3. Complete the event sign in/sign out process as outlined by NASW-CA/HI/NV, and if required, submit all sign in/sign out evaluation forms as well as this completed packet to ce@naswca.org within ten (10) days of your event.

These materials required are included to meet state regulatory authority requirements for all CE Providers. Non-compliance can impact the Chapter's Approved CE Provider standing with the licensing bodies such as California Board of Behavioral Sciences (BBS) and Hawaii Department of Commerce and Consumer Affairs (DCCA).

NASW-CA/HI/NV offers CEUs through its Chapter, Regions, Units, Councils, and key stakeholders upon approval. Non-NASW entities must apply with one of BBS or DCCA recognized approval agencies. Non-NASW entities may also apply to provide CEUs through NASW-CA/HI/NV (see below). View the [list of recognized approval agencies](#).

For non-NASW entities who wish 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

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NASW-CA/HI/NV 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/HI/NV 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 master's 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 and 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 measurable learning objectives.

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

Diversity, Equity, and Inclusion Values

All NASW-CA/HI/NV 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, cultural identity, gender, gender identity, age, sexual orientation, and disability status).

If you are a non-NASW entity, you will need to clarify course content, including description, outline and agenda, and measurable learning objectives, to receive approval for your event. If you are a NASW Region, Unit, or Council leader, you will submit many of these materials as part of your pre-application for the CEU event, and the completed CEU packet within ten (10) days of your event.

You will be required to submit the following course information:

1. A 75-word course description
2. A course outline and agenda
3. Two to four measurable learning objectives
4. A 50-word Diversity Statement
5. A copy of instructional materials/handouts
6. If more than 1.5 hours, a copy of bibliography or resource list

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, mezzo, and macro level skills for empowering and engaging people and communities of color in advance care planning.

Measurable 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, mezzo, and macro levels

Outline:

- A. Introduction (20 minutes)
 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	6:00 pm - Welcome and Introductions
Course Agenda	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. View the [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	Instructor 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/HI/NV.

CONTINUING EDUCATION EVENT PACKET CHECKLIST

The 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 (ten) days after the CE event.

Step 1 – Contact Form and Course Information

- ☐ Course Contact and Information Form
- ☐ Course Description (approx. 60 to 75 words)
- ☐ Measurable Learning Objectives (approx. 2 to 4 objectives)
- ☐ Course Agenda/Outline
- ☐ A 50-word statement of inclusion of diversity, equity, and inclusion principles
- ☐ A copy of instructional materials/handouts
- ☐ If your event is more than 1.5 hours long, you must also include:
 - *A copy of bibliography or resource list*

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)
For Regions/Units/Councils: If you use the online Sign In/Out process provided by NASW-CA/HI/NV, you do not need to submit these forms with your final packet. NASW-CA/HI/NV will send information about this process upon approval of your CE event.
- ☐ Course Evaluations
- ☐ Example of CE Certificate
For Regions/Units/Councils: Not required if utilizing the online NASW-CA/HI/NV CE Sign In/Out process through SurveyMonkey.
- ☐ Marketing Flyer(s), Brochure(s), Graphic(s), and other marketing Material(s)

Once all items are checked off and items are merged into a single PDF document, please email to ce@naswca.org.

STEP 1 – CONTACT FORM AND COURSE INFORMATION

Step 1 involves completing and gathering the following documents:

- ☐ Course Contact and Information Form
- ☐ Course Description (approx. 60 to 75 words)
- ☐ Measurable Learning Objectives (approx. 2 to 4 objectives)
- ☐ Course Agenda/Outline
- ☐ A 50-word statement of inclusion of diversity, equity, and inclusion principles
- ☐ A copy of instructional materials/handouts
- ☐ If your event is more than 1.5 hours long, you must also include:
 - *A copy of bibliography or resource list*

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/HI/NV 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/HI/NV

Region/Unit/Council/Organization

Contact Person:

Email Address:

Phone Number: _____

Course Information

Title of CE Course: _____

Date of CE Course: _____

Location of CE Course:

Amount of CEUs (hours): _____

Cost:

NASW Members:

Non-Members:

Other Categories:

Course Description (60 - 75 words):

[illegible]

Measurable Learning Objectives (Minimum 2):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Course Agenda/Outline:**Statement of Inclusion of DEI (50 words):****If your event is more than 1.5 hours long, include:**

- *A copy of bibliography or resource list*

Name of co-sponsors and organizational partners (if any):

The contact person's signature indicates the course and instructor meet the NASW and BBS guidelines as described on page 4.

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?: _____

Does the instructor have practice experience related to the content of the course?
Please explain:

Is the instructor a Continuing Education Provider in California or any other state?
Please explain.

Access [additional instructor forms here](#).

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)
For Regions/Units/Councils: If you use the online Sign In/Out process provided by NASW-CA/HI/NV, you do not need to submit these forms with your final packet. NASW-CA/HI/NV will send information about this process upon approval of your CE event.
- ☐ **Course Evaluations**
- ☐ **Example of CE Certificate**
For Regions/Units/Councils: Not required if utilizing the online NASW-CA/HI/NV CE Sign In/Out process through SurveyMonkey.
- ☐ **Marketing Flyer(s), Brochure(s), Graphic(s), and other marketing Material(s)**

Sample Instructional Materials, including handouts, PowerPoint slides, and others are included below.

NASW-CA/HI/NV Continuing Education Sign-In Sheet Template

Event Title: _____

Date: _____

SIGN-IN SHEET

[illegible]

NASW-CA/HI/NV Continuing Education Evaluation Template

COURSE EVALUATION

Course Name: _____

Course Date: _____

Please rate your experience.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The event was well organized.	☐	☐	☐	☐	☐
The speaker(s) was well prepared.	☐	☐	☐	☐	☐
The speaker(s) demonstrated expertise in this content.	☐	☐	☐	☐	☐
The speaker(s) was engaging and responsive to questions.	☐	☐	☐	☐	☐
I gained something that I can share or apply in my own organization/community.	☐	☐	☐	☐	☐
I developed new ideas and inspirations about how to better serve marginalized communities.	☐	☐	☐	☐	☐
I am motivated to return to a future event hosted by NASW-CA/HI/NV.	☐	☐	☐	☐	☐

Any other thoughts or feedback to help improve future events?

Example of CE certificate

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



NASW - California | Hawaii | Nevada Chapter
2110 K Street,
Sacramento, CA 95816
(916) 442 - 4565 | naswca@socialworkers.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.

[Download Certificate Sample - Color](#)



NASW - California | Hawaii | Nevada Chapter
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Sacramento, CA 95816
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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.

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

Marketing Materials for Regions, Units, and Councils

Please submit your CE Approved event to the [Community Calendar](#) and NASW-CA/HI/NV staff will design engaging materials in alignment with BBS requirements. If you prefer to design your own material, you may submit them to the NASW-CA/HI/NV team for promotional purposes. Email naswnews@naswca.org with questions or special requests.

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

Marketing and Course Advertisement Requirements

Advertisements need to be accurate and include:

- CEU provider's name: **NASW-CA/HI/NV Chapter**
- 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/HI/NV."
- The provider's policy on refunds in cases of non-attendance
- Clear, concise description of the course content and measurable learning 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.

Fee Structure for Non-NASW Entities

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 (8) WEEKS prior to your program start date. NASW-CA/HI/NV cannot guarantee the review will be completed before the program date if submitted with less than eight (8) weeks available to review. If you wish to request that an application be reviewed within less than eight (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

EXTERNAL CONTINUING EDUCATION CEU APPLICATION

TEMPLATE DOCUMENTS AND RESOURCES

- [Additional Instructor Forms](#)
- [Continuing Education Sign-In Sheet Template](#)
- [Continuing Education Evaluation Template](#)
- [Continuing Education Certificate, In Color](#)
- [Continuing Education Certificate, In Black and White](#)

Thank you for your participation in the NASW-CA/HI/NV Continuing Education Process.

ADDITIONAL INSTRUCTOR FORMS - NASW-CA/HI/NV CONTINUING EDUCATION PACKET

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?: _____

Does the instructor have practice experience related to the content of the course?

Please explain:

Is the instructor a Continuing Education Provider in California or any other state?

Please explain.

ADDITIONAL INSTRUCTOR FORMS - NASW-CA/HI/NV CONTINUING EDUCATION PACKET

Instructor Name: _____

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Have you previously taught this course?: _____

If yes, when and where?: _____

Does the instructor have practice experience related to the content of the course?

Please explain:

Is the instructor a Continuing Education Provider in California or any other state?

Please explain.

NASW-CA/HI/NV Continuing Education Sign-In Sheet Template

Event Title: _____

Date: _____

SIGN-IN SHEET

[illegible]

COURSE EVALUATION

Course Name: _____

Course Date: _____

Please rate your experience.	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The event was well organized.	☐	☐	☐	☐	☐
The speaker(s) was well prepared.	☐	☐	☐	☐	☐
The speaker(s) demonstrated expertise in this content.	☐	☐	☐	☐	☐
The speaker(s) were engaging and responsive to questions.	☐	☐	☐	☐	☐
I gained something that I can share or apply in my own organization/community.	☐	☐	☐	☐	☐
I developed new ideas and inspirations about how to better serve marginalized communities.	☐	☐	☐	☐	☐
I am motivated to return to a future event hosted by NASW-CA/HI/NV.	☐	☐	☐	☐	☐

Any other thoughts or feedback to help improve future events?