

NASW-GA CHAPTER CONTINUING EDUCATION (CE) APPLICATION

FOR PERMANENT FILE - PLEASE TYPE, SIGN, SCAN AND SEND TO NASW-GA

Sponsoring Organization/Business:		
Business License Number:		
Organization Business Status: <input type="checkbox"/> Non-profit 501(c)3 or 501(c)6 <input type="checkbox"/> For Profit <input type="checkbox"/> Other:		
Type of Business: <input type="checkbox"/> Professional Association <input type="checkbox"/> Mental Health Association <input type="checkbox"/> University/College <input type="checkbox"/> Governmental Agency <input type="checkbox"/> Hospital <input type="checkbox"/> CSB <input type="checkbox"/> AHEC <input type="checkbox"/> CHEP <input type="checkbox"/> Mental Health Agency private/public <input type="checkbox"/> Other:		
Contact Person:	Job Title:	Phone number:
Organization Mailing address:		
City:	State:	ZIP Code:
Fax:	E-mail:	Website:

TRAINING LOCATION

Organization Training Location:		
Address:		
City:	State:	ZIP Code:
Handicap Accessible? <input type="checkbox"/> yes <input type="checkbox"/> no	Phone:	Fax (If Applicable):

AGENCY QUESTIONS

Has your organization been approved as CE provider with other professional associations? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please list:
Has your organization acted as CE co-sponsor for another agency? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please list:
Has your organization conducted business under another company name in the past 3 calendar years? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please list other company names:
Has your organization been denied approval as CE provider? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain:
Has a workshop by your organization ever been denied for CE approval? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please explain:
Are workshops available to professions outside of your agency? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please explain:

CONFIDENTIALITY CERTIFICATION – REQUIRED

I, _____, assure that, in case materials and clients are used in workshops conducted by my organization, confidentiality will be protected and steps taken to monitor and safeguard the emotional effects upon clients.

Signature / Date

PROCEDURAL CERTIFICATIONS – REQUIRED

FOR OFFICE USE ONLY	CE Application#: _____
Rec'd: _____	
Paid: _____ # _____	
Reviewer: _____	
Approved: _____	Hours _____/Type _____

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Section 'A through D' signifies compliance with NASWGA Procedures/Standards for Continuing Education. The organization affirms this by having the program's record keeper sign below and initial the following:

- _____ A) Certificates of attendance will be presented to those who attend the program
- _____ B) The names of attendees will be forwarded to NASW-GA within thirty (30) days of program date
- _____ C) Program evaluations will be distributed to all attendees
- _____ D) Evaluation forms will be made available to NASW-GA upon request
- _____ E) A BSW, MSW, DSW or PD Social Worker will be involved in the planning and evaluation of the program
- _____ F) A means of maintaining program and participant records for a minimum of 6 years – is established

Signature _____

Date _____

Complete this Page for Each Workshop – Fill in Unshaded Areas – Type, Sign, Scan and Send to NASW-GA

# of Hours	Type of CE Hours Requested * See FAQ for more information			
	Core – information provided integrates social work techniques and/or is required training for employment	Must either be provided by LMSW/LCSW with certification in topic of workshop; developed and co-presented by LMSW/LCSW with certification in topic of workshop; or a Training Specialist (See FAQ for definition page 4)		
	Ethics – information on NASW Code of Ethics, and/or composite board rules for social workers	Must be provided by LCSW or developed and co-presented with LCSW		
	Tele-Mental Health – information integrates social work practice techniques and training	Must be provided by LMSW/LCSW or developed and co-presented by LMSW/LCSW who is certified to provide the training		
	Related – information provided by Professional Counselor, Psychology, Psychiatry or related profession	Must be provided by licensed person, certified or experienced (See FAQ for definition page 4) person in related profession		
Workshop/Presenter(s)				
	Presenter(s) and/or Co-presenter(s): List Full Name and Provide License Number *Send Résumés for each Presenter/Co- Presenter *Required only once – these resumes will be kept on file at NASW-GA office	1. 2. 3.		
	Provide Name, Job Title, Phone#, E-mail Address, Credentials, along with brief description of responsibilities of social worker/ consultant involved in planning/evaluation of program			
	Workshop Title: Title must reflect content of workshop and cannot include word "ethics" unless criteria for ethics as outlined in above CE Hour Requested Section is satisfied			
	Description: Write one sentence that describes workshop - to be included on NASW GA website			
	Dates requested for workshop: use one line for each date requested	1. 2. 3.		
	Learning Objectives: how information provided will be measured, observed, evaluated by attendees	1. 2. 3.		
	Target Audience	___ LMSW ___ LCSW ___ Other (list)		
Check Each	Attach the Following to CE Application			
	Brochure of Workshop			
	Evaluation Form			
	Sign – In Sheet			
	Certificate for attendees			
Training Schedule				
Date	Session Begins	Session Ends	Instruction Hours	Content (list breaks)

FORM B

***Required Fees – All Applications must be dated and received 14 days prior to first day of the workshop**

Type of Application	Non- Profit	For Profit	Subtotal
Yearly Application Fee – non-refundable	\$50	\$100	
Program Approval Fee	\$65	\$130	
Re-Approval – Within same year	\$30	\$30	
Conference (one)	\$250	\$350	
Multiple Dates – Same Topic/Speaker – Per Date	\$10	\$10	
Multiple Programs – Different Topic/Speaker – Per Date	\$20	\$20	
Late Fee – >14 days before first start date	\$50	\$60	
Late Fee –> 7 days before first start date	\$100	\$120	
Late Fee –> 5 days before first start date	\$175	\$200	
CE Certificate Development - Administrative Fee	\$40	\$40	
Total Fees Paid			

Payment Type (Choose One) / Credit Card Payments Not Accepted
Check Enclosed <i>(Please complete information below)</i> <i>Make check payable to NASW-GA Chapter</i>
Check Number: _____
Write Name of Check Signer: _____

<input type="checkbox"/> Purchase Order / Invoice Request Attached (Please Check box)
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Submitting Application to NASW-GA Chapter

A. Prepare check payable to NASWGA Chapter or complete invoice request form on top of page 5. **CE Approval will not be granted until payment is received.**

B. Mail Completed CE Application and required accompanying documents to:

NASW-GA Chapter
Attn: CE Application Approval
2300 Henderson Mill Rd., NE
Suite 125, Atlanta, GA 30345

Application **Fee** Page Completed By:

Typed Name

Signature

Date

NASW-GA CHAPTER CONTINUING EDUCATION (CE) APPLICATION

INVOICE REQUEST FORM

Sponsoring Organization/Business:		
Billing/Payment Contact Person:	Job Title:	Phone number:
Organization Mailing address:		
City:	State:	ZIP Code:
Fax:	E-mail:	Website:
PROGRAM INFORMATION		
Workshop Title:		
Workshop Dates:		

REQUIRED FEES (Check All That Apply)

***Required Fees – All Applications must be dated and received 14 days prior to first day of the workshop**

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Late Fee –> 5 days before first start date	\$175	\$200	
CE Certificate Development - Administrative Fee	\$40	\$40	
Total Fees Invoiced			

BILLING INFORMATION:

Sponsoring Organization/Business: _____

Payment Contact Person: _____

Job Title: _____

Phone number: _____

Organization Mailing address: _____

City: _____ State: _____ ZIP Code: _____

Fax: _____

E-mail: _____

Presenter/Workshop Terms:

- LCSW – Licensed Clinical Social Worker or LMSW – Licensed Master Social Worker
- Certification in workshop topic (Core, Tele-mental Health and Related) – 5 years or more of work experience as listed on resume (i.e. Substance Abuse Counselor; CBT Clinician; etc.) and/or certificate of training in workshop topic within last 5 years (i.e. Motivational Interviewing Network of Trainers Certificate, etc.)
- Co-presenter – conducting the workshop with another LCSW or other licensed professional. Each co-presenter facilitates equal sections of the workshop and this information is listed on the workshop brochure.
- Training Specialist (**Core Hours**) – LCSW, LMSW, MD, PhD trained in a specialized area with 5 years or more of work experience listed on his/her resume; And/or certificate of training in workshop topic that social worker requires for employment, (i.e. Nephrologist/renal transplantation; Cardiologist/heart disease, etc.)
- Training Specialist (**Related Hours**) – licensed professional or individual trained in a specialized area with 5 years or more of work experience as listed on his/her resume and/or certificate of training in workshop topic that social workers may be interested in learning about (i.e. Neuro-cognitive research; Community Organizing; Juvenile Justice System etc.). NASWGA reserves the right to request that Training Specialist provide proof of certification of training in workshop topic s/he seeks to facilitate.

Is NASW-GA an authorized organization to approve CE applications?

Yes. NASW GA CE Approval Program is approved by the Georgia Board of Professional Counselors, Social Workers and Marriage and Family Therapists. Organization providers are, however, still responsible for following all State of Georgia rules and regulations regarding licensure. Organizations and agencies seeking approval for Multi-State CE programs must contact NASW National Office at (202) 336-8295.

What does it mean to comply with NASW-GA Chapter Standards for Continuing Professional Education?

Your organization has responsibility for control over all aspects of the program to ensure that educational standards are met; that there is a system for selecting and supervising qualified instructors; monitoring attendance to include sign-in sheets and ensuring that participants stay until the conclusion of program; and that a system for evaluation of workshop by participants.

Which agencies/organizations can apply for NASW-GA CE approval?

Any licensed Georgia agency, state institution or organization that offers educational or training programs by qualified and licensed professionals relevant to social workers can submit an application for CE approval. This includes providers of workshops, conferences and internet based distance learning education.

Must applications be typed?

We highly recommend that you submit a typed form, as illegible applications will not be accepted.

***Will applications be reviewed without payment?**

No - Applications will not be reviewed until payment is received or invoice request form is attached to application (See Page 4) and all required information needed to process application is received. As of January 23, 2018, credit card payments are no longer accepted for purposes of processing the Continuing Education Application.

Where do I mail the fee payment and/or application forms?

NASW-GA Chapter
2300 Henderson Mill Rd., NE Suite 125
Atlanta, GA 30345

Can I email the completed forms?

Step 1. Yes, completed forms can be emailed to app.naswga@socialworkers.org.

Step 2: **The original application along with two copies must be mailed to the NASWGA Chapter.**

Step 3: Only include the Resumes (s) of presenters (only send resume once for presenter that is used for other workshops)

Step 4: Page 2 of the CE application must be completed for each individual workshop (i.e. when multiple workshops are requested using one CE application)

Are social workers required to be involved in the planning of the program?

Representatives of the target audience, social workers, must provide input during the program planning to ensure the suitability of the subject matter to the level of application. Planning, administration, presentation, and evaluation functions must be a constant concern of the providers. *(See Page 2 – Type of CE Hours Requested)*

What is the definition of Core and Related CE hours? For a complete explanation of Composite Board Rules go to <http://sos.ga.gov/index.php/licensing/plb/43>

- **Rule 135-9-.01. Requirements**

(5) **Core hours** are continuing education hours acquired in activities in the specialty in which the license is held; e.g. PC core hours must reflect PC content, SW core hours must reflect SW content and MFT core hours must reflect MFT content. Core hours may be obtained through graduate level education, conferences, workshops, seminars, or on-line courses approved for continuing education by organizations authorized to offer continuing education credit. Such activities shall be sponsored, co-sponsored or approved by:

- (a) a professional association in the specialty in which the license is held; or
- (b) an academic department in the specialty in which the license is held:

(6) **Related hours** are continuing education hours acquired in activities in a specialty other than the one in which the license is held or in the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling. Related hours may be obtained from:

- (a) activities sponsored, co-sponsored, or approved by professional associations in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions for Psychiatry, Psychiatric Nursing, Psychology, Pastoral Counseling, or allied health specialties, or
- (b) activities sponsored, co-sponsored, or approved by an academic department in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling.

Ethics Workshop Approval Process for NASW Georgia Chapter

All ethics workshops must be provided by an LCSW or developed and co-presented with an LCSW. The information presented must reflect the NASW Code of Ethics and/or State of Georgia Composite Board rules for Social Workers. If the workshop uses a co-presenter, each presenter must facilitate equal sections of the workshop and list this information on the workshop brochure.

When is, the sponsoring organization required to turn in sign-in/sign-out sheets to NASW-GA Chapter?

Within 30 days of completion of each workshop.

NASW-GA CE Application Frequently Asked Questions (FAQ)

When is, the sponsoring organization required to turn in a summary of evaluation form to NASW-GA Chapter?

Within 60 days of completion of each workshop.

Definition of Certification: A certificate of training dated within the last 5 years in the area of specialty and/or a minimum of 5 years' experience in the specialty area that is the topic of the workshop.

How long must my organization keep records from a workshop?

For a minimum of six (6) years, the providing organization must maintain program, attendance and financial transaction records for all participants.

If my application is approved, how soon will the workshop get posted to the NASW-GA Chapter website?

The workshop will be posted within three - four (3-4) business days of approval.

If my application is denied, do I get a full refund of my one-time application fee?

All applicants are encouraged to read the application forms fully prior to submitting the application for CE approval. If the application is denied, a \$30 processing fee will be retained by NASW-GA Chapter and the remaining fees paid will be returned to sponsoring organization or agency.

What are examples of learning objectives?

By the end of the workshop attendees will

- learn three (3) techniques for interviewing a new client
- learn how to recognize Kübler Ross' Stages of Grief when working with Hospice clients and families
- learn key techniques for providing Solution Focused therapy

Should learning objectives be included on the Evaluation Form? Yes.

What other information should be included on the Evaluation Form?

Other information includes: quality of instruction, instructor's level of expertise and knowledge, usefulness of program's objectives and adequacy of physical facilities.

What if I want NASW-GA to issue the CE Certificate?

Yes- NASW GA Chapter can issue the CE Certificates. There is an additional **administrative fee of \$40.00** for this service. CE will be distributed by electronic means (e-mail); therefore, the organization responsible for hosting the CE workshop must ensure that the workshop attendees (legibly) complete the sign in sheet offering a valid e-mail address. *NASW GA Chapter Staff is **not responsible** for seeking out workshop attendees contact information inclusive of a valid e-mail address.

Is there a minimum amount of time for conducting a CE workshop?

Yes. A workshop must be a minimum of 1 (one) hour.

Are there a maximum number of CE hours that can be offered?

Yes. No more than twenty (20) hours of continuing education shall be from any one course, workshop, or presentation. This limit does not apply to professional conferences which offer multiple presentations over a period of several days.

What activities are not considered in total number of CE hours?

Welcoming speeches, scheduled coffee/bathroom breaks, or other social events are not considered CE time.

NASW-GA CE Application Frequently Asked Questions (FAQ)

Can I offer a CE program during a meal such as lunch?

Yes, but only 50% (half) of CE hours can be allotted during a meal based educational program.

Does NASW-GA process applications after a continuing educational program has occurred?

No.

NASW-GA CE Application Appendix – Sample Forms

- Sign – In Sheet
- Certificate of Attendance
- Evaluation Form