NASW CENTER FOR PROFESSIONAL DEVELOPMENT

STANDARDS FOR CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAMS

1. The provider organization shall have a written Statement of Mission and Philosophy which reflects the values and ethics of the professional discipline/organization.

2. The content, expertise, and educational objectives of the educational program shall reflect the values and ethics of the profession/organization.

3. The educational event shall relate to human service practice, theory, methodology, social policy, ethics, or to administration, planning and research related to human services.

4. There shall be learning objectives (specific, measurable, attainable) and content designed to meet those objectives.

5. Participants shall be selected without discrimination by reason of sex, age, race, ethnic background, sexual orientation, or other characteristic.

6. Promotional material shall indicate the level of instruction, by degree or experience level, that the event is geared but not limited to, as well as prerequisites.

7. The format and methods selected for the continuing education event were influenced by: adult learning theory, identified learning needs of the participants, the learning objectives, the education content, and size and composition of the participant group.

8. The instructor, speaker or educational leader must be qualified in the following manner:
   a. Competence in the subject matter (evidenced by work experience, formal education, or training, publications, recognition by peers, professional certification or licensure)
   b. Ability to transmit the educational content to the participants
   c. Understanding continuing education objectives
   d. Knowledge and skill in instructional methodology, learning process, and the use of emotionally-laden material
   e. Capacity for self-evaluation or modification of future offerings in response to evaluation conducted by self, sponsor, and participants

9. Formal evaluation of the event shall be established in respect to content, format, methodology, instruction, and facilities.

10. Providers of continuing education shall conform to responsible administrative practices including:
    a. designation of a responsible party for each event
    b. provision of safe and adequate space and facilities conducive to learning
    c. a system of supervising and evaluating instructors and/or educational leaders
    d. a system of maintaining and verifying records of each event including financial, course content, attendance, and evaluation forms
    e. pre-event performance requirements for the rewarding of certificates (must attend 80% of the educational program)
    f. a system of making records of attendance available to participants

11. Providing attendees with proof of attendance which reflects course topic, date, provider, organized educational hours, and authorized signature.