APPROVAL PROCESS FOR
SOCIAL WORK CONTINUING EDUCATION HOURS

1) Review Approval Process for Social Work Continuing Education Hours.

2) Review the Standards for Continuing Education.

3) Complete application for NASW Social Work Continuing Education Hours approval and submit the application and all requested materials below at least 30 days prior to the workshop.

4) Applications will not be approved after the program has been held.

5) Attach the following items:
   a) Flyer, draft copy or as mailed
   b) Biographical information on presenter, including credentials
   c) Copy of the detailed agenda
   d) Copy of evaluation form
   e) In addition, distance-learning providers/webinars must include:
      i) A copy of the post-test that will be used to verify attendance. Attendees must complete the post-test with a passing score of 80% or greater. The test must include a minimum requirement of ten multiple choice questions per credit hour with no more than 10% true/false questions. Five multiple choice test questions are required for each additional credit hour after the first credit hour. For programs that request additional ½ hours, such as 1.5 CEs requested, a minimum of 5 multiple choice questions also are required. All post-tests should include no more than 10 % true/false questions of the entire amount of questions.
      ii) Polling questions to be asked every 15 minutes during the training.
      iii) Course materials: home-study materials, CD-ROM, or direct access to the provider's course content online

6) Submit the fee and application. To pay with a credit card, call (317) 923-9878. Or make checks payable to:
   NASW Indiana Chapter
   1100 West 42nd Street, Suite 226
   Indianapolis, Indiana 46208

7) Certificates of Attendance by applicant/agency must be provided to attendees and must reflect topic, provider, date, authorized signature and number of approved CEH's. Certificates will only be issued to participants who attend the entire event.

8) The applicant agency will be notified of approval/denial for Social Work Continuing Education Hours within 30 working days of receiving the application in the NASW Indiana office.

9) Approved applications may publicize that the program has "Approved for ___ Social Work Continuing Education Hours" or "Approved for ___ Continuing Education Hours for LSW, LCSW, LMFT, LMHC, LAC, LCAC & Psychologists."
   a) NOTE: Continuing Education Hours (CEHs) can only include actual instructional hours. Breaks, mealtimes, networking or social hours cannot be counted as CEHs.

10) Applications may be submitted as early as 12 months prior to the event. Applications must be received a minimum of 30 days prior to the workshop to ensure approval in advance of the event. All program approvals are valid for twelve (12) months from approval date, and may be presented multiple times with the approved program content. Please notify NASW Indiana in advance of repeated programs to pay the repeat fee and to have your application packet amended appropriately.

AFTER THE EVENT

1) Forward copies of evaluations or evaluation summary to NASW Indiana electronically or by mail.
2) Forward copies of the sign-in/sign out sheet with attendee names and hours attended to NASW Indiana electronically or by mail.