SPONSOR RESPONSIBILITIES

As a sponsor with an approved continuing education program, you are REQUIRED to do the following:

1. RECORD KEEPING - For two social work licensing cycles, keep records of the following:
   - Attendance list of social workers who completed the program
   - Completed evaluations or evaluation summaries.
   - Copy of completed post-tests (required for distance-learning programs only)

   This information must be available on request to the MA Board of Registration or to the Collaborative. DO NOT SEND this information unless requested.

2. ATTENDANCE CERTIFICATES - Create and distribute a certificate of attendance to participants who achieve the highest standard of 100% attendance as required by the MA Board of Registration (there may be extenuating circumstances which would allow for leaving at 80%). Include the following information on each certificate:
   - Name and address of the sponsoring organization as it appears on the authorization form sent by the Collaborative.
   - Name, address, and social work license number of participant, or areas in which the participant can write them. Certificates MUST have the participant name on them before they are stamped/authorized and distributed.
   - Title and date of course as indicated on the authorization form
   - Authorization number and indication that the Collaborative is the authorizing body
   - Number of credits as indicated on the authorization form - PLEASE NOTE: The number of CEs on the certificate MUST be the exact number indicated on the authorization form. NO PARTIAL CREDIT IS TO BE GIVEN.
   - Signature and title of person responsible for the program

ESSENTIAL INFORMATION WHEN ADVERTISING YOUR PROGRAM

If an authorization number HAS been issued at the time of advertising, appropriate wording is:

“This program has been approved for ___ Social Work Continuing Education hours for relicensure, in accordance with 258 CMR. Collaborative of NASW and the Boston College and Simmons Schools of Social Work Authorization Number ______.”

If an authorization number HAS NOT been secured at the time of printing, appropriate wording is:

“Application for social work continuing education credits has been submitted. Please contact us at (your organization’s phone number/email/website/etc.) for the status of social work CE accreditation.”

DO NOT print that credits are “pending.”
DO NOT TELL REGISTRANTS TO CONTACT THE COLLABORATIVE OR NASW.