

NASW-NC Continuing Education Approval/Endorsement Program Guidelines

The North Carolina Chapter of the National Association of Social Workers (NASW-NC) has a procedure to endorse and approve continuing education (CE) workshops and courses for social workers with a North Carolina clinical social work licensure and certification. The mission of the NASW-NC Approval and Endorsement Program is to champion the professional development of social workers. It is the goal of the program to certify sound, relevant, and appropriate CE opportunities for social workers in the state of North Carolina.

According to [North Carolina administrative code 21 NCAC 63 .0404\(a\)](#), “continuing education for social work certification or licensure renewal shall be required to maintain professional knowledge and technical competency. Social workers shall obtain 40 contact hours of continuing education credits in accordance with this Rule within each two-year renewal cycle. For purposes of this Rule, a “contact hour” is defined as time spent actually receiving education, excluding breaks.” Read more about Continuing Education requirements for North Carolina Social Work licensees [HERE](#).

See a description of the differences between Endorsement and Approval below.

CE Approval – For Distance Learning Workshops (Asynchronous)

NASW-NC CE Approval is a peer-reviewed process for distance learning activities that are **asynchronous or not occurring in real-time**. Social workers who are licensed or credentialed in the state of North Carolina can obtain up to 20 hours of continuing education via distance learning activities for licensure or credential renewal.

All distance learning activities such as (but not limited to) online courses, home study courses, recorded webinars/seminars/conferences **MUST be PRE-APPROVED by NASW or its chapters (NASW-NC) OR the Association of Social Work Boards (ASWB)** in order for a North Carolina licensee to count it towards renewal. This approval is required by [North Carolina administrative code 21 NCAC 63 .0404](#).

CE Endorsement – For Live, Synchronous Workshops

NASW-NC CE Endorsement is a peer-reviewed process that validates the appropriateness of live, **synchronous continuing education**. This includes in-person, face-to-face continuing education activities as well as live synchronous audio-video broadcasts allowing for real time interaction between the instructor and participants attending through electronic means.

Endorsement by NASW-NC is a way to increase your marketability as a quality continuing education provider. Such endorsement will be valuable in attracting social workers desiring state credentialing renewal and professional development.

CE Approval and Endorsement Application Process

Any individual and/or organization that offers quality, cutting-edge, relevant courses to social work professionals may submit a workshop or course for NASW-NC approval or endorsement reviewed by the NASW-NC Peer Review Committee.

Application Processing Time

Please allow up to 10 weeks for processing & review. The NASW-NC Peer Review Committee is not able to review applications of events in less than 20 business days from the date submitted.

Application Fees

A program is defined as a workshop/event/course, either synchronous or asynchronous. Please note, if you are submitting more than 1 program, you will need to return to the submission page and submit each additional program (we only allow 1 program per submission page).

1 Program \$100.00 each

Applications accepted by the NASW-NC Peer Review Committee for Approval are good for one calendar year from the date of approval.

Applications accepted by the NASW-NC Peer Review Committee for Endorsement are good for the date(s) of the live event(s). Please provide all dates of the live events on your application.

Application Reminders

- Applicant must submit a complete application and pay the appropriate fees prior to the date of the program. **Applications cannot be reviewed unless payment and all requested information are received.**
- Applicant must be able to develop a sound continuing education workshop as well as create, supply, and maintain attendance records, certificates, and evaluations.
- The accepted Approval or Endorsement are not interchangeable. If the live, endorsed event is recorded for later use, the endorsement does not count for the asynchronous version. An approval application would then need to be submitted.
- Once your application for approval or endorsement is [submitted online](#) and paid for, your workshop will be reviewed by the NASW-NC Peer Review Committee. This Committee is made up of seasoned North Carolina Licensed Clinical Social Workers in various areas of practice.

Please have the following information ready for the application:

- 1. Indication of Approval or Endorsement**
- 2. Organization/CE Provider information**
- 3. Title of Presentation**
- 4. All speaker name/s and credentials**
- 5. Total number of requested CEs**
 - a. Must be on the whole or half hour. At a minimum, a program must request 1 CE. (Breaks or opening remarks should NOT be included as part of the CE hours requested.)*
- 6. Type of CE Credit: Regular CE or Ethics CE**
 - a. For Ethics CE: ethics content related to social work practice and ethical decision-making*
- 7. Descriptions of the program, the need for this workshop, and how it is relevant for social workers.**
- 8. Program Agenda/detailed outline**
 - a. The agenda must show the start and stop time of each activity (including breaks) and show how you are allocating the requested CEs. The total number of CEs allocated in your agenda must match the number of CEs you are requesting on your program application form.*
- 9. Learning Objectives**
 - a. Learning objectives must be written clearly on the Agenda to help participants understand how the course is related to their educational goals and focus their attention on specific aspects of the course content.*

- b. *Programs must have a minimum of 3 learning objectives.*
- c. *For Conferences and Symposiums, there must be 3 overall learning objectives in addition to session learning objectives.*

10. For distance learning/pre-recorded workshops: A post-test is required for this approval and a copy of the questions must be attached with the application.

- a. *Post-tests have a minimum requirement of ten multiple-choice questions for the first credit hour. Five multiple-choice test questions are required for each additional credit hour after the first credit hour.*
- b. *Each question must contain 4 answer choices (A.B.C.D.), with only 1 correct answer. No more than 10% of the total number of post-test questions can contain a True/False, none of the above/all the above/most of the above answer. The correct answers must be highlighted on your post-test to indicate correct answers.*

Accommodations for Individuals with Disabilities

- CE Approval or Endorsement must ensure that individuals with disabilities are not excluded from services, programs, and courses because of existing disabilities. Workshops viewed in their entirety must be readily accessible to and usable by individuals with disabilities.
- Accessibility accommodations may apply to circumstances other than wheelchair access. Approved and endorsed workshops offering webinar, videoconferencing and teleconference workshops must consider visual and/or auditory impairments, and options available for providing assistance to course participants.

Additional Reminders

- Be certain your objectives and the content fit the clock hours of your activity. Identifying the clock times with the specific objectives (and content) is required. Please note that the total training time does not include break periods.
- If your presenter(s) does not appear to have the appropriate education and/or experience in the content area of your continuing education activity, the NASW-NC Peer Review Committee may return the application for further documentation.
- If the activity for which approval is requested is for agency employees (i.e., staff development), the application must be for appropriate educational experience rather than focusing on agency procedures. ([See North Carolina Social Work Certification and Licensure Board CE position statement.](#))
- Supervisory sessions or activities, even if purchased outside the place of employment, will not be endorsed as continuing education credits.
- Instruction on how to supervise is an appropriate continuing education activity. However, it will not be endorsed as part of an internal staff development activity.
- Add the email and telephone number of the social worker who is listed as part of the planning for the continuing education workshop. Any questions from the reviewers will be addressed to this person.
- Should your workshop be denied endorsement/approval by the Peer Review Committee, a \$35 processing fee will be taken from your application fee, and a refund for the remainder will be issued to you. The Committee may decide to offer suggestions for a more robust application, and the applicant may re-apply. The implementation of these suggestions does not guarantee future endorsement or approval.

- Workshops that are endorsed or approved by NASW-NC must display the NASW-NC Endorsement or Approval graphic provided by NASW-NC.

Marketing

Once a workshop is Endorsed or Approved by NASW-NC, it can be listed on the NASW-NC Events Calendar or Approved Online Courses on the NASW-NC Website.

Endorsements: In the case of an endorsed workshop, it will be listed on the [NASW-NC CE Events Calendar](#) of the NASW-NC website.

Approvals: In the case of an approved workshop, it will be listed on the [Approved Online Courses](#) page. If a hyperlink to the course is provided, it will be included on the page.

If you would like additional help from NASW-NC to assist in marketing your workshop, please see [our advertising opportunities](#) or call 919-828-9650 to discuss marketing options.

IMPORTANT: The North Carolina Social Work Certification and Licensure Board always has the final say as to whether continuing education courses qualify for licensure renewal. The NASW-NC CE Approval and Endorsement Program simply identifies providers capable of delivering high-quality, appropriate continuing education for social workers. Our endorsement is not a guarantee that your program will be accepted by the Licensure Board in the case of an audit of an individual social worker.

NASW-NC Peer Review Committee

The NASW-NC Peer Review Committee is made up of seasoned North Carolina Licensed Clinical Social Workers in various areas of practice who review each endorsement and approval application.

The work of the Review Committee in approving CE courses is confidential, subject to disclosure within The CE Approval Collaborative upon request, as necessary to comply with assessment criteria. Disclosure outside of The CE Approval Collaborative will be subject to legal mandate, as advised by The CE Approval Collaborative counsel or a court of competent jurisdiction. When reviewing an application, the Review Committee reserves the right to seek expert advice and relevant information from other external sources, provided that the Review Committee and the advisor keep such information confidential.

Interested in serving on the NASW-NC Peer Review Committee?

To be considered for the [peer review committee](#), one must be a current NASW-NC member, hold a graduate degree in social work and have two years of post-LCSW clinical experience.

Why do we need licensed individuals on the peer review committee? Because we are verifying continuing education for individuals with licensure according to the state statute and rules for Clinical Social Work Licensure in North Carolina. The individuals on the peer review committee must understand CE requirements for licensure and have an understanding of what qualifies as relevant and acceptable content for licensed individuals.

Interested parties can send an email of interest and resume to the Education Program Manager at education.naswnc@socialworkers.org.