

## **CE Approval Collaborative**

30 Silverline Drive, Suite 3, North Brunswick, NJ 08902

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### **APPLICATION CHECKLIST**

- ❑ Visit [www.naswnj.org](http://www.naswnj.org) to download application, guidelines, explanation of terms and checklist.
- ❑ Follow instructions to save aforementioned documents to your computer.
- ❑ Read guidelines.
- ❑ Review explanation of terms.
- ❑ Review NJ State Board of Social Work Examiners Statutes and Regulations.
- ❑ Gather all supporting documents and save to your computer (e.g. Resumes, bibliographies, promotional materials, certificates, evaluations).
- ❑ Complete all sections of application, incomplete applications will be returned unprocessed. Please note there is a \$25 resubmission-processing fee for incomplete applications.
- ❑ Ensure that application is saved as a Microsoft Word document with a “.doc” suffix or as a PDF.
- ❑ Visit [www.naswnj.org](http://www.naswnj.org) and click on “submission page” in the Submit an Application section of the CE Approval Collaborative Page.
- ❑ Complete all fields on the submission form and upload resumes, application. You may also need to upload promotional material if you are unable to copy it into the Appendix of the document.
- ❑ Select appropriate submission area (purchase order, checks, and money orders have one link and credit cards have different links, please ensure you have selected the appropriate one based on your payment intentions. Incorrect selections will delay processing your application.
- ❑ Enter all payment information. Applications will not be processed without complete payment.
- ❑ Await decision notification.