



CONTINUING EDUCATION
APPROVAL PROGRAM

Guidelines and Application



NASW Ohio Chapter
400 W. Wilson Bridge Rd., Suite 103
Worthington, OH 43085
info@naswoh.org
614-461-4484

Guidelines

The National Association of Social Workers (NASW) Ohio Chapter offers formal social work continuing education (CE) approval for programs that meet specific criteria. These educational offerings may then be used by social workers to meet the CE requirement for social work licensure/certification renewal.

Eligibility

All providers who offer continuing education programs that are relevant to social workers may submit an application. These include, but are not limited to, providers of workshops, conferences, home study programs, and internet-based distance-learning education. The NASW Ohio CEU Approval Program extends to programs offered in Ohio. Application for continuing education approval must be made by the sponsoring organization (provider), not by individual participants who attend the program.

Licensing Board Endorsement

The NASW Ohio CE Approval Program is approved by the Ohio Counselor, Social Worker, & Marriage and Family Therapist Board to approve programs for social work continuing education credit.

NASW Standards

The standards for organizations applying to the NASW CE Approval Program are contained in the NASW Standards for Continuing Professional Education. Applicants must review the standards and comply with the requirements. For a copy of the Standards, visit www.socialworkers.org/practice/standards/cont_professional_ed.asp.

Determining the Number of Continuing Education Credits for Your Program

NASW awards contact hours for approved programs. One contact hour equals one hour of instruction. The number of contact hours is determined prior to the beginning of the program and is based on the objectives, content, format, methods of instruction, and program schedule. A workshop or program must be a minimum of one hour in length.

Time devoted to announcements, welcoming speeches, scheduled coffee breaks, lunch, and other social events is not included in the number of hours considered. The continuing education provider is instructed to estimate the number of contact hours on their application. NASW determines the final number of contact hours for a program.

Attendance Monitoring and Evaluation Data

When programs have been approved, only those individuals who satisfactorily complete the program will receive credit for attendance. NASW needs evidence that the continuing education organization has a system of monitoring attendance. It is the responsibility of the

organizer of the program to document that the participant met this standard. Examples of monitoring attendance include: distribution of participant sign-in/sign-out sheets, use of electronic name badge readers, and the issuing of unique session codes to participants at the conclusion of programs, or at each session.

Sponsoring organizations must return sign-in/sign-out sheets (or alternate method used to monitor attendance) to NASW 30 days after completion of each program. The sponsoring organization must total and initial the contact hours for each participant. Summary evaluation data must be sent to NASW within 60 days after the program's conclusion. For a sample sign-in/sign-out sheet, and a sample evaluation form, e-mail info@naswoh.org.

Permanent Records

It is the responsibility of the provider to maintain program, attendance and financial transaction records for all participants. Such records should be kept for a minimum of five years and be made available to participants.

Program Quality

Representatives of the target audience, social workers, must provide input during the program planning to ensure the suitability of the subject matter to the level of application. Planning, administration, presentation, and evaluation functions must be a constant concern of the providers

Issuing Certificates

Certificates must be issued to participants who have successfully completed the program either by the approved provider. A sample CEU certificate can be made available to you through NASW. CEU certificates must include the following information:

- The following statement: "This program is approved by the National Association of Social Workers Ohio Chapter (program # _____) for _____ social work continuing education contact hours."
- The participant's name, typed.
- The date, location, name of presenter, and signature of a representative of the organization.

Application Fees

All fees are to be submitted with the application and are nonrefundable.

- 1 workshop (original submission)- \$100.00
- 1 workshop (re-submission)- must have the same presenter and objectives- \$75.00
- Rush processing fee (for applications submitted less than 20 business days prior to the event)- \$50.00
- Conferences or events with more than one workshop- \$200.00

Submitting Applications to NASW

1. Complete the Application
2. Complete the Payment information and include either credit card information or a check.
3. Send materials to:

NASW Ohio Chapter
400 W. Wilson Bridge Rd., Suite 103
Worthington, OH 43085
info@naswoh.org
Fax: 614-781-1726

Application for NASW Ohio Chapter CEU Approval

Please complete and return the completed application including attachments. Submit application information at least 20 business days prior to the program.

Provider Information:

1. Name of Organization:	
2. Staff contact person:	3. Title:
4. Phone Number:	
5. E-mail Address:	
6. Mailing Address:	
7. Mission statement of organization:	
8. Name and credentials of social worker involved in planning and evaluation of program:	
9. E-mail address of social worker:	
10. Description of the responsibilities of social work staff/consultant:	
11. Has your organization been approved as a continuing education provider or had program approval with other professional associations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the full titles of organizations:	
12. Has your organization been denied approval as a continuing education provider or had a program denied approval? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	

13. Has your organization done business under another company name within the past three calendar years?

☐ Yes ☐ No

If yes, provide name(s) of other business(es):

Program Information:

Please duplicate this section if your organization wishes to have more than one program approved.

1. Title of continuing education program		
2. Proposed date(s), time(s), city(ies) of program		
Date(s)	Time(s)	City(ies), State(s)
3. Number of continuing education contact hours requested:		
4. Who is the target audience for your program?		
5. List the approximate number of participants.		
6. Program Instructor(s) Name(s):		
7. Social work Focus Areas <i>Check all that apply</i>		
<input type="checkbox"/> SW Theory <input type="checkbox"/> SW Methods <input type="checkbox"/> Human Development and Behavior <input type="checkbox"/> Social Welfare and Policy <input type="checkbox"/> SW Values and Ethics	<input type="checkbox"/> SW Research <input type="checkbox"/> Supervision <input type="checkbox"/> SW Administration <input type="checkbox"/> SW Practice for Special Populations <input type="checkbox"/> Other:	
8. Explain how the content of the program directly relates to the focus area(s) checked in item three above.		

9. Provide a brief course description.
10. Describe the teaching methods utilized during the program, such as video, overhead, lecture, small group discussion, etc:
<p>11. Learning Objectives: Learning objectives provide direction in the planning of a learning activity. They help to (1) focus on learners' behavior that is to be changed; (2) serve as guidelines for content, instruction, and evaluation; (3) identify specifically what should be learned; and (4) convey to learners exactly what is to be accomplished.</p> <p>In reviewing your application, NASW will be looking for learning objectives that have the following characteristics: (1) the specified action by the learners must be observable; (2) the specified action by the learners must be measurable; and (3) the specified action must be done by the learners. The ultimate test when writing a learning objective is whether or not the action taken by the participant can be assessed. If not, the outcome probably does not meet all three of these characteristics. If this is the case, we will ask you to re-submit this information.</p> <p>List the learning objectives:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Attachment 1: Provide a copy of the program brochure or publication sent to participants. If final copy is not yet available, submit draft copy.</p> <p>Attachment 2: Attach a copy of the course schedule outlining the sequence of topics and instructors during the program. Please note any breaks.</p> <p>Attachment 3: Attach copies of the instructors' vitae, resume, or biological summary.</p> <p>Attachment 4: Attach a copy of the evaluation form used in your program. Each evaluation form must list the learning objectives from each program in order to ascertain that participant goals have been reached. Program objectives developed during the planning process may include, but are not limited to: changes in the attitude and approach of the learner to the solution of problems, presentation of new knowledge or updating obsolete information in specific content areas, the introduction to and/or mastery of specific skills and</p>

techniques, and improvement in the selective responses of the learner.

In addition, include feedback on participant satisfaction in the following areas:

- The quality of instruction and teaching ability (did the instructor present materials in a clear or orderly fashion, gear materials to a level appropriate to the audience, respond to questions and needs of the audience?)
- The instructor's level of knowledge and expertise.
- The usefulness of the program content for meeting each of the programs' stated objectives.
- The adequacy of the physical facilities (comfort, accessibility, space, visual and auditory support)

Agreement:

The program sponsor agrees to the following:

1. Provide facilities and programs that are accessible to individuals who are disabled.
2. Each participant will be given a certificate of completion to document his/her attendance at the program. The certificate will contain: the name of the program sponsor, the program title and date(s), the name of the participant (typed), the number of clock hours earned by the participant, the program approval number assigned by NASW, and the signature of an official representative of the sponsoring organization.
3. Include an evaluation component for the program offered.

Signature:	Date:
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Payment Information

Fees:

1 workshop (original submission)	\$100.00
1 workshop (re-submission) Must have the same presenter and objectives	\$75.00
Rush processing fee (for applications submitted less than 20 business days prior to the event)	\$50.00
Conferences or events with more than one workshop	\$200.00

Payment Information
Total:
Check: Made out to NASW Ohio Chapter
Credit Card:

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
Credit Card Number:		
Expiration Date:		
CVC Code on Back:		
Printed Name on Card:		
Authorized Signature:		