

CONTINUING EDUCATION APPROVAL PROGRAM

Application

National Association of Social Workers – Tennessee Chapter
50 Vantage Way, Suite 250
Nashville, TN 37228 -1554
615-321-5095
Toll Free (877) 810-8103

NASW-TN CONTINUING EDUCATION APPROVAL APPLICATION

Please complete and return the completed application including attachments. ***Submitting this application at least 6 weeks prior to your event will receive a discount.*** Please print or type as **illegible applications will not be accepted.** Applications will not be reviewed until payment is received and **all** information is included on the application below. ***Please allow up to 2 weeks for processing.***

A. Provider Information

1. Name of organization	
2. Staff contact person	3. Title
4. Phone number	5. E-mail address
6. Fax	7. Web site address
8. Mailing address	
9. Name and credentials of social worker involved in planning and evaluation of program:	
10. Title of program for approval, Date occurring and # of CEU's requested:	
<p>11. Does your organization plan to have co-sponsor(s) for this program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>➤ Attachment 1 If your organization has co-sponsorship(s), attach a list of the names, organizational affiliation, and addresses of your co-sponsors.</p>	
<p>12. 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:</p>	<p>13. Has your organization been refused approval as a continuing education provider or had a program refused approval? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:</p>
<p>For NASW – TN Office Use Only:</p> <ul style="list-style-type: none"> • Payment Received: _____ • E-mail to Members • Web Calendar • Approval Documents to Contact 	<p>Approval Number: _____</p> <p>Notes:</p>

14. Please provide a description or attach your organizations policies and procedures for responding to any complainants and grievances (refund request, complaints about content or presenters etc.)

B. Program Information
(Please duplicate 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) and state(s) of program

Date	Time(s)	City(ies), State(s)

3. Provide a brief course description, please include how the course is related to or enhances the practice of social work.

4. Number of continuing education contact hours requested

➤ **Attachment 2**
 Attach a copy of program public relations brochure or publication sent to participants in advance of program. If final copy is not yet available, submit draft copy.

➤ **Attachment 3**
 Attach a copy of the course schedule outlining the time frame and sequence of topics and instructors during the program.

15. 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.

List the learning objectives for the program

1	
2	
3	
4	

➤ **Attachment 4**

Attach copies of the instructors' vitae, resume or biographical summary for this program.

16. Has the instructor(s) ever had disciplinary action taken against his/her professional license or has he/she been convicted of a crime related to their professional practice?

- Yes No

If yes, please explain

➤ **Attachment 6**

Attach a copy of the evaluation form used in your program.

17. Distance-Learning Courses (if applicable)

Distance-learning providers are required to enclose one copy of their program, i.e. videotape, cassette or book for review by NASW. Please indicate what type of distance learning course(s) you provide:

- Audiotapes Home study publication Internet Class
 Teleconference Videotapes Other: _____

Do you require an affidavit statement from the participants upon completion of your program?

- Yes No

➤ **Attachment 7**

Attach a copy of the post-test used in your program (post-tests are **required** for distance learning products). What is the passing score? _____

C. Continuing Education Participation Agreement

As a provider of a continuing education program with CE Approval from NASW, I agree to:

- Submit a complete application and include applicable fees.
- Only utilize NASW-TN name and logo for this approval program as indicated in the guidelines. I understand any changes or additional use requires prior approval.
- Comply with the **NASW Standards for Continuing Professional Education** and affirm that my organization has:
 - a) A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.
 - b) A system for selection and supervision of qualified instructors.
 - c) A BSW, MSW, DSW, or Ph.D. Social Worker involved in the planning and evaluation of the program.
 - d) A system for evaluation of programs by participants.

If NASW is issuing Continuing Education Certificates, I will:

- Explain the CE Participant Form to the participants.
- Emphasize to participants that they will receive these documents only if their forms are correctly and completely filled out.
- Submit a single check with the CE Participant Forms and Attendance Monitoring Form within four weeks of the program.
- Attach a copy of the original approval letter from NASW when submitting the CE Participant Forms and Attendance Monitoring Forms.

Print Name	Date
Signature	Title
Name of Organization	

CE Approval Program Payment Information

Package	Event Length	Fees ** (6 weeks prior/less than 6 weeks)	Total
Standard Package (Approval and Web Posting)			
	One Day	\$150/\$250	
	Two Days	\$175/\$275	
	More than two days	\$300/\$400	
Promotional Package (Includes 2 e-blasts)			
	One Day	\$225/\$350	
	Two Days	\$275/\$400	
	More than two days	\$350/\$425	
In-Services (Internal Staff Events)			
	One Day 3 hours or less	\$75.00	
	One Day More than 3 hours	\$100.00	
	Multi Day	\$150.00	
	Additional Fees		
	Event Occurring Multiple Times	\$50.00	
	Total Amount Included:		

Standard Package includes:

***CEU Approval and Website posting**

**** Discount for applications submitted at least 6 weeks prior to the event.**

Promotional package includes:

***CEU Approval and Website posting**

***2 e-mail blasts to NASW-TN Members in the same geographic area as your event.**

***You must provide an e-mail that is ready to be forwarded and 2 dates you wish to distribute.**

**** Discount for applications submitted at least 6 weeks prior to the event.**

In-Service Package includes: only CEU approval and is intended for events for internal staff only or free events for social workers.

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