

CONTINUING EDUCATION APPROVAL PROGRAM

Guidelines

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Introduction

The National Association of Social Workers – Tennessee Chapter (NASW-TN) views continuing education as an essential activity for ensuring quality social work services for clients. NASW believes continuing education is a self-directed process which requires social workers to assume responsibility for their own professional development.

In this spirit, NASW-TN has developed a Continuing Education Approval Program to assist social workers in locating quality continuing education that is relevant to their professional practice. The goal of this program is to establish a professional standard of excellence in organizations offering continuing education opportunities to social workers. NASW-TN will offer Continuing Education Units (CEUs) for workshops, seminars, conferences, and lectures meeting the criteria outlined in the Rules and Regulations of the Tennessee Board of Social Work Certification and Licensure, Chapter 1365-1 and *NASW Standards for Continuing Professional Education*.

The Tennessee Board of Social Work Certification and Licensure does not pre-approve continuing education programs. It is the responsibility of the CMSW/LCSW, using their professional judgment, to justify that the continuing educational program meets the guidelines of the Licensure Board and is relevant to their professional practice. NASW-TN encourages all social workers to review the specific requirements to ensure the workshops they are attending are applicable and appropriate to their professional development.

Program Eligibility

In accordance with the rules and regulations of the social work licensure board, NASW-TN requires that approved social work continuing education be preplanned/formalized activities. The continuing education program will have written learning objectives that are directed at developing and enhancing an individual's awareness of professional ethics and an individual's social work knowledge base and service delivery skills. The program will address the applicable areas of social work planning, administration, education, research, or direct services with individuals, couples, families, and groups.

These activities can occur in the format of workshops, seminars, conferences, and lectures. Multi-media programs may include sections utilizing the following: internet; closed circuit television; satellite broadcasts; correspondence courses; videotapes; CD-ROM; DVD; teleconferencing; video-conferencing; and distance learning. Social workers are cautioned to review the licensure law as **only 9 hours** may be granted for multi-media courses during each calendar year.

Supervisory sessions or activities, even if purchased outside the place of employment, will not be approved as CEUs. Instruction on how to supervise is an appropriate professional development activity. However, it will not be approved as part of an internal staff development activity. If the activity for which approval is requested is for staff development the application must be for appropriate educational experience rather than focusing on agency procedures.

Program Quality

Learning objectives and format of the proposed continuing education activity will be reviewed to ensure high-quality learning experiences with clearly stated learning objectives, educational format, and explicit expectations regarding background and participation of attendees. Representative of the target audience, social workers, must provide input during the program

planning to ensure suitability of the subject matter. Planning, administration, presentation, and evaluation functions must be a constant concern of the provider.

Applicants

NASW-TN will consider applications made by accredited schools, professional organizations, social service agencies, social work departments, hospitals, mental health centers, and other organizations that meet the criteria and conditions below. Application for CEUs approval must be made by the sponsoring organization, not by individual participants. NASW-TN will not approve continuing education activities after they have been presented. Individual presenters may apply for approval. (Please refer to Criteria for Authorization for Individual Presenters section.)

Criteria for Authorization for Sponsoring Organizations

A sponsoring organization seeking approval of a continuing education program must have:

- A means of responsibility for control over all aspects of the program to ensure that educational objectives and standards are met.
- A system of selection and supervision of qualified instructors.
- Content which is clearly of use for social workers in their practice settings.
- Input by a social worker (who holds a BSW, MSW, DSW, or Ph.D.) in the planning and evaluation of the program. The application must include the name, degree, certification or licensure, and telephone number of the social worker.

Presenters

Current curriculum vitae will be reviewed for each presenter to ensure that they are a professional with appropriate background. Proper licensing/accreditation in the content area of the educational activity will also be verified. The information submitted for each presenter must be no longer than three pages. For conference and workshops in which five or more than five presenters are involved the applicant should submit the information on the forms provided. The applicant may not submit forms that are used for other professional association applications.

If a presenter does not appear to have the appropriate educational credentials, training and/or experience in the content area of the professional development activity, NASW-TN may return the application for further documentation. NASW-TN reserves the right to seek expert advice and relevant information from other external sources when reviewing a presenter's qualifications, provided that such advice is kept confidential by the organization and that there is no possible conflict of interest.

Criteria for Authorization for Individual Presenters

Individuals who are not affiliated with a sponsoring organization and who are applying as the applicant and presenter must demonstrate:

- Expertise in the area of the proposed presentation.
- Experience as an effective presenter in the topic area.
- A system for evaluation of the program by participants.
- Content which is clearly of use for social workers in their practice settings.
- Input by a social worker (who holds either a BSW, MSW, DSW, or Ph.D.) in the planning and evaluation of the program. The application must include the name, degree, certification or licensure, and telephone number of the social worker.

NASW Standards

Continuing Education providers must agree to adhere to the NASW Standards for Continuing Professional Education and uphold the NASW Code of Ethics. These documents may be found on the NASW website.

NASW Standards for Continuing Education:

www.socialworker.org/practice/standards/cont_professional_ed.asp

NASW Code of Ethics:

www.socialworkers.org/pubs/code/code.asp

Determination of CEUs Awarded

The continuing education provider must estimate the number of contact hours on their application based upon the schedule and program format. They must identify the clock times along with the objectives and content for each time period. One CEU may be approved for each clock hour attended. A clock hour represents fifty-five minutes actual time completed in the continuing education activity (Chapter 1365-1§12). NASW-TN determines the final number of CEUs awarded for a program.

Time devoted to announcements, welcoming speeches, schedule breaks, lunches and other social events are not included in the number of hours considered. In the event there is an educational program connected with a meal function, credit will be given only to the education portion of that time, generally no more than half of the time allotted for the meal function.

Monitoring Attendance

The continuing education provider must present to NASW-TN evidence that the sponsoring organization has a system of monitoring attendance. (An example of an attendance monitoring system would be sign in sheets where the participant is required to personally sign or initial by their preprinted name. If a sign in sheet is used the continuing education provider must maintain the sheet with original signatures or initial for a minimum of four (4) years.) Providers must include a sample of the monitoring system. NASW-TN will provide an example sign-in sheet upon request. The sponsoring organization must forward the name, address, and total number of hours for each participant within sixty (60) calendar days of the program's conclusion to NASW-TN. This information will be recorded in the permanent record database.

Program Evaluation

Programs must provide a means for participants to evaluate the degree to which the stated educational objectives were met. An example of this evaluation tool must accompany all applications. A summary of completed evaluation forms must be submitted to NASW-TN within sixty (60) days of the completion of the event. Failure to provide a summary of the completed evaluations may result in a delay of awarding of CEUs and/or denial of approval for future events.

Permanent records

NASW-TN will maintain a record of all approved continuing education programs for four (4) years. Duplicates of NASW-TN issued continuing education certificates can be requested at any time during the time the records are retained. A fee of \$5.00 for NASW members and \$10 for non-members will be charged for re-issuance of CEUs.

CEU Approval Packages

NASW-TN understands that organizations often wish to promote continuing education programs to the 1,800 NASW TN Chapter members. All approved continuing education programs will receive a complimentary listing on the NASW-TN web-site (www.naswtn.com). The listing will include the course name, date, location, and contact information. Course information will be posted within fifteen (15) days of approval. Additional advertising is available through the different packages described below.

Standard Approval Package

This level includes the standard continuing education approval for the event with a complimentary website listing on the NASW-TN website, www.naswtn.com. The event will be included under the CEU Approval section of the website.

PACKAGE SUMMARY

- CEU Approval
- Website Listing on NASW on-line calendar
- One time 15% discount on NASW-TN Chapter membership mailing labels pending approval of mailer

Promotional Approval Package

This level includes everything included with the Standard Approval Package. In addition to the website listing NASW will also send an electronic announcement to all NASW-TN members informing them of the approved event. The announcement will be sent based on the scheduled date of the event and when the CEU application is submitted and approved. Approved programs will receive one listing in the NASW-TN electronic newsletter, *Tennessee E-Connections* which is sent to members on a monthly basis.

PACKAGE SUMMARY

- CEU Approval
- Website Listing on NASW on-line calendar
- E-mail advertisement to membership
- *Tennessee E-Connections* announcement or second e-mail to membership
- One time 15% discount on NASW-TN Chapter membership mailing labels pending approval of mailer

Organization/Agency In-Service Approval Package

This level includes only CEU Approval. This is designed for agencies who wish to provide CEU's to their staff at their agency/organizational in-services. In-service CEU approvals will not be advertised on our website and are not promoted via e-mail or newsletter. This package is not available for organizations that will be advertising to the public.

PACKAGE SUMMARY

- CEU Approval

Additional Advertising Opportunities

Approved providers also have the option of purchasing a complete or regional mailing list of NASW-TN Chapter members at discounted prices. NASW-TN Chapter offers our mailing lists to be sorted by county, city, or zip code. Mailing lists are only provided after the piece of literature to be mailed to the membership has been approved by the chapter office. Please contact the chapter office for discounted advertising rates.

Approved providers also have the option of purchasing newsletter advertisements at a discounted rate. Printed newsletters are distributed to our entire membership twice a year, in the fall and spring. Please contact the chapter office for discounted advertising rates.

Fees

A fee for each continuing educational event is due upon application. Please make checks payable to NASW-TN Chapter. The fee schedule is as follows:

CEU Approval Package	Event Length	Fees
Standard		
	One Day	\$150.00
	Two Days	\$175.00
	More than two days	\$300.00
Promotional		
	One Day	\$225.00
	Two Days	\$275.00
	More than two days	\$350.00
In-services		
	One Day 3 hours or less	\$75.00
	One Day More than 3 hours	\$100.00
	Multi Day	\$150.00

Continuing education providers may opt to have NASW-TN issue continuing education certificates. Please review the section on requesting NASW-TN continuing education certificates.

There is a \$50.00 charge for the same continuing education event being offered on additional dates within a calendar year.

Fast Track Option

Agencies desiring a quick and guaranteed response within 7 business days may request the Fast Track Option. The fast track option costs an additional \$150. Please mark the fast track box on the payment form and include the additional fee in the check covering the total amount due. In addition, write on the outside of the mailing envelope **FAST TRACK OPTION** in the bottom left-hand corner. If NASW-TN does not respond to your CEU Approval Request within 7 business days of receipt of a completed package a full refund of the \$150 will be granted.

Requesting and Issuing Continuing Education Certificates

Certificates must be issued to all participants who have successfully completed the program, and may be issued by either the sponsoring organization or by NASW-TN. There is a \$5.00 fee for each participant who wishes to receive a continuing education certificate from NASW-TN. If NASW-TN issues the Continuing Education Certificates, the provider must submit the Participant CEU Request Form and one check for all participants requesting certificates within thirty (30) days of the program. NASW-TN will mail providers a Participation CEU Request Form upon approval of the program.

If the sponsoring organization issues its own CEU certificates, the certificate must include the following statement: "This program was approved by the National Association of Social Workers – Tennessee Chapter (provider# _____) for _____ continuing education units".

Use of your provider number on all certificates is required. The provider number will be furnished on the approval of the program. Additionally, the certificate must include the name of the program, the date and location (city), and the presenter. For workshops or conferences with multiple presenters, the name of the sponsoring agency may be substituted for the presenter.

Certificates for partial attendance may be issued (example: If a participant attends six hours of an eight hour program, a certificate for only six hours should be issued). It is the responsibility of the organizer of the program to document that the appropriate certificate is issued.

Grievances

Providers must submit a description of their policies and procedure for responding to any and all complaints and grievances (refund request, complaints about content or presenter, etc.) When appropriate, NASW-TN will notify the provider in writing of the complaint and request a response within twenty (20) business days. The complainant's name may be kept confidential. A consistent amount of complaints against a provider could result in denial of further applications.

Denial

If a requirement has not been met or completed, NASW-TN will contact the applicant as soon as possible to notify them of any issues hindering the approval of an application. The NASW-TN staff will make every effort to allow changes or adaptation to the application to comply with the criteria for approval. The Chapter Executive Director may review applications requiring additional information or examination. Denial is at the discretion of the Executive Director.

If the program application is denied or it is withdrawn and the application process has begun, NASW-TN will not refund the application fee.

Submitting Application to NASW-TN

- Ensure you are using the most current Continuing Education Approval Application, available at <http://www.naswtn.com>
- Applications must be received six (6) weeks before the intended activity or the fast track option of \$150 will be assessed.
- Complete the Continuing Education Approval Program Payment Form
- Prepare a check payable to NASW-TN Chapter.
- Complete the entire application and send to the address below along with copies of sign-in sheets and evaluation forms. Please make sure to indicate which approval package you wish your program to be considered for.
- Send to: CEU Approval
National Association of Social Workers-Tennessee Chapter
50 Vantage Way, Suite 250, Nashville, TN 37228

Post Approval

After your program has been approved you will be issued an official **Certificate of Approval** containing the provider number for your event and the dates authorized. You will be required to:

- Include in the announcements of the approved event the following statement: "This program was approved by the National Association of Social Workers – Tennessee Chapter (provider# _____) for _____ continuing education units".
- NASW-TN name and logo can only be utilized on approved programs as indicated. Any changes or additional use requires prior approval.

- Forward to NASW-TN a copy of any printed promotional materials.
- Within thirty (30) days, if applicable, forward to NASW-TN Participation CEU Request Form(s) and payment. Failure to do so may result in a delay of awarding CEU's or denial for future events.
- Within sixty (60) days following the completion of the event, you will be required to forward to NASW-TN: (1) a copy of your attendance monitoring documentation and (2) summary of evaluations.