

NASW/Texas Guidelines for Granting Continuing Education Hours

(These guidelines are consistent with Texas Administrative Code Part 34, Chapter 781, section §781.509 - §781.511 of the Texas State Board of Social Worker Examiners Rules)

NASW/Texas offers formal Continuing Education Hours for workshops, courses, and educational programs that meet the criteria established by our organization. These educational offerings may then be used by social workers in Texas to meet the continuing education requirement for **Social Worker, Licensed Professional Counselor, and Licensed Marriage and Family Therapist** licensure renewal.

FEES:

There is a nonrefundable \$50.00 application fee for each workshop, course, and educational program. The application fee is due upon receipt of the application. There is an additional late fee of \$10.00 for any application received less than six weeks prior to the workshop date. (NASW/Texas branches are required to obtain approval through the chapter, but are not required to pay the application fee).

Each application is approved for up to four dates for the same seminar as long as all 4 dates are indicated on the original application and are scheduled within a calendar year of original submission. Another application must be submitted for additional dates.

There is a \$10.00 fee for each participant wishing to obtain a certificate for continuing education credit. These fees are due upon submission of the participant forms after the workshop. The Attendance Verification Form and Evaluation Form for each attendee and the appropriate fees should all be submitted together to the NASW/Texas Chapter Office. A copy of the Attendance Verification Form and Evaluation Form will be emailed to you upon approval of your completed application.

PROVIDERS OF CONTINUING EDUCATION HOURS:

Applications to be a provider of continuing education hours may be made by accredited schools, professional organizations, social agencies, social work departments, teaching hospitals, mental health centers, and other organizations or individuals who meet the criteria and conditions below.

CRITERIA FOR APPROVAL

Applicants must have:

1. An individual responsible for organizational structure for continuing education with a designated and capable professional staff which administers and coordinates an organized schedule of continuing education.
2. A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.
3. A system for selection and supervision of qualified instructors.
4. A system for evaluation of programs by participants.
5. Content that is clearly of use for social workers in their practice settings.

CRITERIA FOR PARTICIPATION

Applicants agree to:

1. Submit a fully completed application and appropriate application fee in advance for approval prior to each program.
2. Submit a signed participation agreement with the application.
3. Submit the completed Attendance Verification and Evaluation Forms to the NASW/Texas Chapter Office within 30 days of the program. *NASW/Texas cannot be responsible for the timely production of certificates for participant forms turned in more than 30 days after a program.*
4. Submit **ONE CHECK, MONEY ORDER OR CREDIT CARD PAYMENT** made out to NASW/TX for all participants requesting continuing education certificates (**NASW/Texas Branches are exempt from this requirement**).
5. Submit a sign-in sheet as certification of individual participation.
6. Send printed promotional materials to the Chapter Office as part of our record.
7. Include in the announcement of programs the following statement: *"This program has been approved for _____ hours of continuing education by the National Association of Social Workers/Texas and may be used to meet some of the continuing education requirements for Social Work Licensure renewal. Complaints about the CE program may be made to TSBSWE at 800-232-3162."*

DETERMINING THE NUMBER OF CONTINUING EDUCATION HOURS

The number of hours is determined prior to the beginning of the program and is based on the:

- objectives,
- description of content,
- methods of instruction, and
- program schedule

These elements are ALL REQUIRED for continuing education hours to be assigned. NASW/Texas does not award hours after a program has been presented.

Time devoted to announcements, welcoming speeches, scheduled coffee breaks, lunch, and other social events are **not** included in the number of hours considered. In the event there is an education program connected with a meal function, credit will be given only to the education portion of that time (usually 50% of the time allotted).

DETERMINING THE NUMBER OF ETHICS HOURS

At the direction of the NASW/Texas Board of Directors, the Professional Development Committee of NASW/Texas has adopted the ASWB guidelines for Social Work Ethics Course Development. These guidelines can be found on the ASWB website at <https://www.aswb.org/wp-content/uploads/2013/10/ASWBEthicsCourseGuide.pdf>. In addition, NASW/Texas may require that a licensed social worker be involved in the planning/presentation of workshops to be eligible for ethics approval.

SATISFACTORY COMPLETION

When activities have been approved for the awarding of continuing education hours, only those individuals who satisfactorily complete the activity will receive credit. Regular attendance or participation may be used as the minimum requirement for the satisfactory completion, but if it is used, there must be a standard of attendance at least at 80% of the event in order to receive credit. It is the responsibility of the organizer of the program to document that the participant met this standard.

RECORD MAINTENANCE

NASW/Texas will maintain a record of all continuing education hours awarded for 3 years as required by state law. NASW members may request a duplicate certificate at any time during those 3 years at no charge. This is a service to members. Nonmembers will be supplied with a duplicate certificate for a \$10.00 administrative fee.

EVALUATION

Methods of evaluation to determine the effectiveness of the continuing education training need to be an integral part of each program. There must be an initial statement of objectives for each program in order to ascertain that desired 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 master of specific skills and techniques, and improvement in the selective responses of the learner.

SAMPLE LEARNING OBJECTIVES

Almost all learning or educational objectives should begin "At the end of this workshop, the participant will be able to.....". A frequent mistake is to couch objectives in terms of "to teach" or "will understand." The "best" objectives identify a measurable outcome. The following are sample objectives pulled from applications to NASW/Texas. If you follow these models, you should fulfill our requirements.

At the end of this workshop the participant will be able to:

- Recognize drugs frequently used by adolescents with an emphasis on epidemiological data, use patterns, and clinical pharmacology.
- Develop a treatment plan which addresses the developmental delays and function impairments of the adolescent, incorporates the role of the family into the recovery process; and utilizes the appropriate level of care according to UM guidelines.
- Utilize advanced, purposeful, multi-level language patterns.
- Identify, describe, and demonstrate ethical principles in the use of psychotherapy and hypnotherapy.
- Discuss the important role a healthy caregiver plays in the death and dying process.

APPLICATION FOR SPONSORS OF CONTINUING EDUCATION PROGRAMS

Please submit application at least 6 weeks prior to each program. Applications for continuing education will not be reviewed until all information is included on the application below. *This application must be accompanied by the appropriate fee before it will be reviewed. A \$50 application fee (an additional late fee of \$10.00 if received less than six weeks prior to workshop date), no fee for NASW/TX branches.*

A. Applicant Information (Please list below.)

1. *Name of organization*

Contact

Title

2. *Phone number*

3. *E-mail*

4. *Fax*

5. *Website address*

6. *Mailing address*

7. *Describe your system for selection and supervision of qualified instructors.*

8. *Describe how your organization selects the topics for its programs.*

9. *Are there any co-sponsors of this program? Yes No*
If yes, please list:

B. Program Information <i>(Please duplicate if your organization wishes to have more than one program approved.)</i>	
10. Title of continuing education program	
11. Proposed date(s), time(s) city(ies) and state(s) of program	
Date and Time	City and State
12. Name of the Presenter _____ . Has the instructor ever had disciplinary action taken against his/her professional license or been convicted of a crime related to their professional practice? <input type="checkbox"/> Yes <input type="checkbox"/> No Please note that affirmative answers to this question may result in denial of program approval.	
13. Total Number of Continuing Educational Hours Requested_____.	
14. Number of Ethics Hours_____and Supervision Hours _____ requested. Name of social worker involved in planning/presenting_____.	
a. The workshop must reflect a majority of the six ethical standards listed in the NASW Code of Ethics including Service, Social Justice, Dignity and Worth of the Person, Importance of Human Relationships, Integrity and Competence. b. Background of presenter should reflect competence in ethical and/or supervision training. c. Workshop must demonstrate relevance to social work practice. d. Workshop should allow time for discussion of implications for social work practice.	
15. Who is the target audience for your program?	
16. List the expected number of participants.	
17. Statement of how course is related to or enhances the practice of social work (relevance to social work practice)	
Attachments <ul style="list-style-type: none"> • Attach a copy of program public relations brochure or publication sent to participants in advance of program. • Attach a copy of the completed Education Documentation Form • Attach a copy of the instructor's resume' or vitae for this program • Attach a copy of the evaluation form used for your program or one will be provided to you once workshop has been approved. 	

C. Continuing Education Participation Agreement Checklist

As a provider of a continuing education event with approval from NASW, I agree to:

	<i>Submit a fully completed application with \$50 application fee* at least 6 weeks before program. Please add \$10 late fee if not 6 weeks ahead.</i>	
	Fully explain the Attendance Verification Form to the workshop attendees and emphasize they will not receive certificates if their forms are not correctly and completely filled out. Also attendees will receive their certificates within 6 weeks of the Chapter Office receiving all forms and payments not 6 weeks after the completion of the course/session.	
	Submit ONE LUMP SUM Check, Money Order or Credit Card* with the Attendance Verification Forms (\$10.00 per form) within thirty (30) days of the event. Please allow at least six weeks following submission of the forms for the NASW/Texas Chapter office to complete processing.	
	<i>Submit a copy of the original approval letter from NASW/Texas when submitting the Attendance Verification Forms, Evaluation Forms and Sign-In Sheets.</i>	
	<p>Comply with the NASW Standards for Assessing Providers of Continuing Professional Education and affirm that my organization has:</p> <p><i>A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.</i></p> <p><i>A system for selection and supervision of qualified instructors.</i></p> <p><i>Taken into consideration social work values knowledge and practice in the planning and evaluation of the program.</i></p> <p><i>A system for evaluation of programs by participants.</i></p>	
	<i>Not discriminate in selection of participants by reason of sex, age, race, ethnic background, sexual orientation, or other characteristics.</i>	
	<i>I agree to all other conditions stated in the NASW Guidelines for Continuing Education Approval.</i>	
Print Name		
Signature		Title
Name of Organization		
Fee Enclosed		
For Internal NASW Records Only		
Application receipt date		Payment type
Payment amount		Signature

NASW/Texas Branches Only:

- * • NASW/Texas Branches may submit separate checks for continuing education certificates. Please use NASW/Texas deposit form.
- For NASW/Texas Branch events, a charge of \$5.00 for members and \$10.00 for non-members is required.
- For practice series, please submit checks with deposit form after each workshop. **DO NOT** hold money until after completion of series.