

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.