



Utah Chapter, NASW
2017 Continuing Education Approval Guidelines
Application and Fee Schedule

Application Form begins on page 6

***Please do not email this application
Fax or mail only***

NASW, Utah Chapter
University of Utah, College of Social Work Rm. 229
395 South 1500 East
Salt Lake City, Utah 84112
FAX: 801-583-6218



GUIDELINES AND INSTRUCTIONS FOR CONTINUING EDUCATION APPROVAL

1. INTRODUCTION

The Utah Chapter, National Association of Social Workers (NASW) offers formal social work continuing education approval for programs that meet specific criteria. These programs may then be used by social workers to meet the CE requirement for license renewal through DOPL.

2. APPLICATION FEES

The following is a list of the different types of application packages and their fees:

Description	Non-profit	For-profit
Event of 2 hours/2 CEUs or less	\$25.00	\$35.00
Event over 3 hours with one presenter and the same participants	\$65.00	\$75.00
Event with multiple topics, varying participants or varying presenters	\$140.00	\$160.00
Monthly “Brown Bag” Series (1.5 CEUs per month, 12 dates per year maximum)	\$145.00	\$175.00
Annual Review Package A: up to 5 applications in a 12-month period	\$275.00	\$325.00
Annual Review Package B: up to 10 applications in a 12-month period	\$490.00	\$545.00
Expedited Review (Urgent review outside of normal meeting times)	\$25.00	\$25.00
Application approval renewal (For previously approved courses)	\$15.00	\$15.00
Online/Home Study Approval <i>this fee is in addition to the fee for an in-person workshop</i>	\$10 <i>additional fee</i>	\$15 <i>additional fee</i>

3. SUBMITTING PAYMENT

Payment can be made either by check or through our website, www.utnasw.org, under the Continuing Education menu. If you are unable to pay prior to the date of your application’s review, please contact our office to let us know when your payment will be made.

4. APPROVAL PROCESS

The Utah Chapter NASW Continuing Education Committee **meets once a month** to review applications. Meeting are held on the 4th Wednesday of each month, with the exception of November and December meetings, which are held on the 3rd Wednesday of those months. **Applications must be received one week prior to the meeting in order to be reviewed at that month’s meeting.**

Any provider who offers 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 workshop must adhere to the NASW Social Work Code of Ethics. ***If you are an individual, please submit the application for individual approval.***
ALL APPROVALS ARE GOOD FOR TWO CALENDAR YEARS FROM THE APPROVAL DATE.

4. EXPEDITED REVIEW

If you need your application reviewed *before* the committee meeting, please request an expedited review. An expedited review will take 1-2 days, Monday thru Thursday only. There is a \$25 additional fee associated with this service. Please indicate on the checklist that you need an expedited review (it does not hurt to call or email us, too!)

5. DOPL ENDORSEMENT

The Utah Chapter, NASW is recognized by the State of Utah as the approval body for social work continuing education.

6. DETERMINING THE NUMBER OF CONTINUING EDUCATION UNITS

UT-NASW awards **continuing education units (CEUs)** for approved programs. **One CEU equals one clock hour of instruction.** Breaks, lunches, social events and other non social work training activities will not count toward CEUs. CEUs will not be considered for trainings under 50 minutes in length.

7. HOME STUDY, TELE AND ONLINE CEU REVIEW

Home study and online courses must meet the same criteria as live workshops, *but they must include a test that measures participant learning.* So, you will need to attest to having a test prepared and available to participants. NASW requires a minimum passing score of 70% on home study, tele and online exams in order to be eligible to receive CEUs. A CEU certificate or certificate of completion must be generated automatically or forwarded to the participant by the online, tele, home study sponsor **AFTER** passing the exam. As part of the application, NASW will require sponsors of online, tele and home study workshops to attest to and/or provide a copy of the quiz that is used to verify participation.

8. KEEPING TRACK OF ATTENDANCE

It is the responsibility of the organization to monitor attendance. Examples of monitoring attendance include: 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 **PLEASE KEEP THESE RECORDS FOR SIX YEARS AND MAKE THEM AVAILABLE TO PARTICIPANTS UPON REQUEST**

7. PROMOTING NASW APPROVAL STATUS AND ISSUING CERTIFICATES

Workshop or conference sponsors may advertise that the event offers continuing education credit for social workers only **after** approval is given by NASW. Events may be advertise as “NASW Approval Pending” if an application has been submitted but has not yet been reviewed. The following statement may be added to event materials: **“This program is approved by the Utah Chapter, National Association of Social Workers for ____ CEUs.”** If you would like a sample certificate, please contact the NASW office.

9. ADVERTISING

A. NASW Website Listing of Approved CEUs

NASW will make program information available (including the course name, date, and contact information) on our website at no charge on our “*Approved CEU’s*” page. In most cases, course information will be posted within 5 days of approval. *Content is added to the website exactly as it appears in the application.* Please contact the office if there are changes.

B. NASW Label Rental

NASW can assist in publicizing your program to over 1,000 Utah Chapter members. Information on mailing label rental is listed under the Resources section of the website (www.utnasw.org)

11. SUBMITTING YOUR APPLICATION TO NASW

Complete the attached application and checklist and mail or fax to:

**National Association of Social Workers, Utah Chapter
395 S. 1500 E., Room 229
Salt Lake City, UT 84112**

Fax: 801-583-6218

NO EMAIL APPLICATIONS PLEASE

Applications are only accepted by fax or mail. **No emailed applications, unless special arrangements are made with the NASW office!** This policy is in place to avoid the stress that often occurs when emails are misrouted to the spam or trash folders.

Also, please mail rather than fax your application if it is over 25 pages.

If you have questions, please call (801)583-8855 or send an email to naswemail@yahoo.com.

11. APPEALS PROCESS

If your application is not approved by the NASW Continuing Education Committee, the decision may be appealed. The appeals procedure is as follows:

- a. Workshop applicants may appeal to the NASW Continuing Education Committee in writing, -and/or-
- b. Workshop applicants may meet in person with the NASW Continuing Education Committee.
- c. If workshop applicants are not satisfied with the outcome of the meeting with the Continuing Education Committee, they may meet with the NASW Board to appeal the committee's decision.

Disclaimer: Continuing education (CEU) approval through NASW should not be construed as an endorsement of the content or treatment modality contained in a training. The NASW Continuing Education committee makes its approval decisions based on the information provided by workshop sponsors and cannot be in attendance at all events it has approved to ensure that the information presented is as described in the applications. CEU approval is based on adherence to the NASW Code of Ethics and the criteria for approval established by NASW in conjunction with the Utah Division of Occupational and Professional Licensing (DOPL) as dictated by the Social Work Licensing Act. If you attend an NASW-approved training and feel that the Code of Ethics or NASW/DOPL criteria were in some way violated, please contact the NASW office at (801) 583-8855 to discuss the situation.

Application Checklist

(COMPLETE AND INCLUDE WITH APPLICATION)

- I need an *Expedited Review* because my event takes place before the committee meets. Expedited reviews happen Monday-Thursday (excluding holidays) and the turnaround time is 24-48 hours. **My extra fee of \$25 is included or will be sent separately.**

- Payment
 - Check/Purchase order enclosed
Memo line of check shows event and organization name
 - I Paid online
 - I have an *Annual Review* on file
 - I have included the extra \$25 for an expedited review AND indicated that I need an expedited review.

- All application fields are complete

- Presenter credentials are included (we do not require resumes or CVs)

- Workshop/session descriptions provided

- Hour to hour agenda included

- Evaluation form included

- I want this content approved for online/tele/home study (\$10-\$15 additional fee)

SOCIAL WORK CONTINUING EDUCATION SPONSORSHIP APPROVAL

<p>Mail Payment with Application to: Utah Chapter, NASW Continuing Education Committee 395 South 1500 East #229 Salt Lake City, UT 84112-0260 Fax: (801) 583-6218</p>	<p>I have included the following items:</p> <ul style="list-style-type: none"> -Payment -Memo line of check (if used) shows <i>the organization and location that is applying</i> -Application filled out in its entirety -Presenter credentials are included -Workshop/session descriptions are included -Hour by hour agenda -Evaluation form <p>*The primary organization conducting the event is responsible for the application fee.</p>
	<p><i>One fee may or may not cover multiple agencies or departments—please check with your accounting office before submitting an application through another department’s annual review package.</i></p>

Approval status will be emailed within two days of the committee meeting. If you need a more expedient reply, please call or email the NASW office 801/583/8855 naswemail@yahoo.com.

1. Primary agency/organization applying (Please specify department, if applicable): _____
2. Mailing Address: _____
 City _____ State _____ ZIP _____ Email _____
3. Fax No. () _____ Telephone No. () _____
4. Website: _____
5. Name of individual submitting application _____
6. Name of **individual to receive confirmation of approval** (if different from above leave blank if same as person submitting the application) _____
7. Email of person to receive approval letter (all approval letters are now sent via email (unless alternative other arrangements are made): _____

8. Title of proposed continuing education course or activity: _____

9. Proposed dates of course or activity: _____
10. Times: _____ a.m./p.m. to _____ a.m./p.m.
11. Number of CE clock hours requested: _____
(Breaks do not count towards clock hours)
12. Fees charged for course or activity: _____
13. Location (address): _____
14. Target Audience: _____
15. Overall purpose, goal, or objective of course or activity (*If any speaker or session is presenting a fairly new, non-traditional or alternative approach, please briefly describe what the peer-reviewed, published literature and/or research currently tells us about this method, setting and/or population and its application to Social Work practice*)
16. If any speaker or session is presenting a fairly new, non-traditional or alternative approach, please describe the limitations, risks and/or benefits of the methods taught:
17. How will you address representation of diversity in the content of your workshop?
18. Briefly describe the course content, teaching and evaluation methods:
19. Relevance of course or activity to the social work profession:
20. Will the workshop lead to certification as an expert or trainer in this method? If yes, please explain:

21. Names, titles and qualification of individuals responsible for presenting activities: *(If the instructor does not hold a degree as a mental health trained professional, please describe how this person is qualified to teach this subject to mental health professionals.)*
22. Planning committee names and titles *(It is recommended that at least one licensed social worker be involved in the planning of the course):*
23. How will verification of participant's attendance be provided? (check one)
 Certificate _____ Other _____
24. Do you want this content approved for online/home study ceu's? _____Y _____N
25. If yes to the above question, do you have a quiz to verify participation? _____Y _____N
26. Please initial:
- a. _____ To the best of my knowledge no presenter involved with this program is currently under sanction by any licensing agency in any state. (If you prefer to verify this information in writing, which is highly recommended, you have the **OPTION** of having the presenter(s) complete the attached Sanction Statement. The Sanction Statement is for your records only)
- b. _____ The following presenter (s) is (are) under sanction. Please explain:

PLEASE RETURN THIS FORM, THE CHECKLIST, AND THE APPLICATION FEE TO:

**UTAH CHAPTER NASW
 CONTINUING EDUCATION COMMITTEE
 395 SOUTH 1500 EAST #229
 SALT LAKE CITY UT 84112-0260**

OR

FAX TO 801-583-6218

If you have any questions, please call:
NASW OFFICE (801) 583-8855

PLEASE DO NOT EMAIL YOUR APPLICATION

Before you submit your application, please make sure the following important details or forms are included:

Workshop(s) description(s)

Presenter credentials

Agenda (hour to hour)

Evaluation form

Submitting an incomplete application will result in a delay in the application process.

***Note: This form is not required as part of the Continuing Education Sponsorship Approval Form.
This form is suggested only as a sample form that workshop sponsors may use to verify
that presenters are not under sanction.***

UT-NASW
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395 South 1500 East
Salt Lake City, UT 84112
(801) 583-8855
Fax (801) 583-6218

SANCTION STATEMENT

Name of Event: _____

Name of Presenter: _____

Date of Presentation: _____

Please check one:

I hereby certify that I am not currently under sanction by any licensing agency in any state.

I hereby certify that I am currently under sanction.

Please explain

Signature

Date signed: _____