

Approving Continuing Education Events

NASW-PA is committed to offering members access to timely, informative and engaging continuing education workshops. Licensed social work professionals, by law, are required to engage in 30 hours of continuing education biannually to enhance their knowledge, gain new skills or learn of emerging trends.



Co-sponsoring your continuing education event with NASW-PA will assure your attendees receive valid continuing education credits accepted by the Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. Partnering with NASW-PA also will give you an opportunity to reach thousands of social workers through listing on www.nasw-pa.org and printed materials such as *The Pennsylvania Social Worker*.

Interested in co-sponsorship? Visit www.nasw-pa.org and download the proposal form under the *Continuing Education* tab. Please send completed applications or direct any questions to amy@nasw-pa.org or alicia@nasw-pa.org.

Frequently Asked Questions on Co-Sponsorship

Who can apply to sponsor a continuing education workshop with NASW-PA?

Any agency or individual providing educational opportunities for staff and/or the community is welcome to work with NASW-PA.

What are the requirements for approval?

A completed application with all supporting documents is needed to assure the program fits within the regulation requirements. Licensing requirements clarify that a program must be two hours in duration, designed for graduate-level social workers, enhance skills/knowledge within the realm of social work and be instructed by a person who has experience/expertise on the topic being presented.

What types of programs are typically approved?

Example programs include those on disease management, family dynamics, mediation, ethics, drugs and alcohol, and mental health issues. Programs dealing with topics such as starting a private practice, bookkeeping and personal marketing cannot be approved for credits.

Are the events advertised?

Events open to the public are advertised online at www.nasw-pa.org, through monthly email

newsletters and – depending on timing – will be printed in *The Pennsylvania Social Worker* quarterly publication.

How do I apply for co-sponsorship?

Download the application packet at www.nasw-pa.org and click on the *Continuing Education* tab.

Is there an application fee?

There is no application fee. NASW-PA wants to provide social workers with numerous opportunities to receive their credits, thus it is free for you to have a program approved.

How are credit hours determined?

Credits are determined by the number of instructional hours. One credit = one hour of instruction.

Why do attendees have to fill out an evaluation?

According to the state regulations, evaluations are required to ensure the level of the program and material is appropriate for graduate-level social workers.

What do I do when the workshop/event is over?

At the completion of the event, mail or email a copy of your sign-in sheets and evaluations to the chap-

ter office. If certificate fees were collected, please mail check/money and forms to the chapter office. The chapter mailing address is 425 N. 21st St., Suite 401, Camp Hill, PA 17011.

How do applicants receive their continuing education certificates?

Certificates are mailed to attendees based off the sign-in sheets that are returned after the program. NASW-PA will mail certificates directly to participants. Certificates are typically mailed four weeks after NASW-PA receives sign-in sheets and evaluation forms.

Does NASW-PA maintain any records related to the workshops?

Yes. NASW-PA maintains records for five years, in accordance with state regulations. If a participant loses a certificate, NASW-PA will reprint the certificate for a nominal \$5 fee. NASW-PA members are able to reprint certificates at no cost through www.nasw-pa.org. This provides many participants with peace of mind, especially if they are audited by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. ●