

CONTINUING  
EDUCATION



**APPROVAL PROGRAM**

**APPLICATION**

# NASW-GA CHAPTER CONTINUING EDUCATION (CE) APPLICATION

**FOR PERMANENT FILE – COMPLETE YEARLY – PLEASE TYPE, SIGN, SCAN AND SEND TO NASW-GA**

Sponsoring Organization/Business:

Business License Number:

Organization Business Status:  Non-profit 501(c)3 or 501(c)6  For Profit  Other:

Type of Business:  Professional Association  Mental Health Association  University/College  Governmental Agency  
 Hospital  CSB  AHEC  CHEP  Mental Health Agency private/public  
 Other:

Contact Person:

Job Title:

Phone number:

Organization Mailing address:

City:

State:

ZIP Code:

Fax:

E-mail:

Website:

## TRAINING LOCATION

Organization Training Location:

Address:

City:

State:

ZIP Code:

Handicap Accessible?  yes  no

Phone:

Fax (If Applicable):

## AGENCY QUESTIONS

Has your organization been approved as CE provider with other professional associations?  yes  no

If yes, please list:

Has your organization acted as CE co-sponsor for another agency?  yes  no

If yes, please list:

Has your organization conducted business under another company name in the past 3 calendar years?  yes  no

If yes, please list other company names:

Has your organization been denied approval as CE provider?  yes  no

If yes, please explain:

Has a workshop by your organization ever been denied for CE approval?  yes  no

If yes, please explain:

Are workshops open to professions outside of your agency?  yes  no

If no, please explain:

## CONFIDENTIALITY CERTIFICATION – REQUIRED

I, \_\_\_\_\_, assure that, in case materials and clients are used in workshops conducted by my organization, confidentiality will be protected and steps taken to monitor and safeguard the emotional effects upon clients.

Signature

/ \_\_\_\_\_  
Date

## PROCEDURAL CERTIFICATIONS – REQUIRED

Section 'A through D' signifies compliance with NASWGA Procedures/Standards for Continuing Education. The organization affirms this by having the program's record keeper sign below and initial the following:

- A) Certificates of attendance will be presented to those who attend the program  
 B) The names of attendees will be forwarded to NASW-GA within thirty (30) days of program date  
 C) Program evaluations will be distributed to all attendees  
 D) Evaluation forms will be made available to NASW-GA upon request  
 E) A BSW, MSW, DSW or PD Social Worker will be involved in the planning and evaluation of the program  
 F) A means of maintaining program and participant records for a minimum of 6 years – is established

Signature

/ \_\_\_\_\_  
Date

**Complete this Page for Each Workshop – Fill in Unshaded Areas – Type, Sign, Scan and Send to NASW-GA**

		<b>Name/List/Description</b>		
	Name of sponsoring Agency Is Permanent Application form on file with NASW-GA? If not, complete page 1			
<b># of Hours</b>	<b>Type of CE Hours Requested * See FAQ for more information</b>			
	Core – information provided integrates social work techniques and/or is required training for employment	Must be provided by LMSW/LCSW; co-presented and developed by LMSW/LCSW; or a Training Specialist		
	Ethics – information on NASW Code of Ethics, state law and/or composite board rules for social workers	Must be provided by LMSW/LCSW or co-presented and developed by LMSW/LCSW		
	Tele-Mental Health – information integrates social work practice techniques and training	Must be provided by LMSW/LCSW or co-presented and developed by LMSW/LCSW		
	Related – information provided by Professional Counselor, Psychology, Psychiatry or related profession	Must be provided by licensed person in the related profession and person must have expertise on the topic		
	<b>Workshop/Presenter(s)</b>			
	Presenter(s) and/or Co-presenter(s): List Full Name and Provide License Number *Send Résumés for each Presenter/Co- Presenter *Required only once – these resumes will be kept on file at NASW-GA office	1. 2. 3.		
	Provide Name, Job Title, Phone#, E-mail Address, Credentials, along with brief description of responsibilities of social worker/ consultant involved in planning/evaluation of program			
	Workshop Title: Title must reflect content of workshop and cannot include word "ethics" unless criteria for ethics as outlined in above CE Hour Requested Section is satisfied			
	Description: Write one sentence that describes workshop - to be included on NASW GA website			
	Dates requested for workshop: use one line for each date requested	1. 2. 3.		
	Learning Objectives: how information provided will be measured, observed, evaluated by attendees	1. 2. 3.		
	Target Audience	___ LMSW ___ LCSW ___ Other (list)		
<b>Check Each</b>	<b>Attach the Following to CE Application</b>			
	Brochure of Workshop			
	Evaluation Form			
	Sign – In Sheet			
	Certificate for attendees			
<b>Training Schedule</b>				
<b>Date</b>	<b>Session Begins</b>	<b>Session Ends</b>	<b>Instruction Hours</b>	<b>Content (list breaks)</b>

Application Completed By:

Typed Name

Signature

Date

**NASW-GA Chapter CE Application Fees and Payment Type**

**\*Required Fees – All Applications must be dated and postmarked at least 30 days prior to first day of the workshop**

Type of Application	Non- Profit	For Profit	Subtotal
Yearly Application Fee – non-refundable	\$50	\$100	
Program Approval Fee – non-refundable	\$65	\$130	
Re-Approval – Within same year (See FAQ)	\$30	\$30	
Conference (one)	\$250	\$350	
Multiple Dates – Same Topic/Speaker – Per Date	\$10	\$10	
Multiple Programs – Different Topic/Speaker – Per Date	\$20	\$20	
Late Fee – >14 days before first start date	\$50	\$60	
Late Fee –> 7 days before first start date	\$100	\$120	
Late Fee –> 5 days before first start date	\$175	\$200	
CE Certificate Development - Administrative Fee	\$40	\$40	
<b>Total Fees Paid</b>			

<b>Payment Type (Choose One)</b>
<b>Check Enclosed</b> <i>(Please complete information below)</i> <b>Make check payable to NASW-GA Chapter</b>
Check Number: _____
Write Name of Check Signer: _____
<b>Charge to Credit Card</b> <i>(Please check and complete information below)</i> <b>Visa ___ Master Card ___ American Express ___ Discover ___</b>
Credit Card Number: _____ Card Security Code (CSC) _____ <small>*3-digit code on back of the credit card. This is an authentication number created by credit card companies to further efforts to prevent fraud, to ensure that applicant / customer placing the order actually possesses the debit/credit card and the card account is legitimate.</small>
Credit Card Expiration Date: _____
Name as Written on Credit Card: _____

**Submitting Application to NASW-GA Chapter**

- A. Prepare check payable to NASWGA Chapter or provide credit card information based on total figure outlined on this NASW-GA Chapter CE Application Fee page
- B. Mail Completed CE Application and required accompanying documents to:

**Until January 23, 2017**

NASW-GA Chapter  
Attn: CE Approval  
100 Edgewood Ave NE  
Suite 830  
Atlanta, GA 30303

**Beginning February 6, 2017**

NASW-GA Chapter  
Attn: CE Approval  
2300 Henderson Mill Road NE  
Suite 125  
Atlanta, GA 30345

Application Fee Page Completed By:

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NASW-GA CE Application Frequently Asked Questions (FAQ)

### Is NASW-GA an authorized organization to approve CE applications?

Yes. NASW GA Approval Program is accepted by the Georgia Board of Professional Counselors, Social Workers and Marriage and Family Therapists. Organization providers are, however, still responsible for following all State of Georgia rules and regulations regarding licensure. Organizations and agencies seeking approval for Multi-State CE programs must contact NASW National Office at (202) 336-8295.

### What does it mean to comply with NASW-GA Chapter Standards for Continuing Professional Education?

Your organization has responsibility for control over all aspects of the program to ensure that educational standards are met; that there is a system for selecting and supervising qualified instructors; monitoring attendance to include sign-in sheets and ensuring that participants stay until the conclusion of program; and that a system for evaluation of workshop by participants.

### Which agencies/organizations can apply for NASW-GA CE approval?

Any Georgia agency, institution or organization that offers educational or training programs by qualified and licensed professionals relevant to social workers can submit an application for CE approval. This includes providers of workshops, conferences and internet based distance learning education.

### Must applications be typed?

We highly recommend that you submit a typed form, as illegible applications will not be accepted.

### Will applications be reviewed without payment?

No. Applications will not be reviewed until payment is received and all information is included on the application.

### Where do I mail the fee payment and/or application forms?

#### Until January 23, 2017

NASW-GA Chapter  
100 Edgewood Ave NE  
Suite 830  
Atlanta, GA 30303

#### Beginning February 6, 2017

NASW-GA Chapter  
2300 Henderson Mill Road NE  
Suite 125  
Atlanta, GA 30345

### Can I email the completed forms?

Yes, completed forms can be emailed. E-mail forms to [naswga@mindspring.com](mailto:naswga@mindspring.com). To streamline the application process, a file will be developed for each agency/organization which will include

- Page 1 (complete once a year)
- Page 2 (complete a separate page for each workshop)
- Résumé(s) of presenters (only send once if even same presenter is used for other workshops)

\*Whenever a new workshop is developed within a year by the same agency/organization **ONLY** submit page 2 along with any new résumés and fees.

### Are social workers required to be involved in the planning of the program?

Representatives of the target audience, social workers, must provide input during the program planning to ensure the suitability of the subject matter to the level of application. Planning, administration, presentation, and evaluation functions must be a constant concern of the providers. (*See Page 2 – Type of CE Hours Requested*)

**What is the definition of Ethics, Core and Related CE hours? For a complete explanation of Composite Board Rules go to <http://sos.ga.gov/index.php/licensing/plb/43>**

- **Rule 135-9-.01. Requirements**

(1) Thirty-five (35) clock hours of continuing education are required biennially to renew each license.

(2) A minimum of five (5) of the thirty-five (35) hours shall be specifically designated as continuing education **in professional ethics** relating to any of the specialties of Professional Counseling, Social Work, or Marriage and Family Therapy. Ethics hours may be obtained from any of the sources listed in paragraphs (5) and (6) (a) - (d) below. Continuing education hours in professional ethics cannot be obtained through independent study, or online. Independent study is defined in paragraph (7) below.

(3) Of the remaining thirty (30) hours, a minimum of fifteen (15) shall be core hours and not more than fifteen (15) shall be related hours.

(4) A maximum of ten (10) hours of continuing education may be obtained online for each two-year renewal period.

(5) **Core hours** are continuing education hours acquired in activities in the specialty in which the license is held; e.g. PC core hours must reflect PC content, SW core hours must reflect SW content and MFT core hours must reflect MFT content. Core hours may be obtained through graduate level education, conferences, workshops, seminars, or on-line courses approved for continuing education by organizations authorized to offer continuing education credit. Such activities shall be sponsored, co-sponsored or approved by:

- (a) a professional association in the specialty in which the license is held; or
- (b) an academic department in the specialty in which the license is held:

(6) **Related hours** are continuing education hours acquired in activities in a specialty other than the one in which the license is held or in the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling. Related hours may be obtained from:

- (a) activities sponsored, co-sponsored, or approved by professional associations in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions for Psychiatry, Psychiatric Nursing, Psychology, Pastoral Counseling, or allied health specialties, or
- (b) activities sponsored, co-sponsored, or approved by an academic department in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling.

**What is an example of a Core workshop that is offered for required employment training?**

Some agencies require LMSW and LCSW to maintain specific certifications related to employment. This training, while substantive may not be conducted by or in conjunction with an LMSW or LCSW. An example is training through the Veterans Administration or by the Alcohol/Drug Certification Board. If these agencies request CE approval, NASW-GA will review these workshops on a case-by-case basis to determine whether it receives a Core or Related designation.

**When is, the sponsoring organization required to turn in sign-in/sign-out sheets to NASW-GA Chapter?**

Within 30 days of completion of each workshop.

**When is, the sponsoring organization required to turn in a summary of evaluation form to NASW- GA Chapter?**

Within 60 days of completion of each workshop.

**What is the time frame for the Application Approval Process?**

- All Applications received **are to be postmarked 30 business days** prior to the scheduled workshop / conference

\*To prevent delay due to mailing of application, we recommend that sponsors e-mail their applications to [naswga@mindspring.com](mailto:naswga@mindspring.com)

Please write (CE Application for Review) in e-mail subject box

- Sponsor receives e-mail confirmation of application receipt within 2 business days of application being received by NASW-GA Chapter

- Sponsor receives e-mail of application status within 7 business days of application being received by NASW-GA Chapter

- Sponsor receives hard copy of approval or denial letter within 14 business days of application being received by NASW-GA Chapter

**If my application is approved, how soon will the workshop get posted to the NASW-GA Chapter website?**

The workshop will be posted within three - four (3-4) business days of approval.

**If an application is denied, can it be re-submitted?**

Yes. A sponsor can re-submit an application which was denied for reconsideration. An administrative fee (called a *Re-Approval Fee*) of \$30.00 must accompany the re-submitted application. (See application page 3).

\*If your application has been denied, please contact the NASW-GA Chapter office and speak with Chapter staff prior to re-submitting an application. Chapter staff will be able to address your questions and assist you with the re-approval process.

**If my application is denied, do I get a full refund of my one-time application fee?**

All applicants are encouraged to read the application forms fully prior to submitting the application for CE approval. If the application is denied, a \$30 processing fee will be retained by NASW-GA Chapter and the remaining fees paid will be returned to sponsoring organization or agency.

**What are examples of learning objectives?**

By the end of the workshop attendees will

- learn three (3) techniques for interviewing a new client
- learn how to recognize Kübler Ross' Stages of Grief when working with Hospice clients and families
- learn key techniques for providing Solution Focused therapy

**Should learning objectives be included on the Evaluation Form?**

Yes.

**What other information should be included on the Evaluation Form?**

Other information includes: quality of instruction, instructor's level of expertise and knowledge, usefulness of program's objectives and adequacy of physical facilities.

**What if I want NASW-GA to issue the CE Certificate?**

Yes - NASW GA Chapter can issue the CE Certificates. There is an additional **administrative fee of \$40.00** for this service. CE(s) will be distributed ONLY by electronic means (e-mail); therefore, the organization responsible for hosting the CE workshop must ensure that the workshop attendees (legibly) complete the sign in sheet offering a valid e-mail address. \*NASW GA Chapter Staff is **not responsible** for seeking out workshop attendees contact information inclusive of a valid e-mail address.

**Is there a minimum amount of time for conducting a CE workshop?**

Yes. A workshop must be a minimum of 1 (one) hour.

**Are there a maximum number of CE hours that can be offered?**

Yes. No more than twenty (20) hours of continuing education shall be from any one course, workshop, or presentation. This limit does not apply to professional conferences which offer multiple presentations over a period of several days.

**What activities are not considered in total number of CE hours?**

Welcoming speeches, scheduled coffee/bathroom breaks, or other social events are not considered CE time.

**Can I offer a CE program during a meal such as lunch?**

Yes, but only 50% (half) of CE hours can be allotted during a meal based educational program.

**Does NASW-GA process applications after a continuing educational program has occurred?**

No.

**How long must my organization keep records from a workshop?**

For a minimum of six (6) years, the providing organization must maintain program, attendance and financial transaction records for all participants.

**CE Programs Developed Without the Consultation of a Social Worker**

Applications submitted for CE Programs developed without the consultation of a social worker will be considered for Related CE hours but **will not** be considered/approved for Core hours. Social workers in the state of GA are allowed to obtain 15 Related hours per licensure renewal cycle. The NASW-GA new policy for those seeking approval for CE workshops is to ensure that Social Workers are contributing to the development and improvement of continuing professional education. Additionally, NASW-GA maintains the notion that social workers need to contribute to the development of continuing professional education activities within their community or state to ensure the quality of the continuing education program. Contributions may take the following form:

- social workers taking part in conversation with providers about continuing education topics that could meet social workers' specific learning needs or that reflect current social work practice issues prior to the continuing education program's development and implementation
- communication with providers of continuing education on additional ways they could meet social workers' expectations prior to the continuing education program's development and implementation
- social workers involved in the development of the continuing education program evaluation
- social workers engaging in direct provision of continuing education in areas of expertise.

**What is the difference between a conference and a workshop?**

Workshop and conference although there are many similarities in these two terms, they are different educational settings having different functions and purposes. In general a conference has a wider scope and spectrum than a workshop which is limited to a few participants who come together to enhance their skills in a particular field.

**Workshop**

A workshop is a **short term educational training course** (usually limited to a half day or one day, and at times, two days) **that is designed to enhance the skills of participants in a particular field or professions** where advancements in techniques force people to upgrade their skills. Workshops typically have a **small number of participants** who come together to benefit from the knowledge from experts. The classes in a workshop tend to be informal and there is less attention on lectures. The experts (**can be a panel of experts who all speak on the same topic**) prefer to demonstrate the new skills rather than giving lectures. Although, a lecture is not an uncommon aspect which accompanies the skill set portion of a workshop. There is active participation from attendees and **individualized attention is a special feature of workshops**. The strength of participants is thus deliberately kept low to enable experts to help all the attendees to **gain maximum knowledge in a short duration**.

**Conference**

Conferences are congregations of like- minded people usually within the same profession who gather to share their views and opinions on a broader range of subjects. The atmosphere is typically formal and the venue is also different from a workshop. The place chosen for a conference is required to have all audio visual aids as well as accommodation facilities for the participants as conferences can spill over a period of **few days (normally scheduled to be held two to three days or more)** as participants come from far off places. In a conference, luminaries on the subject chosen as a topic of discussion are invited and there are **various kinds topics and sessions**. Participants are given a chance to share their views and opinions and the focus is more on **sharing of knowledge than imparting some skills which is the case in workshops**.





## NASW-GA CE Application Appendix – Sample Forms

- Sign – In Sheet
- Certificate of Attendance
- Evaluation Form





(All information is to be typed to prevent questions by state licensing board)

# *Certificate of Attendance*

## **Attendee name and Credentials**

attended

***Program Title***

***Program Date***

***Program Location (City and State)***

**Sponsored by  
*Organization Name***

**# and type of Continuing Education hours**  
continuing education hour(s) approved by NASW GA Chapter

**SAMPLE**