APPROVAL PROCESS FOR
SOCIAL WORK
CONTINUING EDUCATION HOURS


2. Review the Standards for Continuing Education.

3. Complete application for NASW Social Work Continuing Education Hours approval and submit the application and all requested materials below at least 30 days prior to the workshop.

4. Applications will not be approved after the program has been held.

5. Attach the following items:
   - Flyer, draft copy or as mailed
   - Biographical information on presenter, including credentials
   - Copy of the detailed agenda
   - Copy of evaluation form

6. Submit the fee and application. Make checks payable to:

   NASW Indiana Chapter
   1100 West 42nd Street, suite 226
   Indianapolis, Indiana 46208

7. Certificates of Attendance by applicant/agency must be provided to attendees and must reflect topic, provider, date, authorized signature and number of approved CEH's. Certificates will only be issued to participants who attend the entire event.

8. The applicant agency will be notified of approval/denial for Social Work Continuing Education Hours within 30 working days of receiving the application in the NASW Indiana office.

   a. Approved applications may publicize that the program has "Approved for ___ Social Work Continuing Education Hours" or "Approved for ___ Continuing Education Hours for LSW, LCSW, LMFT, LMHC, LAC, LCAC & Psychologists."

   NOTE: Continuing Education Hours (CEH's) can only include actual instructional hours. Breaks, mealtimes, networking or social hours cannot be counted as CEH's.

9. Approved programs will be published in the NASW newsletter and on the website Approved Continuing Education Programs until the event occurs.

   Applications may be submitted as early as 12 months prior to the event. Early submission is encouraged. Applications must be received a minimum of 30 days prior to the workshop to ensure approval in advance of the event. All program approvals are valid for twelve (12) months from approval date, and may be presented multiple times with the approved program content. Please notify NASW Indiana in advance of repeated programs so we may amend your application packet appropriately.

AFTER THE EVENT

1. Forward copies of evaluations or evaluation summary to NASW Indiana electronically or by mail.

2. Forward copies of the sign-in/sign out sheet with attendee names and hours attended to NASW Indiana electronically or by mail.