

CE Approval Collaborative

30 Silverline Drive, Suite 3, North Brunswick, NJ 08902

Explanation of Terms and Requirements (Alphabetical Listing)

Contact NASW-NJ with questions: ceapproval@naswnj.org or 732-296-8070 x54

Accommodations for individuals with disabilities

CE Approval Collaborative approved sponsors must ensure that individuals with disabilities are not excluded from services, programs, and courses because of existing disabilities. Programs viewed in their entirety must be readily accessible to and usable by individuals with disabilities.

Accessibility accommodations may apply to circumstances other than wheelchair access. CE Approval Collaborative sponsors offering webinar, videoconferencing and teleconference workshops must consider visual and/or auditory impairments, and options available for providing assistance to course participants.

Instructions for requesting accessibility accommodations or services must be clearly stated in the registration section of the CE Approval Collaborative sponsor's promotional brochure or on the sponsor's web page.

Accessibility Accommodations Policy: CE Approval Collaborative approved sponsors must publish a statement, in promotional brochures and other material disseminated to the public, instructing potential participants on how to request accommodations. An example of this statement:

"If you require special assistance please contact the registrar to inform her of your special needs by calling 000-0000."

ADA: US federal legislation titled the Americans with Disabilities Act of 1990 (ADA), establishing parameters under which accommodations must be made available to individuals with disabilities by state and local governments, as well as public and private entities. This legislation mandates the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services for an applicant seeking accommodations under the ADA.

Audit: The CE Approval Collaborative retains the right and authority to audit and/or monitor programs and review sponsor records and course materials. All audit requests must be met within 21 days of receipt of request.

An audit may consist of a review of records in all aspects of sponsor programming for a specific period, or a review on a smaller scale, such as a specific course.

Best practices: Clinical, practical, educational and/or research services based on appropriately documented and accountable professional and scientific materials. Services provided within the context of a defined professional role and within the boundaries of competence based on education, training, and appropriate professional experience/licensure.

Code of Ethics: An explicit statement of the values, principles and rules of a profession, regulating the conduct of its members. Information can be found on the NASW website at <http://www.naswdc.org/pubs/code/default.asp>.

Continuing Education: Education and training oriented toward maintenance, improvement or enhancement of social work practice.

Core values of social work: The mission of the social work profession is rooted in a set of core values. These core values are:

- Service
- Social Justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence
- Ethical conduct

Co-sponsorship: A CE Approval Collaborative approved sponsor works with other sponsor(s) in the development, distribution and/or presentation of continuing education courses.

On a limited basis and under specified conditions, CE Approval Collaborative approved sponsors may co-sponsor programs meeting CE Approval Collaborative criteria, with other reputable sponsors of continuing education.

- Under a co-sponsorship arrangement, the CE Approval Collaborative approved sponsor assumes responsibility for compliance with all CE Approval Collaborative program requirements.
- Early in the planning, the functions of each party shall be identified and documented, including but not limited to financial, administrative and instructional.
- Failure to abide by CE Approval Collaborative standards may subject the CE Approval Collaborative approved sponsor to adverse action by the association and may jeopardize the CE Approval Collaborative sponsor's approval status.
- Information, recognition numbers and indicators of CE Approval Collaborative approved sponsors are not transferable to any other entity and may not be used or displayed on promotional material, websites or used in any manner that may be misleading to the public.
- Only CE Approval Collaborative approved sponsors may use the CE Approval Collaborative identifying information and recognition numbers.

Course: A lecture or a number of lectures, seminars, workshops, homestudy or other means of providing continuing education. Consists of a period of not less than one hour in length, with clearly defined and outlined learning objectives, ending with an evaluative measure.

Course delivery methods:

- Workshop/seminar: lecture, discussion, role-play, debate, presentation
- Multi-media presentation: Presenter communicates information using various media.
- Web enhanced presentation and/or discussion: presentation and interaction online. Interactive online presentation.
- Video or audio conference: Presentation by an individual or discussion by a panel is observed by participant. Discussion takes place through online postings, telephone, video or by moderator.

Cultural Competence: Cultural competence in social work continuing education implies a heightened consciousness of how people experience their uniqueness and deal with their differences and similarities within a larger social context. Courses may reflect:

- Understanding of diversity between and within cultures
- Consciousness of the dynamics inherent when cultures interact
- Understanding of how personal and professional values may conflict with or accommodate the needs of diverse clients
- Understanding of history, traditions, values, family systems and artistic expressions of diverse cultural groups
- Methodological approaches, skills and techniques reflecting understanding of the role of culture in CE content
- Information in language appropriate to participants

Distance education: The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies. Instructors and students are at different locations and are linked by a communications medium. An alternative method to face-to-face contact or traditional classroom setting for the delivery of continuing education includes home study through studying a book, video, or audiotape and completing a test, as well as interactive course work completed using the internet.

Diversity: Differences in and among societal groups based on race and/or ethnicity, gender, age, physical and mental abilities, sexual orientation, religion, size and other distinguishing characteristics. In social organizations the term usually refers to the range of people who more accurately represent minority populations and people from varied backgrounds, cultures, ethnicities and viewpoints.

Ethical conduct: Behavior meeting a community's positive moral standards, distinguishing right from wrong and adhering to the right. For professional social workers, *ethical conduct* also involves adhering to the profession's and jurisdiction's relevant *code of ethics*, providing the highest and most skillful level of service to clients possible and relating to colleagues, other professionals, all people and society in an honorable manner. The definition of "good moral character" is grounded in public protection, based on the public's right to expect the highest degree of integrity from members of the social work profession.

Field test: Process used to determine the length of time it takes a participant to complete a workshop or course by presenting the course in its entirety to a sample group of participants. This method is used by a continuing education provider to assign an accurate number of continuing education credits based on the number of hours required to complete the course. Fifty instructional minutes per sixty

Grievance Any complaint made by a participant, potential participant or former participant about a continuing education provider's course offering(s), promotional or educational materials, course site, facilities or technological resources is considered a grievance. The provider must document all grievance reports, whether the complaint was made to the provider, the CE Approval Collaborative or another source. In addition, the provider must keep a record of all actions taken by the provider to address the grievance.

Learning objectives: Clear and concise written statements of intended goals or outcomes reflecting what learners will gain from a course. These reflect skills, knowledge, and/or attitudes a learner should be able to demonstrate following the learning experience. Learning objectives are the foundation for planning, instruction and assessment of a learning experience.

- Must reflect content area
- Must be written, specific, clear and concise
- Must describe what the participant will receive as an outcome of the learning experience
- Must be listed and individually rated in evaluation

Record keeping:

- a. Evaluations are maintained for five years
- b. Records of course attendance:
 - Date of course
 - Location of course
 - Names of attendees
 - License number of attendees

Resume: Resume(s) should consist of no more than 2 pages, including relevant qualifications.