

# NEW JERSEY SOCIAL WORK CONTINUING EDUCATION APPROVAL COLLABORATIVE (The CE Approval Collaborative)

## Application Guidelines for Course Approval

***The following information serves as guidelines, criteria and instructions for individual course development and application for individual course approval status through The CE Approval Collaborative. Please review thoroughly prior to submitting your application.***

In response to the New Jersey State Board of Social Work Examiners' decision to discontinue the service of approving courses for continuing education credit, we are pleased to launch the NEW JERSEY SOCIAL WORK CONTINUING EDUCATION APPROVAL COLLABORATIVE (The CE Approval Collaborative).

Through The CE Approval Collaborative, applicants who offer quality, cutting-edge, relevant courses to social work professionals will have a reputable, reliable and efficient organization review their course proposals.

This guide lists standards and criteria that CE applicants must meet in order to have a course approved by The CE Approval Collaborative. The CE Approval Collaborative staff and committee are dedicated to the responsibility of reviewing each application for thoroughness and adherence to the ethics and standards of the profession.

Please review these guidelines in their entirety before beginning the application process.

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# THE CE APPROVAL COLLABORATIVE

The CE Approval Collaborative is a program administered by NASW-NJ. The CE Approval Collaborative reviews applications for approval of social work continuing education courses in the State of New Jersey.

Members of The CE Approval Collaborative Review Committee are appointed by an advisory board made up of representatives from the New Jersey Schools of Social Work and NASW-NJ. This diverse group is made up of licensed social workers and licensed clinical social workers with practice and/or academic backgrounds.

The CE Approval Collaborative Review Committee is responsible for developing course approval standards, reviewing applications and making recommendations for overall CE Approval Collaborative improvement. Collaborative approved sponsors shall include universities (without accreditation by Council on Social Work Education), professional associations, non-profit and for profit organizations, and individuals offering continuing education programs for social workers.

The work of the Review Committee in approving CE courses is confidential, subject to disclosure within The CE Approval Collaborative upon request, as necessary to comply with assessment criteria. Disclosure outside of The CE Approval Collaborative will be subject to legal mandate, as advised by The CE Approval Collaborative counsel or a court of competent jurisdiction.

When reviewing an application, the Review Committee reserves the right to seek expert advice and relevant information from other external sources, provided that the Review Committee and the advisor keep such information confidential.

## ELIGIBILITY

Any individual and/or organization responsible for the overall development and implementation of continuing education in social work may submit a course for approval by The CE Approval Collaborative. Specific course eligibility requirements include:

- Application process **requires a minimum of 90 days in advance of program date;** applications received less than 90 days before program date will not be reviewed.
- Applicant must be able to develop a sound continuing education course as well as demonstrate the ability to create, supply, and maintain attendance records, certificates, evaluations and promotional materials to the specifications of these guidelines.

While not required, applicant should have a licensed social worker involved in the planning, implementation and monitoring of the social work continuing education program submitted for approval.

Applicants seeking credit approval from The CE Approval Collaborative should thoroughly consult the New Jersey State Board of Social Work Examiner's Statutes and Regulations to review continuing education requirements for licensure renewal. Please visit [http://www.state.nj.us/lps/ca/social/sw\\_rules.htm](http://www.state.nj.us/lps/ca/social/sw_rules.htm) to view the statutes and regulations.

# THE CE APPROVAL COLLABORATIVE INDIVIDUAL COURSE STANDARDS

The following standards refer to required information on all applications and should be used to guide you as you complete each section of the application. Missing or incomplete information can result in delays in processing and/or a denial.

## A. CONTACT INFORMATION

If approved, the sponsor must ensure a smooth and orderly transfer of administrative responsibilities from one individual to another in the event of an administrative change, including due notification to The CE Approval Collaborative of such changes. Care must be taken during transitional periods to ensure that the new administrator is thoroughly familiar with The CE Approval Collaborative's standards for continuing education sponsors.

Distance education applicants must include email and website addresses on their application. Applicants must demonstrate that interactive websites are secure. The CE Approval Collaborative will periodically monitor website security.

## B. PRESENTER(S)

The quality of continuing education courses and the value of those courses depend on the ability and the expertise of presenters. Presenters for each continuing education course must have professional qualifications in good standing with their professional regulatory board, if applicable, and meet the following criteria:

- Five years of extensive experience to include practical application or research involving the subject taught in the course **and**
- A graduate degree in the particular area **and**
- Licensed (unless exempt by the NJ State Board of Social Work Examiners Statutes and Regulation 45:15BB-5) to practice in the content area in which they are presenting (i.e. social work, psychology, psychiatry, marriage & family therapy, alcohol and drug counseling, medicine, counseling or law) or be a faculty member of an undergraduate or graduate school of social work

Please note, on a limited, case-by-case basis, some exceptions apply. If a presenter does not fit the previously specified criteria, they must be licensed by their professional regulatory board where required by their profession. If their profession does not require a license, then the presenter must possess the terminal degree in their profession. It is strongly suggested that if a presenter fails to meet the aforementioned criteria that they present with a licensed social worker to ensure that social work core content criteria is met.

Social workers who are presenting workshops providing clinical content must be licensed clinical social workers (LCSWs) or must co-present with an LCSW.

In addition, applicants providing distance education course work must document presenter or an informed contact person's availability to participants. Applicants/presenters must possess the technical expertise to communicate their subject matter effectively.

## **C. COURSE OVERVIEW**

Applicant provides basic course information, including brief course description, course length, number of credits, location(s) in which course is offered and sample course outline.

Outline must describe breaks, individual course segments, guided discussion and activities where applicable.

**Not Eligible for Credit:** Meals, registration, breaks, business meetings, Q and A sessions, facility tours, awards presentations and other similar events.

1 CEU = 1 hour of course work

## **D. COURSE DELIVERY METHODS AND RESOURCE MATERIALS**

A variety of teaching methods should be used during each course whenever possible to accommodate the different learning styles of participants.

Because interaction in the form of discussion, role-play, and/or debate is an important part of the learning process, it is required that one of the three CE Approval Collaborative delivery methods be used (i.e. live workshop, video/audio conference, or webinar/web-enhanced). Following is a list of a variety of teaching methods you can incorporate in your delivery, which addresses the various learning styles of professional students:

- Case studies
- Mini-lecture
- Group discussion
- Role play
- Debate
- Presentations
- Professional audio/video
- Appropriate audio/video from popular media
- Pre and post tests
- Web enhanced instruction
  - May be interactive or web-based
- Multi-media presentations
- Assigned readings

## **E. COURSE OBJECTIVES**

Continuing education courses must include written educational goals and specific, measurable learning objectives as the basis for evaluation of course effectiveness. Applicant should have a clear idea of what a participant who takes an educational course will have learned by the end of the course presentation, and should clearly communicate these objectives to participants. Both the applicant and participants should be able to measure the degree to which these objectives were met through the course. Each objective must be precise, giving different people the same understanding of the desired outcome. Objectives must be behavioral, and stated as measurable or demonstrable learning outcomes.

Properly written learning objectives will:

- Help participants understand how the course is related to their educational goals
- Focus the participant's attention on specific aspects of the course content
- Help the participant evaluate his/her learning experience
- Help the applicant organize the course material
- Help the applicant develop the course assessment
- Help the applicant evaluate the course material and the presentation

The use of a post-testing procedure is strongly encouraged, but not required, to determine how effectively learning objectives were met. Post-tests are required in distance learning courses. Learning objectives must be listed separately and ranked for effectiveness in the evaluation form given to each participant at the end of the presentation.

## F. COURSE CONTENT & CREDIT TYPE

In order to provide a relevant, cutting edge continuing education course there must be research to support the applicant's topic. The CE Approval Collaborative requires that applicants list current references as evidence of supporting research. The majority of literature and materials need to be current – *within the past 5 years*.

Identify the licensure categories and/or skill levels at which this program is targeted. Does the course offer a beginning, intermediate or advanced treatment of this particular topic?

It is important for applicants to indicate the type of credits being requested. Additionally, applicants must describe content relative to the requested credits and assign specific time related to the credits. The final decision on the number and type of credit awarded will be determined by the Review Committee.

Provided below is assistance in determining the type of credits to assign (1 CEU = 1 hour of course work):

- **Clinical** Applicant may designate clinical content on the application and ultimately on the course certificate of completion and promotional materials if the content of coursework meets the definition of clinical social work practice below:
  - The practice of Clinical Social Work requires the application of specialized clinical knowledge and advanced clinical skills in the areas of assessment, diagnosis and treatment of mental, emotional, and behavioral disorders, conditions and addictions. Treatment methods include the provision of individual, marital, couple, family and group counseling and psychotherapy. The practice of Clinical Social Work may include private practice and the provision of clinical supervision.
  - Presenter must be a Licensed Clinical Social Worker, psychologist, Board certified psychiatrist, Licensed marriage & Family Therapist, Licensed Professional Counselor, Certified Alcohol and Drug Counselor or Medical Doctor to offer clinical credits.

- **Non-Clinical** Applicants may designate non-clinical content on the application and ultimately on the course certificate of completion and promotional materials if the content of coursework does not meet the definition of clinical social work practice (above).
- **Ethics** Applicants may designate ethics content on the application and ultimately on the course certificate of completion and promotional materials if the content of coursework meets the definition of 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 *Code of Ethics* (as written by NASW), 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. Relevant topics for presentation may include:
    - History and evolution of social work ethics
    - Values, attitudes and beliefs in professional behavior
    - Ethical theories and applications
    - Critical thinking skills
    - Professional standards of social work practice
    - Ethical decision making processes and ethical dilemmas
    - Legal and ethical requirements and considerations
- **Social and Cultural Competency** Applicants may designate social and cultural competency content on the application and ultimately on the course certificate of completion and promotional materials if the content of coursework meets the definition of social and cultural competency:
  - Social and cultural competence includes, but is not limited to, an understanding of the cultural context of relationships; issues and trends in a diverse society related to such factors as culture, ethnicity, nationality, age, gender, sexual orientation, mental and physical characteristics, education, family values, religious and spiritual values, socioeconomic status; and unique characteristics of individuals, couples, families, ethnic groups and communities including any of the following:
    - Multicultural and pluralistic trends, including characteristics and concerns between and within diverse groups nationally and internationally;
    - Attitudes, beliefs, understandings, and acculturative experiences, including specific experiential learning activities;
    - Individual, couple, family, group, and community-based strategies for working with diverse populations and ethnic groups;

- Counselors' roles in social justice, advocacy and conflict resolution, cultural self-awareness, the nature of biases, prejudices, process of intentional and unintentional oppression and discrimination, and other culturally supported behaviors that are detrimental to the growth of the human spirit, mind, or body;
- Theories of multicultural counseling, theories of identity development and multicultural competencies; and
- Ethical and legal considerations relating to issues of diversity.

## **G. EVALUATION**

An evaluation is an important component of continuing social work education. Effective continuing education courses must be professionally relevant. Relevancy is assessed by individual participant evaluation, by course evaluation, and by program evaluation. Participant evaluations must be specific, written and measurable.

### **1) Participant Course Evaluation**

The CE Approval Collaborative approved sponsor is required to create and collect an evaluation document from each participant who expects to receive CE credit. This evaluation must include the following elements:

- Course appropriateness to participant's education, experience, and licensure level
- Relevance to practice and currency of information
- Presenter's knowledge of subject matter, and responsiveness to participants
- Subject matter presented effectively and clearly
- Learning objectives listed separately and ranked for effectiveness
- Presenter's ability to utilize course-appropriate technology to support participant learning
- Suitability and/or usefulness of instructional materials
- Location, facilities, technology
- Administration of the program
- Timeline of course adhered to the advertised time and credits awarded

### **2) Distance Education Evaluation:**

In addition to the requirements stated above, distance learning course evaluations must include the following questions:

- Was the technology responsive to participants? Rate the technology overall.
- Was the technology appropriate to support participant learning?
- Were instructional materials suitable and/or useful?
- Were participants' questions or problems addressed effectively and in a timely manner?

## **H. RECORDS, ATTENDANCE & CERTIFICATES**

The sponsor of a CE Approval Collaborative approved course must maintain the following information for at least **seven years**:

- Names and resumes of presenters
  - Course presenter's qualifications and professional affiliations
- Participants' names and addresses (Sign-In Sheets and registration databases)
- Course title, date, location and credits awarded
- Course outline/syllabus and learning objectives
- ADA (Americans with Disabilities Act) requests and services provided
- Grievances and resolutions
- Course evaluations

Sponsors of CE Approval Collaborative approved courses must allow full access to this information upon request by The CE Approval Collaborative. The CE Approval Collaborative Review Committee retains the right and authority to audit and/or monitor programs and review provider records and course materials. All audit requests must be met within 21 days of receipt of request.

The CE Approval Collaborative sponsor must allow participants access to information about their course participation.

### **Sign-in sheet or attendance roster:**

In the CE Approval Collaborative application, a sample sign-in sheet is a required attachment. It should be copied and pasted in the appendix of the application if it is a Microsoft Word document. If it is not, it must be converted to a PDF and uploaded as an attachment on the submission page.

It is important to note that your sign-in sheet must include:

- Title, date and location of course offering;
- Presenter name;
- Name of the attendee; and
- Area for attendees to sign.

The sponsor of a CE Approval Collaborative approved course must issue a completed and signed certificate verifying attendance and credit awarded to each participant who completes the course.

### **Certificates of credit and/or other means of documenting credit must include:**

- Name of the participant,
- Title, location, date(s) of the course
- Amount of credit awarded for the course
- Designation of clinical hours, ethics hours or social and cultural competence hours (CEUs), if applicable
- Approved sponsors who are sponsoring or co-sponsoring the course
- Signature of officer or responsible party
- The CE Approval Collaborative course approval statement as listed below:

*“This course, ‘Title,’ <approval #>, provided by <sponsor name>, is approved for continuing education by the New Jersey Social Work Continuing Education Approval Collaborative, which is administered by NASW-NJ. CE Approval Collaborative Approval Period: <current approval dates>.”*

*Social workers will receive <# of credits> <clinical/non-clinical/cultural competency/ethics> continuing education hours for participating in this course.”*

## **I. PROMOTION AND ADVERTISING**

Sponsors of a CE Approval Collaborative approved course must promote and advertise each course in keeping with social work ethics as put forth in 13:44G SUBCHAPTER 11: ADVERTISING <http://tinyurl.com/NJSWRegs-2012> as well as those defined under applicable state and federal laws.

Adequate and accurate advance information must be provided to prospective participants. Promotional materials (e.g. brochures, advertisement, memoranda, websites or other announcements) must include the following:

- Educational goals and specific learning objectives of the course
- Course target audience
- Presenters and their credentials
- Course fees, including what is covered, and deadlines for cancellations and refunds
- Continuing education hours offered
- Clear information about approval and specific CE requirements
  - i) The CE Approval Collaborative approval number, approval statement and expiration date
- Instructions for requesting accommodations for disability
- Where course is offered
- Instructions for addressing grievances; contact information

**NOTE: We strongly suggest that applicants awaiting an approval decision **DO NOT** include phrases such as, “*Pending approval,*” “*CEUs applied for,*” etc. Such phrases are misleading to potential registrants of a program.**

However, The CE Approval Collaborative recognizes the need for adequate promotion to ensure success. If an applicant must send out materials prior to receiving a decision, applicants must conspicuously place the following statement on all publications for social work continuing education courses:

*“Please contact <sponsor contact name> at <sponsor contact telephone> or <sponsor contact email> for information about continuing education credits for social workers.”*

## **J. COMPLAINTS/GRIEVANCES**

Sponsors of CE Approval Collaborative approved courses must respond to all complaints received by itself, the NJ State Board of Social Work Examiners, or The CE Approval

Collaborative in a timely and ethical manner. The sponsor must have policies and procedures for grievance management (e.g. refund requests, complaints about course content and/or facilities, non-receipt of certificates, etc.). These policies must be in a written format to assure due process for all complainants.

## **K. CE APPROVAL COLLABORATIVE AGREEMENT**

Sponsors of CE Approval Collaborative approved courses must carefully read and respond to the terms of agreement of the application. An electronic signature comprised of a unique 5-digit pin number which the applicant creates will be used in lieu of a handwritten signature.

## **L. DISTANCE EDUCATION**

Distance education is an alternative method to face-to-face contact for the delivery of continuing education for social workers. All CE Approval Collaborative approval criteria apply. In addition to meeting The CE Approval Collaborative's approval requirements, distance education sponsors must:

- Provide a field-tested method of determining credit hours
- Provide scheduled access to a contact person
- Provide scheduled interaction between presenter and participant
- Have the capacity for completed assignments to be submitted online, faxed, mailed, or e-mailed to qualified presenters for correction, grading, comment, and subject matter guidance
- Return corrected assignments to participants in a timely manner
- Provide a method for verifying that the individual participated in the continuing education activity, and that all work was done by the person awarded the credit
- Employ electronic security measures, and reliable technology
- Post-tests, containing questions appropriate to content and credits, are required in distance learning courses
- Provide e-mail and website address information on The CE Approval Collaborative application

Thank you for reviewing the CE Approval Collaborative Application Guidelines. You are now ready to complete and submit your application. We look forward to receiving it!