



**CONTINUING
EDUCATION APPROVAL
PROGRAM
Guidelines**

Revised July 2018

1. INTRODUCTION

The National Association of Social Workers, Kentucky Chapter (NASW-KY) views continuing education as an essential activity for ensuring quality social work practice. NASW-KY has developed a Continuing Education Approval Program to assist social workers throughout the state of Kentucky in obtaining quality continuing education for licensure, certification and renewal. NASW-KY CEU Committee members will review and evaluate all applications and required documentation.

2. ELIGIBILITY

A provider is an individual or organization who is approved to offer continuing education programs that are relevant to social workers. These include, but are not limited to, trainings, workshops, programs, conferences, and self-directed learning experiences including internet-based and distance-learning education. The NASW-KY Continuing Education Approval Program extends to national, regional, and multi-state continuing education providers. Please be aware that prior approval from a different state is non-transferrable. The application must be submitted by the provider not by individual participants.

3. SOCIAL WORK LICENSURE BOARD ENDORSEMENT

The NASW-KY Continuing Education Approval Program is endorsed by the Kentucky Board of Social Work.

4. NASW STANDARDS

Providers must adhere to the *NASW Standards for Continuing Professional Education*. Applicants should review the standards to comply with the requirements. For a copy of the complete standards, visit www.socialworkers.org.

5. DETERMINATION OF CEU CREDITS

A CEU, or continuing education unit, is a measure used in continuing education programs. One CEU equals 50 minutes of program. The provider is instructed to estimate the length of their program on their application. The number of CEU's is determined by the CEU Committee upon endorsement, based on evaluation of the objectives, content, format, methods of instruction and program schedule. Time devoted to announcements, welcoming speeches, scheduled coffee breaks, lunch, and other social events is not included in the number of hours considered.

6. ETHICS FOR RE-LICENSURE AND CLINICAL SUPERVISION APPLICATIONS

Ethics for Re-Licensure and Clinical Supervision must be approved by the Kentucky Board of Social Work office as stated in 201 KAR 23:075. NASW-KY cannot approve either of these programs. Please contact KBSW for additional details.

7. ATTENDANCE MONITORING AND PROGRAM EVALUATION

Providers must have a system of monitoring attendance such as sign-in sheets. A sample sign-in sheet is available online or by request. Only those individuals who satisfactorily complete the program will receive credit for attendance; it is the responsibility of the provider to document that the participant met this standard.

Providers must have in place an evaluation form that participants can use to assess the value of the providers' educational content. A sample evaluation form is available online or by request. **Please return a summary of the evaluation results to NASW-KY for quality control.**

8. PERMANENT RECORDS

All providers are responsible for maintaining records of attendance and financial transactions. We recommend providers keep records for **four (4) years after the event** based on the social work license renewal period.

9. CERTIFICATES

Certificates may be issued to participants who have successfully completed the program either by the approved provider or by NASW-KY. A sample certificate is available online or by request. If NASW-KY issues the certificate, the provider should submit the following: (1) an attendance record in which the provider has tallied the total contact hours for each participant; (2) a Microsoft Excel file (or similar format) that contains participants' first names, last names, addresses, titles of programs, and total number of contact hours earned; and (3) one check made payable to NASW-KY for the total number of certificates.

10. APPLICATION AND FEES

The application for review must be submitted no less than thirty (30) days prior to the date you need the review completed. If you request NASW KY to approve a program that is scheduled to occur within thirty days of the CEU approval application submission, the payment submitted must include **an additional expediting and processing fee of \$50.** NASW KY will not accept applications for approval within 7 days of the conference date. All expedited fees must be received by mail or FedEx before the conference date.

Approved applications are valid for one calendar year. The approved program can be offered an unlimited number of times during the year exactly as it appeared on the original application.

NASW-KY cannot process CEU approval applications after a continuing education program has occurred.

FEE SCHEDULE

		Fee
Single Program	1-3 CEU hours	\$75
	3.5-8 CEU hours	\$100
Conference Rate	For programs occurring over consecutive dates and/or providing a selection of concurrent workshops. Conferences may be repeated for up to one (1) year but are not renewable.	\$250
Unlimited	Provide unlimited programs throughout the year. The fee is due thirty days before the first program and we require documentation of every program throughout the year. The date of the original application is the expiration date for all programs within the year; you will renew your unlimited status annually if desired.	\$300
Symposium/Certificate Program	Intensive or advanced courses focused on a single topic or clinical intervention occurring over a period of days or weeks and awarding 30 or more clock hours.	\$350
Certificates	Paper Certificate via mail	\$10 ea
	Digital Certificate via email	\$5 ea
Advertising	Send flyer/ad via email to a branch	\$50
All approved applications will appear on our online events calendar.	Send flyer/ad via email to the state	\$100
	Appear in our monthly online newsletter	\$150
	Appear on the homepage rotating for 30 days	\$200
Expedited Services	Application date is less than 30 days before program date	\$50

11. SUBMITTING APPLICATIONS TO NASW-KY

- ✓ Ensure you are using the most current Continuing Education Approval Program Application available online and by request.
- ✓ Complete Payment Form and prepare check payable to NASW-KY or credit card information based on total due. Do not send cash.
- ✓ Prepare Application, Payment Form, and required documents and submit via the website, email to ceu@naswky.com, or mail to:

NASW-KY
501 West 6th Street
Suite 250 Lexington,
KY 40508
859-227-6587



CONTINUING EDUCATION APPROVAL PROGRAM

Application

**CONTINUING EDUCATION APPROVAL PROGRAM
PROVIDER APPLICATION**

I. PROGRAM INFORMATION	
Date Submitted	
Program Title	
Number of CEUs	
Program Date	
Provider Name	
Contact Name	
Contact Email	

Required Documentation for All Programs

- Attachment 1 - Resume or Curriculum Vitae for each presenter.
- Attachment 2 – Copy of certificate that will be issued to participants.
- Attachment 3 – Evaluation form that will be used for attendees to provide feedback.
- Attachment 4 – **Post Program** Evaluation summary form. Do not send individual evaluations.

A sample certificate, evaluation, and evaluation summary form are available online or by request.

II. PROGRAM FORMAT: Complete A or B	
A. In Person Program	
<input type="checkbox"/> Workshop	<input type="checkbox"/> Conference <input type="checkbox"/> Symposium or Certificate Program
Location(s) details	Date/Time

B. Self-Directed Learning	
1. Please choose the format of your program: <input type="checkbox"/> Webinar <input type="checkbox"/> Teleconference <input type="checkbox"/> Live Broadcast	
2. Web address:	
3. Brief description of the method used to determine requested CEU:	
4. Please choose the distance learning method: <input type="checkbox"/> Online course <input type="checkbox"/> Home Study Publication <input type="checkbox"/> Downloadable/Transportable Format	
5. Attachment 5 - Copy of the post-test used in your distance learning (post-tests are required for all distance learning products). Be aware that the minimum passing requirement is an 80% passing score.	
6. Attachment 6 – Distance learning providers must include one copy of their program, i.e. DVD/CD, or print publication for review by NASW-KY.	

III. PROGRAM INFORMATION *additional attachments may be submitted	
Name of each course If submitting more than one course, a complete list of each course and corresponding presenter is required.	
Name(s) of Presenter(s) and Credentials	
Please provide a DETAILED outline of the course including specific GOALS and OUTCOMES.	

Instructional Methods to be used, (videos, handouts, etc.)	
Program Agenda	

IV. PROVIDER AFFIRMATION OF COMPLIANCE WITH NASW CONTINUING EDUCATION STANDARDS

Checking the boxes below affirms you have:

- Read the Guidelines for the NASW-KY Continuing Education Approval Program.
- A means of responsibility for control over all aspects of the programs to ensure that educational objectives and standards are met.
- A system for selection of qualified instructors.
- A system of evaluation of programs by participants.
- A system for monitoring attendance.
- A means of maintaining program and participants records for a minimum of 4 years.

Signature: _____

Date: _____

Continuing Education Approval Program

Payment Form

Prepare check or credit card payment according to total amount due.

		Fee	Quantity	Total Cost
PROGRAM	1-3 CEU hours	\$75		
	3.5-8 CEU hours	\$100		
CONFERENCE	For programs occurring over consecutive dates and/or providing a selection of concurrent workshops. Conferences may be repeated for up to one (1) year.	\$250		
UNLIMITED	Provide unlimited programs throughout the year. The fee is due thirty days before the first program and we require documentation of every program throughout the year. The date of the original application is the expiration date for all programs within the year; you will renew your unlimited status annually if desired.	\$300	N/A	
SYMPOSIUM	Intensive or advanced courses focused on a single topic or clinical intervention occurring over a period of days or weeks and awarding 30 or more clock hours.	\$350		
CERTIFICATES	Paper certificate via mail	\$10 ea		
	Digital certificate via email	\$5 ea		
ADVERTISING	Send flyer/ad via email to a branch	\$50		
	Send flyer/ad via email to the state	\$100		
*All approved programs will appear on our events calendar at naswky.com	Appear in the monthly online newsletter	\$150		
	Appear on the homepage rotating for 30 days	\$200		
EXPEDITED SERVICES	Application date less than 30 days before program date	\$25		
			TOTAL DUE	

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Please use for additional details if needed