

## Continuing Education Application Program Guidelines

Thank you for your Continuing Education (CE) application request. In accordance with Rhode Island law, The National Association of Social Workers - Rhode Island Chapter (NASW - RI) reviews CE applications and authorizes CE credits for programs, workshops, and courses that meet review criteria. If approved, educational offerings may be used by social workers to meet Rhode Island CE requirements for social work license renewal within the licensing period. In most cases, approval by NASW – RI also will count toward licensing requirements for social workers licensed in another state. However, it is the responsibility of the program provider or the individual participant to confirm licensing CE approval requirements for other states.

### **Program Criteria**

**CE's** – A program must contain at least one of the following content areas related to social work practice:

1. Theories and concepts of human behavior in the social environment;
2. Social work practice, knowledge and skills;
3. Social work research, programs or practice evaluations;
4. Social work management, administration or social policy;
5. Standards of Social Work Professional Ethical practice;
6. Cross-cultural practice to include the alleviation of oppression.

**Ethics Practice CE's** – Programs that offer learning opportunities helpful to social workers to engage in professional ethical practice will be accepted provided all other criteria are met.

**Cross-Cultural Practice to include the alleviation of oppression CE's** – Cultural competence, race, gender, ethnicity; sexual identity/sexual orientation; spirituality and religious diversity; people with disabilities; discrimination and oppression; aging (i.e. diversity, health, disability, race/ethnicity/culture); immigration (i.e. racial profiling, xenophobia); HIV/AIDS.

### **Who May Submit an Application.**

#### **Sponsors/Presenters**

Any sponsors who offer continuing education programs that are relevant to social workers may submit an application. These include agencies, hospitals, schools, colleges/universities, professional organizations, other similar bodies or individual professionals.

#### **Individuals**

An individual may apply for CE's if the sponsors of the program has not applied for Social Work CE's. Activities include lectures, postgraduate courses in a field or undergraduate courses from an accredited college or university (one (1) course credit equals one (1) CE credit hour), or conference/workshop presentations. **A "Certificate of Attendance" must be enclosed with the application indicating the number of hours attended.**

### **Program Eligibility**

- A program must be applied for during the current licensing period or the next licensing period. A licensing period is a two-year time frame when social workers in Rhode Island need to obtain continuing education credits. The current period is: 5/1/09 through 4/30/11 and the next period is 5/1/11 through 4/30/13.
- Programs must enhance and/or improve the knowledge and/or skills of social workers.
- Programs must be directed towards a professional audience.
- Staff development is acceptable and is defined as information/learning that can be transferred from one social work setting to another.
- Programs aimed at specific work settings in social work practice will be accepted if relevance to social work practice is evidenced by the learning objectives.

- Applications of programs that have already taken place will be accepted as long as the application is not made after the current licensing year in which the program took place. Once the licensing deadline has passed you can no longer apply for social work credits for the prior licensing period.

Any exceptions to the above stated policies are at the discretion of NASW – RI.

### **Program Restrictions**

A program can **NOT** be:

- Supervision, general staff meetings, agency/organization improvement, or committee meetings.
- Programs focused on participants' personal problems, or self-help or self-improvement programs not specific to social work.
- Directed towards the general public without substantive social work content.

### **Application**

**Standard Programs:** Face-to-face programs that occur within the two-year licensing period. These programs are only valid for the date submitted on the application. If you are repeating the same program, a "Notice of Repeat Use" form must be submitted and will be valid until the end of the current licensing period.

**Webinars/Distance Learning:** Distance Learning programs include audio, video, Internet or other forms of Distance Learning. The Distance Learning activity must meet all other criteria outlined in this document except face-to-face contact and in addition must have a method for the provider to determine knowledge gained in the learning activity (e.g. post-test). **Please include a copy of the post-test and power point presentation.**

### **When to Apply**

- The NASW - RI CE urges providers/sponsors to apply well enough in advance so that the information can be included in brochures, programs and any program materials.
- If an application is submitted without payment or missing information, we will immediately contact the provider/sponsoring organization and place the application on hold until the information/documentation is received.
- CE credits will only be approved for the present licensing period or the next licensing period.

### **Processing the Application**

- The review process generally takes one (1) to two (2) weeks once the application has arrived and is complete.
- We will review applications retroactively as long as they are within the current licensing period.
- Providers/sponsoring organizations will be notified of approval by mail.

### **Submission of Applications**

**CE Applications must be as follows:**

- Typed or neatly hand written.
- In the current licensing period or the next licensing period.
- A completed application.
- One (1) copies of the application and materials.
- Check or purchase order for the correct amount.

### **Distance Learning Applications**

- Please call the chapter at 401-274-4940.

### **Send CE application and all materials to:**

NASW - RI Chapter  
220 W. Exchange Street, Suite 007  
Providence, RI 02903

**We will not accept CE applications submitted via email.**

### **Changing a Program**

- To change a program, send a letter or email to NASW - RI stating what is being changed, the reason for the change and the original authorization number. If additional information is needed to support the changes made, please enclose it with the letter. **No refund will be given for a cancelled program.**

## **Fees**

The following fee schedule is for Standard and Distance Learning programs.

- Checks should be made payable to: NASW - RI.
- Purchase orders are accepted for CE applications (must be submitted with the CE application).

### **Standard application fees**

One (1) – three (3) applications - \$50 each

For multiple applications submitted by a provider, please call the office for discount information and criteria.

### **Distance Learning application fees**

- Please call the chapter office at 401-274-4940.

## **Satisfactory Completion of program**

- 1) Approval
  - If approved you will receive a CE Authorization notice stating the authorization number that identifies your program; number of CE's awarded (CE's are granted in whole and half-hour increments only); and the date this particular program is valid to.
  - After the program occurs please submit to NASW - RI a list of all social workers that attended and a summary of evaluations (if possible). Keep a copy for your own records.
  - If you are repeating a program use the "Notice of Repeat Use Form" attached to the "CE Authorization" notice.
- 2) Rejection
  - If rejected, you will receive a call from NASW - RI of the decision and be allowed the opportunity to submit additional information/documentation for consideration.

## **Sponsor Responsibilities/Requirements for CE Programs**

All written materials associated with the program must identify NASW - RI as the approval entity. (brochures, certificate, etc.)

The appropriate wording is:

- If an Authorization Number has not been issued at the time of printing and only after you have submitted an application, the brochure should read: CE's "have been applied for" or "are pending". DO NOT tell registrants to contact NASW - RI.
- Issue a "Certificate of Attendance" to participants who complete the program. (No participant attending less than 80% of a program may receive a certificate unless an emergency occurs and the participant must leave. The provider/sponsor can adjust that participant's Certificate to reflect a partial CE in ½ hour increments.)
- You are responsible for creating the certificate of attendance. Include the following information:
  - *Name and address of the sponsoring organization*
  - *Name of the participant*
  - *Title of the program, date and NASW - RI authorized assigned number.*
  - *Number of CE credit hours approved by NASW - RI.*
  - *Signature and Title of Person Responsible for the Program.*

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**If you have any questions regarding your Continuing Education application or the application process, please contact NASW - RI at:**

**NASW-RI Chapter - 401-274-4940**  
**Email Address - [rhodeislandnasw@gmail.com](mailto:rhodeislandnasw@gmail.com)**  
**NASW-RI Website - [www.rinasw.info](http://www.rinasw.info)**