

**Association of
Social Work Boards**

**Approved
Continuing
Education**

**Information and application
for providers of social work
continuing education**

Table of Contents

I.	Association of Social Work Boards	Page 3
II.	Approved Continuing Education Overview	Page 4
III.	Eligibility Requirements	Page 4
IV.	Selection Criteria	Page 6
V.	Application	Page 16
VI.	Appendix A Fee Schedule	Page 31
VI.	Appendix B Documentation of Attendance	Page 32

ASSOCIATION OF SOCIAL WORK BOARDS

Formed in 1979, the Association of Social Work Boards was created to help state social work regulatory boards share knowledge, and to increase the protection of the public through better evaluation of social work professionals. According to the association's mission statement, ASWB members, comprised of state social work regulatory bodies, work toward:

- A protected public, recognized for its diversity, served by social workers who are regulated by national standards.
- Regulated practicing social workers having wide public and professional recognition of their value, competency, and accountability.
- Nationally supported state social work regulatory bodies proficient in carrying out their legislated mandates.

ASWB encourages and aids collaborative efforts among member social work licensure boards in developing compatible standards and cooperative procedures for the legal regulation of social workers, toward the goal of simplifying and standardizing the licensing process. The association's member boards have a longstanding interest in sharing information on continuing education requirements for licensure. In its publication *Social Work Laws and Board Regulations*, 1998, ASWB documented the various criteria for continuing education from state to state such as hours for renewal, definitions, and documentation.

In developing the Approved Continuing Education (ACE) program, ASWB has set standards for continuing education providers on a national and international basis.

© 2000 All Rights Reserved
Association of Social Work Boards
400 South Ridge Parkway, Suite B
Culpeper, VA 22701
(800) 255-6880

APPROVED CONTINUING EDUCATION PROVIDERS ASSOCIATION OF SOCIAL WORK BOARDS

OVERVIEW

The ASWB Approved Continuing Education Committee (ACE) reviews and recommends for approval organizations, such as universities, professional associations, non-profit organizations, and others, that offer continuing education programs for social workers. At this time, ASWB does not approve individual offerings of providers. Approved continuing education providers have the responsibility for designing and scheduling programs in compliance with the ASWB criteria provided in this manual.

The ACE Committee is responsible for developing selection criteria and reviewing applications. The committee's recommendations go to the ASWB Board of Directors for approval. Organizations can anticipate a period of two months for applications to be reviewed. The committee is composed of members appointed by the ASWB president and approved by the Board of Directors. In reviewing applications and monitoring approved sponsors, the committee is committed to following guidelines approved by ASWB's Board of Directors.

The work of the committee in approving sponsors of CE is kept confidential, with the following exceptions:

- a) disclosure shall be made in instances in which ASWB is legally advised or required to disclose such information;
- b) information on a specific sponsor may be available to other accrediting agencies by which the sponsor has been approved or whose approval the sponsor is seeking; and
- c) ASWB's legal counsel may be requested to review application materials. Approved confidential minutes of the committee's meetings shall be available only to the committee, the Executive Director, ASWB's CE staff, and, in the case of an appeal, the Board of Directors.

The committee reserves the right to seek expert advice and relevant information from other external sources when reviewing an application, provided that such advice is kept confidential by the committee and the advisor and that there is no possible conflict of interest.

ELIGIBILITY

Any organization responsible for the overall development and implementation of continuing education in social work may apply for an ASWB approval number. Specific eligibility requirements include:

- Provider has been operational for a minimum of six months
- Provider has planned and presented three social work continuing education activities
- Provider has a licensed social worker involved in the development of social work continuing education
- Provider can supply evaluation and documentation of programs

ASWB cautions providers that all state social work regulatory boards may not accept programs approved by ASWB. State boards may have their own continuing education selection criteria. Providers should contact individual boards directly to determine if courses will be approved.

Applicants found to meet ASWB criteria are given approval for one year. After the first year, approval will be given to the sponsor on a three-year basis. The fee schedule for application review, acceptance and renewals can be found in Appendix A of this manual.

Approved providers may use the following statement in connection with all programs appropriate for social workers:

“This organization (provider approval number) is approved as a provider for continuing education by the:

*Association of Social Work Boards
400 South Ridge Parkway, Suite B
Culpeper, VA 22701
(540) 829-6880*

*ASWB Approval Period: _____
DATES*

Social workers will receive ____ continuing education clock hours in participating in this course.”

The provider is responsible for submitting to ASWB quarterly reports of course offerings and summaries attendance and evaluation results. These materials are contained in Appendix B of this manual.

SELECTION CRITERIA FOR THE ACE PROGRAM

PROGRAM ADMINISTRATION

Criteria 1

The continuing education director should be a visible, continuous and identifiable authority, charged with ensuring that each program to be presented by the provider or presented under the provider's number meets the requirements of ASWB's Approved Continuing Education Program.

- a) The provider should adopt a statement which sets forth the overall mission and goals of its involvement in continuing education.
- b) The continuing education director is responsible for coordinating the provider's continuing education activities and should be readily accessible on a regular basis.
- c) Administrative stability should be assured. A procedure should be established for smooth and orderly transfer of administrative responsibilities from one individual to another in the event of an administrative change, including due notification to ASWB of such changes. Care should be taken during transitional periods to assure that the new administrator is thoroughly familiarized with ASWB's standards for ACE-approved continuing education providers.
- d) The provider shall provide ASWB with written notification, within 10 days, of any change in the continuing education director, mailing address, or telephone number.

Criteria 2

If an approved provider works with others for the development, distribution and/or presentation of continuing education programs, the responsibility for compliance with all rules rests with the approved provider. Early in the planning, the functions of each party shall be identified and documented.

- a) When an approved provider works with others for the development, distribution and/or presentation of continuing education programs, it is engaged in co-sponsorship. Co-sponsorship is an opportunity for an approved provider to work closely with another provider to design, develop, and implement quality continuing education programs in full accord with ACE program standards.

- b) Co-sponsorship is not intended as a program approval function, but rather as a full and complete working relationship with another provider where the approved provider retains full control over all aspects of the program and assures that program development benefits fully from the approved provider's quality control procedures and administrative expertise.
- c) In cases where educational services or materials related to program design, development and/or implementation are purchased or otherwise acquired from individuals or organizations external to the approved provider, full quality control through a close and effective working relationship should be assured.
- d) The approved provider should assure full and complete access to all program-related information as may be required for the provider's future program development and improvement activities, as well as to meet documentation requirements of ASWB.
- e) In cases where external financial support is received in whole or in part for continuing education activities, responsibility for assuring compliance with all ASWB rules rests with the approved provider.

PROMOTION AND ADVERTISING

Criteria 3

The promotion and advertising of each continuing education activity should be conducted in a responsible manner.

- a) Adequate advance information should be provided to prospective participants to enable them to be well-informed consumers of continuing education programs. Promotional materials (e.g. brochures, advertisement, memoranda, letters of invitation, or other announcements) should clearly and explicitly include at least the following key informational items:
 - i) The educational goals and specific learning objectives of the particular programs;
 - ii) The nature of the target audiences(s) that may best benefit from participation in the program;
 - iii) The faculty members and their credentials;
 - iv) The fees for the program and a clear statement of the items that are and are not covered by those fees, as well as any applicable deadlines for pre-program cancellations and fee refunds;

- v) The schedule of the educational activities;
 - vi) The amount of continuing education credit, specified in continuing education hours, that can be earned through participation in and successful completion of the program;
 - vii) The provider number assigned to the provider and the expiration date in a conspicuous place on the literature;
 - viii) A full description of all requirements established by the provider for successful completion of the continuing education program and subsequent awarding of credit (e.g. completing a program evaluation form, participating in all sessions or certain combinations of sessions which have been designed as a program package, etc.)
 - ix) The target audience based on content, i.e., basic, intermediate, clinical social worker
- b) In programs where both educational and non-educational sessions are planned, the sessions being offered as continuing education sessions for credit should be clearly identified.
 - c) In the case of distance learning programs such as Internet, audio, and teleconference programs, all of the informational items noted in guideline 3) above should be incorporated directly into the printed, recorded, and/or otherwise transmitted educational activities and materials.
 - d) In all live programs where certificates of credit are not awarded immediately upon completion of the program, and in all other programs where certificates are not immediately issued, a statement should be incorporated into the promotional materials indicating when and how a participant may expect to receive a certificate of credit.

Criteria 4

Providers shall adhere to a uniform qualitative system for continuing education credit based on the continuing education hour (which is defined as a 60-minute hour in which there is no less than 50 minutes of uninterrupted instruction). The number of continuing education hours to be awarded for participation and successful completion shall be determined by the provider in advance of offering the activity.

- a) In cases where the method of educational delivery does not lend itself to straightforward and direct translation into continuing education hours, such as may be the case with distance learning, a determination of the amount of educational credit that may be awarded should be made by realistically appraising the amount of time required for participants to successfully complete the program.
- b) The program must be a minimum of three continuing education hours, which can be offered in one block of time or over a period of time.
- c) The amount of time taken to complete evaluation activities may be taken into consideration in the overall determination of the amount of credit to be awarded for successful completion of each continuing education program.

Criteria 5

The provider shall maintain and assure the availability of records to serve the needs of the participants and others requiring such information.

- a) Records of participation and credit awarded should be kept for a minimum period of seven years following the period during which the course was offered. Course records shall include a course outline which reflects its educational objectives, the presenter's name, the presenter's curriculum vitae, the date and location of the course, the hours of continuing education credit awarded to each participant and roster of participants by name and license number.
- b) Full documentation of program-related materials and information should be retained and be fully accessible to the approved provider.

Criteria 6

The provider shall issue a certificate verifying attendance to each participant who completes the program. The certificates should be provided no more than 60 days after the event.

- a) All certificates of credit and/or other means of documenting credit must include the following informational items:
 - i) The name of the participant;
 - ii) The title, location, and date(s) of the program;
 - iii) The approved provider sponsoring or cosponsoring the program;
 - iv) The amount of credit awarded.

- b) Duly completed and signed certificates should be distributed only following completion of the program. Certificates that have not been completed with specifics should not be distributed. Duplicate or replacement certificates should be clearly marked as “replacement copy” or “duplicate copy.”
- c) Approved providers should have a sound basis for providing evidence of participation in continuing education programs.
 - i) For live programs, acceptable procedures for documenting participation include an attendance roster, sign-in sheet, program evaluation forms to be filled in by attendees, or other reliable procedure(s) to verify and documents participation.
 - ii) For distance learning programs, acceptable procedures for provision of evidence of participation include:
 - (1) Use of a post-testing procedure in which a pre-established proficiency level is established and certificates are awarded only upon attainment of the pre-specified minimum proficiency level;
 - (2) Utilization of study groups in which the successful completion of the program may be attested to by all participants; or,
 - (3) Completion and submission, by the individual participant, of a written evaluation or critique of both the program and its applicability to the participant’s practice, of sufficient length and detail to demonstrate, in an educationally acceptable manner, successful completion of the program and a reasoned consideration of its applicability to the participant’s practice.

Criteria 7

It is recommended that the provider develop and promulgate policies and procedures for the management of grievances including, such appropriate mechanisms as tuition and fee refunds.

- a) The provider’s policies and procedures should be formalized in a written format and should assure full due process for all complainants.

Criteria 8

Providers are approved for an initial one-year period.

- a) Maintenance of provider status is contingent on providing ASWB with annual reports for review and approval by the ACE Committee. The continuing

education director should be aware that it is his or her responsibility to file such reports.

Criteria 9

ASWB retains the right and authority to audit and or monitor programs and review records and course materials given by any ASWB approved continuing education program provider.

- a) All audit requests must be complied with within 21 days of receipt of such request from the ASWB Board of Directors.

INSTRUCTORS

Criteria 10

The quality of continuing education programs and their value to participants depends heavily on the ability and the expertise of the faculty and support staff.

- a) The faculty for each particular continuing education program must meet at least two of the following criteria:
 - i) Be a faculty member of an undergraduate or graduate school of social work.
 - ii) Have received specialized graduate or postgraduate level training in the subject taught in the program.
 - iii) Have extensive experience to include no less than two years of practical application or research involving the subject taught in the program.
- b) In order to facilitate adult learning, the provider should provide systematic and effective faculty guidance and development support, particularly related to the development of educational goals and specific learning objectives, preparation of appropriate supportive and supplemental instructional materials, and design and implementation of appropriate learning assessment instruments and activities.
- c) The provider should monitor, through the program evaluation process, the effectiveness of its faculty guidance efforts and should make adjustments, modifications, and/or target certain areas of emphasis as necessary to support the ongoing quality and improvement of its continuing education programs.

Criteria 11

An appropriate number of qualified faculty members should be utilized for each continuing education program.

Criteria 12

There should be adequate supportive personnel to assist with administrative and technical matters related to the preparation and presentation of continuing education.

CONTINUING EDUCATION PROGRAM DEVELOPMENT AND DELIVERY

Criteria 13

Continuing education programs shall be at a level that is appropriate to participants. The programs must be appropriate for the purpose of furthering and maintaining the skills or knowledge of licensed social workers. They should address topics and subject matter areas that are pertinent to contemporary practice and be well balanced in presentation.

Criteria 14

Continuing education programs should be designed to satisfy needs that have been determined to be appropriate for the targeted audience. Providers should regularly assess educational needs and involve members of the intended audience(s) in identifying their own continuing education needs.

Criteria 15

Continuing education programs shall involve planning that includes written educational goals and specific learning objectives that are measurable and which shall serve as a basis for an evaluation of the program's effectiveness.

Criteria 16

Each program must be a minimum of three (3) continuing education hours that can be offered in one block of time or over a period of time up to 21 days providing the segments are on the same subject or are unified by a common theme. Each continuing education activity should be designed to explore one subject or a group of closely related subjects. If the activity involves multiple components, such as in a lecture series, all segments should be devoted to integrally related subject.

Criteria 17

All supportive and supplemental instructional materials should be suitable and appropriate, and should be periodically reviewed to assure technical quality, timeliness and currency of content.

- a) A syllabus or other handout material providing a general outline of the continuing education presentation should be developed and made available to participants at each program offered.
- b) All supportive and supplemental instructional materials used (e.g. training manual, handouts, outlines, background materials, audiovisual aids, etc.) should be developed to enhance the participants' understanding of the topic(s) being addressed in the continuing education program and to foster applications to the practice of social work. Selected current bibliographies for additional reading and inquiry, as well as supplemental materials developed for future reference purposes, are encouraged. Appropriate equipment and production facilities needed to assure the development of quality materials should be available and used.
- c) Materials originally designed for audiences other than social workers should be carefully reviewed and modified as necessary in order to assure appropriateness, technical quality, timeliness, and currency of content.
- d) All programs offered repeatedly should undergo a complete review by the provider at least once every three years, or more often if the subject area warrants, in order to assure that the materials and information remain timely and up to date.
- e) All supportive and supplemental instructional materials used (e.g. handouts, outlines, background materials, selected bibliographies, audiovisual aids, etc.) should be developed to enhance the participants' understanding of the topic(s) being addressed in the continuing education program and to foster applications to the practice of social work. Bibliographies for additional reading and inquiry, as well as supplemental materials developed for future reference purposes, are encouraged. Appropriate equipment and production facilities needed to assure the development of quality materials should be available and used.

Criteria 18

Other method(s) of delivery used in an educational program should be determined by giving appropriate consideration to such factors as the educational content and learning objectives, as well as the size and the composition of the intended audience.

Criteria 19

The method of delivery should allow for and encourage active participation and involvement on the part of the participant.

Criteria 20

An evaluation mechanism is required and must be provided at each program for the purpose of allowing all participants to assess their achievement in accord with the program's learning objectives.

- a) The evaluation mechanism should assess participant learning by determining the level of fulfillment of the stated educational goals and specific learning objectives established for the program.
- b) Providers are encouraged to experiment with a variety of self-assessment mechanisms such as pretesting and post-testing, post-testing alone with group discussion and critique of answers, patient case-study discussions, and problem solving exercises.
- c) Test items of other learning documentation activities should be designed to go beyond the simple recall of facts and seek to demonstrate learning with an emphasis on integration and utilization of knowledge in professional practice.

Criteria 21

The provider shall develop and implement a program evaluation and maintain it as part of the course record for seven years following the course.

- a) Educationally sound methods and/or techniques should be used. Evaluative data should be analyzed, summarized, interpreted and utilized for future decision making with a view toward the continuing improvement of the provider's continuing education programs.
- b) All participants should be afforded an opportunity to evaluate the quality of each continuing education program in which they participate.
- c) Key components of program quality which should be monitored and evaluated may include, but are not limited to:
 - i) The participants' achievement of program goals and objectives;
 - ii) The instructors (e.g. suitability of instructional materials, pacing of presentation, knowledge of subject matter, clarity of presentation, responsiveness to participant questions, etc.);

- iii) The topic (e.g. appropriateness of the level of difficulty, content appropriate to skill, relevance to practice, currency of information and materials, overall balance, etc.); and
 - iv) The general context (e.g. facilities, administration of the program, convenience of location, etc.).
- d) The provider should make modifications, as needed, in program evaluation, methods, or techniques in order to assure the ongoing utility of the data collected.

APPROVED CONTINUING EDUCATION APPLICATION

Please use a word processing program or type your responses. Do not write in your responses. HANDWRITTEN APPLICATIONS WILL BE RETURNED.

Please provide the information requested in the required field. Attachments are welcome, however attachments CANNOT be substituted for the requested information. You may always indicate no or n/a if the question is not pertinent to your course offerings

A. Organizational Data

1. _____
Name of Organization

2. _____
Continuing Education Director

3. _____
Mailing Address

4. _____
Phone Number

5. _____
Fax Number

6. _____
Web Address

7. _____
E-mail Address

8. *Approval is sought for:*

- Entire organization
- Unit (If approval is sought for units, please list name and address below)

9. *Is the organization or unit:*

(Please check all that are applicable)

- Chartered by the state? Accredited School/College/University?
- Incorporated? Governmental agency?
- Private for profit? Private nonprofit?

10. *Is the organization or unit
(Please check all that are applicable)*

- International? State?
 National? Local?

11. *What is the mission statement for your organization?*

12. *What steps have you taken to ensure that your organization complies with applicable laws, including the American with Disabilities Act (ADA)? Please list what accommodations your organization makes for ADA candidates. This applies to all programs, no matter how they are delivered.*

13. *How long has this organization or unit been conducting continuing education programs?*

14. *Has your organization ever been denied accreditation, certification or approval removed, or had such status removed?*

- Yes No

If yes, please explain.

15. *Are your unit/organization's educational programs currently accredited or approved by another agency?*

- Yes No

If yes, please explain.

Please list the other approval agencies.

B. Administration, Planning and Development

1. *What is the name and title of the director of your continuing education program?*

2. *Attach a vita or resume for this individual.*

3. *Does your organization have a licensed social worker involved in review and planning of the submitted programs?*

Yes No

If yes, please list the name of this individual below (Please attach sheet if more than one person):

Name _____

Address _____

Office Phone _____

State of License _____

License Number _____

Highest Degree Earned _____

4. *Describe the contribution of this licensed social worker in the planning, implementation and monitoring of your organization's continuing education program.*

5. *Attach a vita or resume for this individual.*

6. *In addition to the trainer(s), is there a designated support staff person on site during workshops or conferences to assist with the registration and other meeting planning arrangements?*

Yes No

If, yes, please list the names of these persons below.

7. *Describe how your continuing education program is administratively organized, including names, titles, and (briefly) functions of staff. Please submit an organizational chart for your organization. Document in this chart how the licensed social worker(s) are involved in the planning, administering and/or monitoring of your organization's continuing education program.*

8. *How will your organization address the standards for licensure renewal for social workers in the state where your program will be held?*

C. Co-Sponsorship

1. *Has your organization co-sponsored CE activities in the past, or does it presently do so?*

Yes No

2. *Does your organization plan to co-sponsor CE activities in the future?*

Yes No

E. Program Evaluation

1. *Describe how you evaluate participant satisfaction with each continuing education program, regarding:*

Program Content

Instructor Performance and Effectiveness

Facilities

2. *Attach sample evaluation/forms used.*
3. *Describe how you assess that the learning objective was achieved during a CE activity. How do you determine whether the educational objectives of a particular activity were met?*
4. *Describe how you use the results of these evaluations to improve your continuing education programs. If your organization is now approved and you are completing this application to renew that approval, attach copies of reports compiled from the results of your evaluation measures since your interim report.*

F. Standards for Awarding Credit

1. *What type(s) of credit does your organization offer for successful completion of your programs? Check all that apply:*

- Continuing Education Credit
- Academic Credit
- Certificate
- Other (Specify)

- Clock Hours
- Units

*If Unit, what is the ratio
of clock hours to one
Unit?_____*

2. *What is your policy regarding attendance? List your procedures for monitoring attendance such a check in and check out sheets.*

3. *Are all participants encouraged to participate in the evaluation process?*

- Yes
- No

4. *Do you agree to keep registration records, including credit awarded to participants, for a seven-year period?*

- Yes
- No

5. *Attach a letter of attendance or other documentation of attendance given to participants as verification of their completion of an activity. See appendix C for sample.*

G. Promotion and Advertising of Programs

1. *How does your organization ensure that participants have access to the following information prior to enrolling in your programs?
(Please complete each section below rather than referring to a specific brochure or announcement.)*

h) Grievance policy

2. *Attach promotional materials for your organization's CE activities from the past year, and, if available, the upcoming year. Submit these materials, or a representative sampling of ten (10), whichever is fewer.*

H. Home Study Programs

1. *Provide the following information if your continuing education program includes home study. Sponsors who offer only home study programs must complete the entire application, in addition to this section on home study.*

a) *Materials*

- (1) *What type of home study instrument(s) do you use or plan to use? (Check all that apply.)*

- Audio Cassette
- Video Cassette
- On-Line
- Publication (Book)
- Software/CD ROM
- Other

- (2) *Attach a sample copy of each type of instrument(s) used to assess participant learning.*

- (3) *Attach a sample copy of each type of instrument used to assess participant satisfaction.*

b) *Credits for Home Study*

- (1) *Describe the process by which evaluation instruments are scored and documentation and/or results are sent to participants.*

(2) Describe the procedure used to determine the number of credits offered for each home study activity.

(3) What criteria must home study participants meet in order to receive credit?

(4) How do you verify that the person awarded credit is the individual who actually completed the evaluation?

c) On-line Home Study

(1) Explain the user ID system for accessing and completing your on-line home study programs.

(2) How do you safeguard the security of material on-line?

I. Continuing Education Activities Offered During the Past Year.

1. Please list the total number of continuing education/training courses or activities conducted during the past fiscal, calendar or academic year by this organization or unit:

2. The following information will be used to provide the committee with an overview of the types of activities your organization is currently offering and/or intends to offer for credit, if approved. Please provide one or two examples for each type of activity (workshops, home study program, conferences, etc. Do not submit information on activities that do not exemplify those that you would offer for credit.

Make copies of the form below for each activity that you include in the representative sampling. Attach a promotional brochure corresponding to each activity.

a) _____
Activity Title

b) _____ _____
Dates of Activity Beginning/Ending Times

c) _____ _____
Total Learning Hours Total of Credits Granted

d) Format

- Workshop
- Conference
- Lecture Series
- Home Study
- On-Line Activity

e) _____
Audience Composition

f) _____ _____
Total No. Participants Total No. Social Workers
(Use total numbers rather than percentages)

g) _____ _____
Instructor Degree

h) _____
Instructor Degree
(Attach sheets to list additional instructors)

i) List the educational objectives for this activity.

j) How were program objectives evaluated?

k) How was participant satisfaction evaluated?

l) If not included in your attached brochure, list how the following information was conveyed to your participants:

(1) Educational Objectives

(2) Intended Audience

(3) Content Category of Skill

- Basic
- Intermediate
- Advanced
- Clinical

(4) Educational Focus

- Theories and concepts of human behavior in the social environment
- Social work practice, knowledge and skills
- Social work research, programs or practice evaluations
- Social work management, administration or social policy
- Social work ethics
- Other/please specify

(5) Schedule and Format

(6) Cost of Activity

(7) Items Covered by Fee

(8) Faculty Name/s, Degree/s and Organizational Affiliation/s

J. Activity Planned for Upcoming Year

Provide brief descriptions of any activities your organization plans to offer during the upcoming year. If available, include the format of the activity, dates, number of clock hours and topic/name of the activity.

K. ASWB/CE Provider Agreement

I understand that information in this application will be kept confidential except under the circumstances outlined on page 2 of this document. I also certify that the information provided herein is accurate, and if approved, agree to abide by the criteria outlined in this manual, including the following:

- 1. Providing ASWB with semi-annual evaluation and activity reports
- 2. Maintaining attendance and registration database of all attendees in a secured confidential manner for a period of seven years
- 3. Providing each participant with the opportunity of evaluating the program
- 4. Providing each attendee with a certificate of completion of course
- 5. _____
Signature
- 6. _____
CE Program Director
- 7. _____
Date

L. Applicant Checklist

- Application Review Fee of \$100.00, payable to ASWB. This application will only be reviewed if accompanied by the appropriate fee
 - Original plus six collated copies, for a total of seven packets
- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Vita of Continuing Education Director <input type="checkbox"/> Vita of Social Work Monitor <input type="checkbox"/> Vita of Instructors <input type="checkbox"/> Co-sponsor Agreement <input type="checkbox"/> Needs/Interests Survey <input type="checkbox"/> Organization Chart | <ul style="list-style-type: none"> <input type="checkbox"/> CE Documentation or Transcript <input type="checkbox"/> Promotional Materials <input type="checkbox"/> Home Study Learning Assessment <input type="checkbox"/> Vitae of Instructors <input type="checkbox"/> Organization Chart <input type="checkbox"/> Sample Participant Certificate of Achievement |
|--|--|

Thank you for completing this application. Please send the original application in addition to six copies of the completed application form with copies of all supporting materials to:

Approved Continuing Education
Association of Social Work Boards
400 South Ridge Parkway, Suite B
Culpeper, VA 22701

FEE SCHEDULE

Application Fee Due with application	\$100.00
Recognition Fee Due with invoice after Approval for one year	\$200.00
Three Year Renewal	\$600.00

Reduced fees are available. Please contact the ASWB office for further information.

SAMPLE DOCUMENTATION OF ATTENDANCE

Sponsor Name

Sponsor Address

ASWB Sponsor Number

Date

To whom it may concern:

This is to certify that _____ has attended, on
_____ in its entirety, _____,
Date *Title*

continuing education activity sponsored by _____.
ASWB approved provider's name

Sincerely,

Continuing Education Director

This organization (provider approval number) is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) through the Approved Continuing Education (ACE) program. The (ASWB approved provider's name) maintains responsibility for the program.

ASWB Approval Period: _____

Social Workers will receive _____ continuing education clock hours in participating in this course.

Licensed social workers should contact their individual state jurisdiction to review current continuing education requirements for licensure renewal. Visit ASWB's web site at _____ for further information.