



NASW MAINE CHAPTER - CONTINUING EDUCATION PROGRAM

The NASW Maine Chapter (NASWME) continuing education approval program was developed to meet the needs of agencies, hospitals, individuals, and human service organizations wishing to offer quality continuing education to social workers. Continuing Education Providers must apply and meet certain criteria.

Once completed applications are submitted to the NASWME office they are reviewed by the Continuing Education Committee. NASWME will provide the applicant with an email verifying approval after the decision is made. It is the responsibility of the program provider to maintain a copy of the form along with all trainings materials. NASWME will keep all submitted application materials for a period of seven years. As a courtesy to attendees, NASWME would recommend that providers keep attendance records of their registrants for a period of four years after every continuing education period. Approval is for one year only from the official date of approval.

Fee Schedule

The fee is based on a various criteria including type of agency and type of educational activity. Approval is for one year only from the official date of approval; there is no limit on the number of times the approved may be presented within the one year period.

NASWME reserves the right to discontinue a Provider's relationship at any point in the cycle. This includes the right to not renew a past patron's relationship with NASWME.

Definition of Terms:

- 1) ONE NASW MAINE CHAPTER CONTINUING EDUCATION CREDIT HOUR = one hour of interaction between the learner and instructor. Break times and meal times are not included in the Continuing Education Credit hour tally.
- 2) CONTINUING EDUCATION PROVIDER = the party who assumes all responsibility for the development, implementation, and logistics of the program(s). This may be an individual or an organization.
- 3) CONTINUING EDUCATION ACTIVITY = formalized organized learning events, involving interaction with a teacher for the purpose of accomplishing specific learning objectives relevant for social work practice. Included are conferences, panel presentations, symposiums, courses, workshops, practice-oriented seminars, and training activities.

- 4) **QUALIFIED INSTRUCTOR** = Demonstrated understanding of the stated profession and the specific subject matter; specific qualifications include: ability to transmit the educational content to the participants; understanding of continuing education objectives; knowledge and skill in instructional methodology, learning processes, and the use of emotionally laden material; and capacity for self-evaluation and modification of future offerings in response to evaluations conducted by self, the sponsor, and participants.
- 5) **FORMAL EVALUATION** = Formal evaluation of each continuing education activity is required.

Criteria

All Continuing Education Activities must meet the following criteria:

- 1) Each activity must have clearly defined and measurable learning objectives.
- 2) These learning objectives must be deemed appropriate for all licensed social workers. The learning objectives must pertain to a substantive area of practice (e.g. domestic violence, ethics, psychosocial assessment), a method of practice (e.g. working with groups), or a specific population or practice issue (e.g. adolescents, or individuals with mental disability).
- 3) The Continuing Education Activity must be relevant to social work practice.
- 4) Continuing Education Activities must be taught by qualified instructor(s), speaker(s), or educational leader(s).
- 5) Formal evaluation of each Continuing Education Activity is required.
- 6) The Continuing Education Provider must provide an environment conducive to learning.
- 7) NASW ME may review approved educational programs provided by the provider. If there are any programs that are outside the scope of content as proposed during the initial application, NASW ME may disqualify the provider from continued status as a CE provider.

Responsibilities of Continuing Education Provider

- 1) To submit the appropriate "Approved CE Provider Application" to award NASW ME Continuing Education Credits to NASW ME with the knowledge that a decision regarding the application may take up to eight weeks.

- 2) To provide NASW ME with the educational activity website address and, if specifically requested, any materials used to market the education activity that will offer NASW ME Continuing Education Credits.

Applicability

It is the Continuing Education Credit recipient's responsibility to verify applicability with his/her certifying body.

Appeals Process

If an application is denied, a written explanation of the refusal will be offered. If the applicant is able to offer additional relevant information, or changes are made to the applications which address the reasons for NASW ME's refusal, a revised application may be resubmitted. Applications that are resubmitted must follow the same process as outlined above.

**APPROVED CE PROVIDER APPLICATION TO AWARD
NASWME CONTINUING EDUCATION CREDIT HOURS**

Directions: Complete the application and the Fee Worksheet. Please be sure to send ALL items listed below with a check for fee payment to NASW Maine Chapter. If approved, you will be notified and the check will be cashed. If disapproved, you will be notified and the check will be returned.

Checklist of required items:

- Application
- Fee Worksheet
- Check or Payment Instructions

NASW ME CONTINUING EDUCATION APPLICATION FORM

All applications must be typed

1. Sponsoring Organization:
2. Title of Program:
3. Dates of Each Session:
4. Location:
5. Program Primarily Geared to Targeted Audience who are being invited to conference/training:

- IN-HOUSE STAFF ONLY
- ADMINISTRATION/SUPERVISION
- PRIVATE PRACTITIONERS
- ALL MENTAL HEALTH PRACTITIONERS
- OTHER (please specify) _____

6. Course Description – Which topics will be discussed?
7. Course Objectives – What are the teaching goals?
8. Instructional Methodology (choose all that apply):

- Lecture
- Case Presentation
- Audiovisual
- Discussion
- Other (please specify)

9. Did you apply to other authorizing body for continuing education credits?
Yes _____ No _____

If yes, please specify where: _____

10. Please provide and attach 1 copy of Evaluation Form specific to this program.
11. Provide at least 6 current books or articles from your bibliography to be distributed. Dates of publications must be included.

12. Schedule – please include start time, break times, end times and total instructional hours

Example: Start program	8:45 am
Break	10:15 am
Resume	10:30 am
<u>End program</u>	<u>12:00 pm</u>
Total instructional hours	3 hours

13. Instructor(s) qualifications that highlight their expertise in this specific topic area. (Append if more than 3 instructors using the same format as follows). DO NOT ATTACH C.V. OR RESUMES

a. Name _____ Degree _____ Year _____
b. Current Position & Location _____
c. Relevant Experience _____

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14. Person Responsible for program:

NAME _____ Tel. () _____

MAILING ADDRESS for notification of approval/disapproval:

_____ State _____ Zip _____

15. Person we can contact to clarify or give us more information:

NAME _____ Tel. () _____

EMAIL _____

16. Person filling out application (if different from contact person):

NAME _____ Tel. () _____

EMAIL _____

17. If this workshop is approved do we have your permission to post your program on the NASW ME website? Yes _____ No _____

Website or registration URL:

18. Are you requesting any CEs in **ethics**? Yes _____ No _____

If so: please specifically state the course content devoted to ethical issues and the requisite time allotted _____ hours.

Course contents must clearly reflect consideration of distinct ethical issues. We recommend the *NASW Code of Ethics (2017)* be included in your bibliography.

19. Is this training a live webinar or other live distance learning? Yes _____ No _____

Please indicate how you will be ensuring participation, facilitating "sign-in," and collecting evaluations.

20. Is this training a recorded webinar or other non-live distance learning opportunity?

Yes _____ No _____

Please note the following and submit relevant course and/or testing materials:

Distance learning participants must submit a post-test with a passing score of 80% or greater.

Minimum requirement of ten multiple choice questions per credit hour with no more than 10%

true/false questions. Five multiple choice test questions are required for each additional credit hour after the first credit hour. For programs that request additional ½ hours, such as 1.5 CEs requested, a minimum of 5 multiple choice questions also are required. All post-tests should include no more than 10 % true/false questions of the entire amount of questions.

Other

If there is any other information you would like us to have before making a decision regarding your Continuing Education Provider Status please include it here:

Agreement:

I agree to provide conference locations that are handicapped accessible and free from outside distractions.

I understand that it is my responsibility to notify NASW ME of any changes regarding the information contained in this application. Furthermore, I understand and agree to meet the responsibilities of sponsorship, including the maintenance of certain records, as defined in the NASWME provider application.

Signature

Print Name

Title/Position

*Keep a copy of this application for your records.

NASWME use only

Approved: _____

Date: _____

Disapproved: _____

Signature: _____

CE Approved Provider Fee Worksheet For Conference

Complete the application and fee worksheet to apply for approval. The fee is based on the type of agency and the number of days of the conference. CE approval is for one year; the approved conference may be presented as many times as desired during the one-year period.

A conference is defined for the purpose of this agreement as a live in-person or virtual educational event that occurs within a set period of time and involves multiple concurrent titles, and may involve single attendance events (e.g. keynote) as well.

FEE SCHEDULE	<u>Small Non-profit</u> Annual Operating Budget < \$1 million	<u>Large Non-profit</u> Annual Operating Budget > \$1 million or <u>For Profit</u>
1-day Conference	\$250	\$350
Multiday Conference	\$450	\$650

Other Charges

Rush Order: less than 8 weeks to event = extra charge of \$100 per conference.

Included in Fee:

- E-blast to statewide membership that link to Chapter page with Provider listings