

**APPROVAL PROCESS FOR
SOCIAL WORK
CONTINUING EDUCATION HOURS**

1. Review *Approval Process for Social Work Continuing Education Hours*.
2. Review the *Standards for Continuing Education* and sign the compliance statement.
3. Complete application for *NASW Social Work Continuing Education Hours* approval and submit at least 30 days prior to the workshop.
4. Applications will not be approved after the program has been held.
5. Attach the following items:
 - Flyer, draft copy or as mailed (required)
 - Biographical information on presenter (credentials)
 - Copy of the detailed agenda
 - Copy of evaluation form
6. Submit the fee. Make checks payable to:

**NASW Center for Professional Development
1100 West 42nd Street, #226
Indianapolis, Indiana 46208**
7. *Certificates of Attendance* by applicant/agency must be provided to attendees and must reflect topic, provider, date, authorized signature and number of approved CEH's. Certificates will only be issued to participants who attend the entire event.
8. The applicant agency will be notified of approval/denial for *Social Work Continuing Education Hours* within 30 working days of receiving the application in the *NASW-C/CPD* office.
 - a. Approved applications may publicize that the program has "*Approved Social Work Continuing Education Hours: _____*"

NOTE: *Continuing Education Hours* (CEH's) can only include actual instructional hours. Breaks, mealtimes, networking or social hours cannot be counted as CEH's.

9. Approved programs will be published in the NASW newsletter and on the website *Approved Continuing Education Programs* until the event occurs.

Applications may be submitted as early as 18 months prior to the event. Early submission is encouraged. Applications must be received a minimum of 30 days prior to the workshop to ensure approval in advance of the event. **All program approvals are valid for twelve (12) months from approval date, and may be presented multiple times with the approved program content. Please notify us in advance of repeated programs.**

AFTER THE EVENT

1. Forward evaluations or evaluation summary to *NASW - C/CPD*.
2. Forward names, addresses, and social security numbers of social work attendees who received *Certificates of Attendance*.