

2006-2007 NASW Georgia Chapter CONTINUING EDUCATION APPLICATION PACKET

**Please discard all versions of the NASW-GA Continuing Education
Application dated before July 24, 2006.**

The attached APPLICATION must be **unaltered and complete** when seeking NASW-GA's approval for continuing education programs.

The packet includes:

- Cover Letter
- Policies & Procedures (3 pages)
- Continuing Education Application (4 pages)
- Presenter Profile (optional form)
- Request to Prepare Certificates of Attendance
- Newsletter Advertising Information
- Mailing List Agreement

This application is available on disk in Microsoft Word for \$5.00 per disk for your convenience in completing and printing applications. **All applications must be submitted in HARD copy (one original and one photocopy).**

Questions/suggestions related to the application should be directed to the Chapter Office:

Email: naswga@mindspring.com

Telephone: 770.234.0567

Address: 3070 Presidential Drive, Suite 226, Atlanta, GA 30340

THANK YOU FOR YOUR COOPERATION

Revised: **July 24, 2006**



July 2006-June 2007

Dear Provider of Continuing Education:

The Georgia Chapter of the National Association of Social Workers (NASW-GA) has developed a procedure to approve programs for social work core/ethics continuing education hours in Georgia. NASW-GA's approval is recognized by the Georgia Composite Board and is valuable in attracting licensed social workers to your continuing education programs.

The Policy and Procedures for Applicants and Continuing Education Application are enclosed. These are for your use in requesting NASW-GA review of your continuing education program(s). Our four-page application is also enclosed. Please feel free to make copies of this Application form for future use and discard all previous ones.

Approved continuing education offerings are listed by date on the Chapter web-site (www.naswga.org) and, if the printing schedule allows, in the Chapter newsletter which is distributed to over 2,700 Georgia social workers. Should you wish a larger newsletter advertisement for your offering, we have enclosed advertising fees for your convenience. The newsletter is published bimonthly (February, April, June, August, October and December). In addition, NASW-GA rents its mailing list on pre-printed labels (full or partial) for one-time use at 15¢ per label. A copy of the mailing list agreement is also enclosed.

We look forward to helping you provide continuing education programs that best meet the needs of discerning social workers seeking the most for their dollar. If you have any questions, please feel free to call the Chapter Office at (770) 234-0567.

You may issue certificates of attendance for this approved program directly to participants upon their completion of the course. If you choose to provide your own certificates, each one must clearly state:

- Name/title, date (m/d/y) and location (city/state) of the program
- "Approved by NASW-GA"
- Name of participant
- Number and type (ethics or core) of approved hours attended by the participant
- Name of person or organization sponsoring the program

If you prefer, NASW-GA will issue certificates for you at a charge of \$5.00 per participant. To order certificates from NASW-GA, please submit a copy of this letter along with the list of participants, their addresses, and required payment. NASW-GA will issue certificates within four (4) weeks of receiving the required materials.

Sincerely,

Catherine Ivy, LCSW
President, Board of Directors

Dorothy F. Carrillo, Ph.D.
Chair, Continuing Education Committee

NASW GEORGIA CHAPTER CONTINUING EDUCATION APPLICATION Policies and Procedures for Applicants

NASW-GA is pleased to join with you in the approval process designed to support quality continuing education learning experiences for social workers in Georgia. Observing the items listed below will aid you in obtaining prompt approval of your continuing education program.

General:

NASW-GA approves programs, which offer continuing education relevant to social workers, taught by qualified personnel. NASW-GA does not provide retrospective approvals.

NASW-GA does not approve continuing education programs in excess of 20 hours UNLESS the program is a professional conference offering multiple presentations.

Program submission guidelines/information:

1. Programs may be approved for **CORE** or **ETHICS** clock hours.

CORE hours are issued for educational programs that have the intention of expanding/improving knowledge and/or skills in the practice of social work.

ETHICS hours are granted to programs that contain substantial and focused content on ethical issues commonly faced in professional practice. The ethics content must be apparent throughout the program.

As information, there is not a requirement of the social work standards committee of the Composite Board for approval of related hours. The Composite Board Rules state that **RELATED** hours may be "acquired in activities in a specialty other than the one in which the license is held [professional counseling/marriage and family therapy] or in the allied professions of Psychiatry, Psychiatric Nursing, Psychology or Pastoral Counseling." Presenters of continuing education may choose to count up to 5 hours of RELATED hours for preparation/presenting an offering for the first time. Each presenter is responsible for keeping their own records regarding related hours. They may not be granted core or ethics hours for their presentations per the Composite Board rules.

2. If the activity for which approval is requested is for agency employees (i.e., professional staff development), the program must offer an appropriate professional educational experience rather than focusing on agency procedures.
3. Supervisory sessions or activities, even if purchased outside the place of employment, are not approved for continuing education credits. Supervision is a requirement for licensure under the rules of the Georgia Composite Board.
4. Instruction about effective supervision is an appropriate continuing education activity. However, it will not be approved as part of an internal staff development activity.
5. If a presenter does not appear to have the appropriate graduate education, credentials, and experience relevant to the content area, the NASW-GA Continuing Education Committee may require further documentation.
6. All approved programs must provide a means for attendees to evaluate the degree to which the stated educational objectives were met. Evaluation forms submitted by program attendees will be made available to NASW-GA upon request.

- Submit only complete applications with required attachments and fees (see checklist on page 4 of Continuing Education Application).

Certificates of attendance:

Once you have NASW-GA approval, you may issue certificates of attendance for the approved program directly to participants upon their completion of the course. If you choose to provide your own certificates, at a minimum each one must clearly state:

- Name/title, date (m/d/y) and location (city/state) of the program
- "Approved by NASW-GA"
- Name of participant
- Number and type (ethics or core) of approved hours attended by the participant (leaving early results in reduced hours)
- Name of person or organization sponsoring the program

If you prefer, NASW-GA will issue certificates for you at a charge of \$5.00 per participant. To order certificates from NASW-GA, please submit a copy of this letter along with the list of participants, their addresses, and required payment. NASW-GA will issue certificates within four (4) weeks of receiving the required materials.

Fees:

- Application Processing Fees are non-refundable.
- Applications should be submitted (postmarked) at least 60 days prior to the continuing education program to be offered. Otherwise, late fees shall apply.
- The NASW-GA fee structure is:

Category	Non Profit	For Profit
NEW APPLICATION - Base Fee	\$50.00	\$100.00
RE-APPROVAL	\$30.00	\$30.00
Add-ons to above (if applicable)		
MULTIPLE DATES - SAME TOPIC/SPEAKER This fee applies to non-consecutive dates programs, not a continuous program held on consecutive dates.	\$10.00 each	\$10.00 each
MULTIPLE PROGRAMS - MULTIPLE DATES WITH DIFFERENT TOPICS/SPEAKERS	\$20.00 ea.	\$20.00 ea.
Late fees (if applicable)		
LATE FEE for submissions postmarked less than 60 but more than 30 days before the (first) program date.	\$25.00	\$25.00
LATE FEE for submissions postmarked less than 30 but more than 7 working days before the (first) program date.	50.00	50.00
Late FEE for all submissions received from 7 to 3 working days before the (first) program date.	75.00	75.00
Late FEE for all submissions received from 2-1 working days before (first) program date.	100.00	100.00

Applicant/provider responsibility

1. For programs approved by NASW-GA, documentation of those in attendance **MUST** be submitted to the Chapter Office within 30 days of the program date.
2. Program facilities must be handicapped-accessible and ethical standards **MUST** be maintained.
3. All program records **MUST** be maintained by the provider for three years.
4. If payment does not accompany the application, a written statement verifying the payment will be submitted is **REQUIRED**. Approvals will not be issued until fees have been submitted.

Specific Section Clarification:

Section 3: requires you to list dates the program will be held. NASW-GA approvals will be only for dates specified on the original application or a subsequent re-application. If you are applying for multiple dates of the program, please note the multiple date charge (\$10 per additional date) in Section 22.

Section 4: asks for location information. Please identify the name of the facility, the city and state where the CE event(s) will be held.

Section 9: requests the name and phone number for a contact person. Please identify the individual best able to assist NASW-GA staff and the Continuing Education Committee should additional information be required to process your application.

In Sections 16 to 18: be certain your objectives and the content fit the clock hours of your activity. Identifying the time periods with the specific objectives and content is very helpful to the reviewers. If breaks are not specified in the application, a fifteen-minute break will be assumed within any 3-hour instructional period. Breaks are **NOT** counted as instructional time.

Section 20: Ethics Certification **MUST** be completed and signed **for all applications**. Any marking other than the required signature will delay the program's approval process

Section 21: Procedural Certifications **MUST** be initialed by the individual maintaining records for the program **for all applications**. Any marking other than the required initials will delay the program's approval process.

Section 22: provides a fee payment checklist to make sure the appropriate fee has been submitted with the application. Incomplete applications may be subject to an additional \$10 fee.

Section 23: provides an application and attachment checklist to make sure all required materials are submitted in the correct order.

Please contact the Chapter Office should you have any questions.

(Do Not Alter This Form)

NASW GEORGIA CHAPTER CONTINUING EDUCATION APPLICATION

PLEASE TYPE OR PRINT LEGIBLY

FOR OFFICE USE ONLY	
Rec'd: _____	
Paid: _____ # _____	
Reviewer: _____	
Approved: _____	Hours/Type

1. Type	<input type="checkbox"/> New application <input type="checkbox"/> Request for re-approval
2. Program Title	
3. Dates(s)	
4. Location	
5. Handicap Accessibility	Facility Handicapped Accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Sponsoring Organization	
7. Street/POB	
8. City/State/Zip	
9. Contact Person	
10. Telephone	
11. Type of Organization	<input type="checkbox"/> Professional Association <input type="checkbox"/> Mental Health Association <input type="checkbox"/> CSB <input type="checkbox"/> AHEC <input type="checkbox"/> CHEP <input type="checkbox"/> University/College <input type="checkbox"/> Mental Health Center/Clinic (Public) <input type="checkbox"/> Hospital <input type="checkbox"/> Mental Health Center/Clinic (Private) <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (specify)
12. Organizational Status	<input type="checkbox"/> Non-Profit 501(c)3 or 501(c) 6 # _____ <input type="checkbox"/> For Profit
13. Cost to Participants?	\$
14. Target Audience	<input type="checkbox"/> LMSW <input type="checkbox"/> LCSW <input type="checkbox"/> Other
15. Open to Professionals Outside Your Agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>16. Goals/Objectives</p>	
<p>17. Program Description AND/OR Attach brochure</p>	

18. Schedule (Complete the schedule listing instructional hours and breaks. DO NOT Include breaks in the calculation of instructional hours)	DATE	SESSION BEGINS	SESSION ENDS	INSTRUCTION HOURS	CONTENT	

19a. Total Clock Hours Requested

19b. Type Requested
_____ Core _____ Ethics

20. ETHICS CERTIFICATION - Required for all applications

(Must be signed by an official of the sponsoring organization.)

I, _____, assure that, if case materials or clients are used in this program, confidentiality will be protected and steps taken to monitor & safeguard the emotional effects upon clients.

_____ / _____
Signature Date

21. PROCEDURAL CERTIFICATIONS – Required for all applications

Sections 'a' through 'd' below MUST BE INITIALED by the record keeper for the program.

- _____ a. Certificates of attendance will be presented to those who attend the program.
- _____ b. The names of all attendees will be forwarded to NASW-GA within thirty (30) days) of the program date.
- _____ c. Program evaluations will be distributed to all attendees. (Copy attached)
- _____ d. Evaluation forms will be made available to NASW-GA upon request.

22. REQUIRED FEES				
<input type="checkbox"/>	Fee Payment	Non-Profit	For Profit	Subtotal
	<input type="checkbox"/> New Application - Base Fee	\$50.00	\$100.00	
	<input type="checkbox"/> Re-Approval	\$30.00	\$30.00	
	<input type="checkbox"/> Multiple Dates (Same topic/speaker) _____ (#) Separate non-consecutive dates this app.	\$10.00 per date	\$10.00 per date	
	<input type="checkbox"/> Multiple Programs (Multiple dates with different topics/speakers) _____ (#) Separate non-consecutive dates this app.	\$20.00 per date	\$20.00 per date	
<input type="checkbox"/>	Late fees (if applicable)			
	LATE FEE for submissions postmarked less than 60 but more than 30 days before the (first) program date.	\$25.00	\$25.00	
	LATE FEE for submissions postmarked less than 30 but more than 7 working days before the (first) program date.	\$50.00	\$50.00	
	Late FEE for all submissions received from 7 to 3 working days before the (first) program date.	\$75.00	\$75.00	
	Late FEE for all submissions received from 2-1 working days before (first) program date.	\$100.00	\$100.00	
<input type="checkbox"/>	TOTAL FEE \$ _____			
<input type="checkbox"/>	PAYMENT TYPE Check Enclosed Check # _____ Charge to MasterCard or Visa # _____ - _____ - _____ - _____ Expiration Date: ____ / ____			
23. REQUIRED ATTACHMENTS & CHECKLIST <i>(To avoid an additional \$10 charge, please check to ensure the application is complete and all attachments are provided.)</i>				
<input type="checkbox"/>	NASW-GA Continuing Education Application			
<input type="checkbox"/>	Resume or NASW-GA Presenter Profile for each speaker			
<input type="checkbox"/>	Copy/draft of program brochure (if available)			
<input type="checkbox"/>	Evaluation form			
<input type="checkbox"/>	For re-approvals only: Copy of original letter of approval, dated within one calendar year.			
<input type="checkbox"/>	ONE COPY OF ALL OF THE ABOVE ASSEMBLED IN ORDER LISTED			
24. SIGNATURE - <u>Required</u> for all applications				
_____ / _____				
Signature of Individual Completing Application		Date		

SEND ORIGINAL AND ONE COPY OF THIS FORM AND ALL ATTACHMENTS TO:
 NASW GEORGIA CHAPTER
 3070 Presidential Drive, Suite 226
 Atlanta, GA 30340

NASW GEORGIA CHAPTER PRESENTER PROFILE*	
Program Title	
Program Date	
Sponsoring Organization	
PRESENTER(S) INFORMATION	
Name	
Education/ Degrees	
License(s)	
Presentation Topic	
Summary of Qualifications	

***NOTE: The Presenter Profile may be used in lieu of resumes for programs with multiple presenters**

NASW Georgia Chapter
NEWSLETTER ADVERTISING INFORMATION
 2005-2006

The NASW Georgia Chapter Newsletter is published 6 times each year. Over 2,700 social workers across the state receive the Newsletter, as well as many public and private organizations. Copy deadlines are the 5th of the month prior to mailing. Please refer to the following table for specific issue deadlines.

Copy Deadline	Issue	Distribution Date
January 5	Feb/Mar	1 st week of Feb
March 5	April/May	1 st week of April
May 5	June/July	1 st week of June
July 5	Aug/Sept	1 st week of Aug
September 5	Oct/Nov	1 st week of Oct
November 5	Dec/Jan	1 st week of Dec

RATES

DISPLAY ADS:	Camera Ready	Non-CR
Full page (7.5"w x 10"h)	\$220	\$312
Half page (7.5"w x 5"h)	\$138	\$182
Quarter page (3.75"w x 5"h)	\$ 88	\$116
Back cover (7.5"w x 5"h)	\$220	\$312
Business card(3.5"w x 2"h)	\$ 60	\$ 72

Dimensions listed are total size, including white space and/or borders. Camera ready means copy is ready to cut, paste and shoot. No adjustments, including size reduction should be necessary. Photostatic copies are not camera ready. Ads sent via email in Word Perfect or Microsoft Word as an attachment are considered camera ready.

CLASSIFIED ADS: 25 words or less \$50
 26+ words .50 cents for each additional word

Please contact the office if you have further questions. Thank you.

James Pace	Telephone: 770.234.0567
Office Administrator	Fax: 770.234.0565
NASW GA	Email: naswga@mindspring.com
3070 Presidential Drive, Suite 226	
Atlanta, GA 30340	

National Association of Social Workers
Georgia Chapter
3070 Presidential Drive, Suite 226
Atlanta, GA 30340

(770) 234-0567 Phone (770) 234-0565 Fax naswga@mindspring.com

Mailing List Agreement

Name of Agency: _____

Contact Person: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

E-mail: _____



Please accept this order for NASW Georgia Chapter mailing labels:

Full Set OR Subset (specify parameters): _____

Alphabetical Order Zip Code Order

Purpose: _____

(One Time Use Only for Continuing Education Only*)

*All Other Requests Must Be Approved By The Executive Director

Payment Enclosed Please Invoice

*I certify that the use of labels purchased from NASW Georgia Chapter will be for the designated purpose for **ONE TIME ONLY for Continuing Education Only**. The information will not be duplicated or reused in any way. I take full responsibility for any abuse of this agreement. I understand that these labels were produced from the most recent membership roster. I understand that some addresses may not be current due to failure of members to update address information and release NASW/GA for responsibility related to return mailings.*

✕ _____
Signature of Contact Person or Agency Administrator Date

Please return the original copy to the above address. Thank You.

Do Not Write Below This Line (For Office Use Only)

Number of labels: _____ x 15¢ = Total Cost: \$ _____

Invoice Date: _____ Date Mailed/Picked Up: _____

Payment Received Date: _____ Amount Received \$: _____

Check #: _____ Credit Card #: _____ Exp. Date: _____