

**National Association of Social Workers
Vermont Chapter**

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**NASW VT's
Policies & Procedures
for Granting Continuing Education Hours**

(These policies & procedures are consistent with the requirements in part 3 of the Vermont State Board of Social Worker Examiner's rules for Clinical Social Workers.)

I. Purpose of the Continuing Education Providership Program (CEP):

The aim of NASW Vermont's Continuing Education Providership (CEP) Program is to formally review and approve Continuing Education Units (CEUs) for workshops and educational programs that meet the criteria established by our national office and the state of Vermont. These education offerings may then be used by social workers to meet the Continuing Education requirement for Social Work Licensure renewal in Vermont. As of April 1, 2000, Licensed Independent Clinical Social Workers (LICSW) in Vermont are required to obtain 20 CEUs, including 1.5 CEUs in ethics, during the two-year license period.

II. Who may apply to be a provider of continuing education hours:

Applicants for approval of continuing education hours may be accredited schools, professional organizations, social agencies, social work departments, hospitals, mental health centers and other organizations that meet the criteria and conditions below.

III. Criteria for Approval of Providers:

Applicants seeking approval for CEUs by NASW VT must:

- Ensure control and responsibility for all aspects of the educational activity including that the educational objectives and standards are met;
- Ensure responsibility for selecting and supervising qualified instructors;
- Ensure that there is a system for evaluating the educational program by participants;
- Have an established continuing education department with a designated director/contact person, **OR** sufficient facilities and staff necessary to meet required record-keeping responsibilities (described below); and,
- Offer CEUs with program objectives and methodologies suited to the educational needs of social work professionals and directly related to the field of social work.

IV. Conditions of Participation:

Applicants agree to:

1. Submit a complete application with the application fee at least **30 days prior to each program**;
2. Provide NASW VT with a complete list of names of participants who successfully completed the training along with their social security number or NASW member ID#; and,
3. Include in the announcement of the program the following statement:
This program has been approved for ___ Continuing Education Credit Hours by the National Association of Social Workers, Vermont Chapter and meets the continuing education criteria for Social Work Licensure renewal.
4. Send printed promotional materials to the Chapter Office as part of your record.
5. Providers must have a system for verifying satisfactory completion of the educational activity by each social work participant and program evaluation.

Satisfactory Completion

When activities have been approved for the awarding of Continuing Education Credit Hours, only those individuals who satisfactorily completed the activity will receive Continuing Education Credit Hours. It is the responsibility of the *Provider* of the program to document that the participant met this standard. A complete listing of social workers requesting CEUs along with their social security number or NASW member ID# must be submitted to NASW VT within 30 days of completion of the training. NASW VT will supply the *Provider* with a participant list to complete and return.

Evaluation Criteria

Methods of evaluation to determine the effectiveness of continuing education must be an integral part of each program. A description of the evaluation methods must be included in the application. Please attach any sample evaluation forms as well. Evaluation forms or a summary must be submitted to NASW VT within 30 days of the program. Failure to do so will cause loss of Provider privilege.

V. Criteria for Approval of Educational Programs:

In evaluating provider offerings in terms of quality and relevance to the social work field, the following program elements are reviewed:

- Content and/or subject matter to be covered;
- Program objectives/anticipated learning outcomes;
- Program format and instructional methodology employed; and,
- Instructor qualifications/credentials.

Program Content

Relevant areas of continuing education offerings include:

- (1) Clinical theory and techniques; human growth and development; child and family development; marital; family and social change;
- (2) Social and health research; social and public policy development and implementation (for example, welfare, mental health laws, health care regulation); social work education and supervision; and,
- (3) Topics in the fields of medicine; law; administration; education; and behavioral sciences (if specifically relevant to the safe and competent practice of clinical social work).

Format/Methodology

State of Vermont regulations outline two categories of educational activities eligible for continuing education credit: *Formal and Informal*.

Category I:

Formal Educational Activities must involve face-to-face didactic instruction and are defined as:

- (1) Conferences workshops, seminars, academic courses, in-service programs (regularly scheduled staff meetings are not eligible);
- (2) Offerings approved or sponsored by national, regional, or state professional organizations in social work and allied disciplines and accredited social work universities and colleges;
- (3) First time presentations, training, or courses.

Category II: *

Informal Educational Activities are defined as:

- (1) Viewing of education or training videos or web-based programs if they are in relevant areas, have written objectives, and are led by a qualified individual; and,
- (2) Independent study projects or study groups sponsored by specifically identified organizations.

*(Social workers may only have a maximum of 5 contact hours from category II activities during the 2-year license period.)

Qualified Instruction

Educational activities must be conducted by qualified and competent instructors who have demonstrated knowledge, expertise and skill in the area of study. A resume or curriculum vitae for all instructors involved in the training must be submitted with your application. We encourage applicants to include references and evaluations of instructors with the application and may be requested by the CEU Committee of NASW VT for review.

Program Evaluation

Methods of evaluation to determine the effectiveness of continuing education must be an integral part of each program. A description of the evaluation methods must be included in the application. Please attach any sample evaluation forms as well.

VI. Determining Number of CEUs:

As defined by Vermont State regulation, one (1) continuing education credit hour equals one hour of contact (clock) hour of instructional time. **Applications need to include a detailed schedule of training that shows where breaks and lunch occur.** Day long conferences are calculated with at least two (2) 15-minute breaks and a 1-hour lunch. Time devoted to announcements, welcoming speeches, schedule coffee breaks, lunch, and other social events are not included in the number of contact hours considered. In the event there is an education program connected with a meal function, credit will be given only to the education portion of that time (not to exceed 50% of time allotted).

VII. Applications:

Must include the following:

1. Completed application form;
2. A check made payable to NASW VT for application fees;
3. A detailed program agenda outlining breaks, lunch, and training time;
4. Copy of presenter resume/CV or NASW VT Presenter Profile form for programs with multiple presenters; and,
5. Copy of all printed or draft materials for training, including a copy of the evaluation.

Applying Online:

NASW VT encourages applicant to apply online at www.naswvt.org for more efficient and faster processing. If you submit you applications online, please forward all additional materials by mail to:

**NASW VT
PO Box 1348
Montpelier, VT 05601-1348
For questions please contact the office at (802) 223-1713.**

Fees

An annual application fee schedule has been established for all continuing education programs. The application fee is \$75.00 for 1 to 6 CEUs, \$125.00 for 7-14 CEUs, and \$210.00 for 14 and over. The application fee must accompany each application for continuing education and is non-refundable.

VIII. Approved Programs

Upon approval of CE programs, providers will be sent a providership number for each workshop to be used on all publications. Providers will receive a sample certificate of attendance for each workshop, which they may duplicate for social workers seeking CEUs. Providers may use their own certificate of attendance, but must include the following statement on it:

This program has been approved for ___ Continuing Education Credit Hours by the National Association of Social Workers, Vermont Chapter and meets the continuing education criteria for Social Work Licensure renewal. NASW VT provider #: _____.

In addition, providers will receive a form for listing the names, NASW membership number or social security number of the social work participants seeking CEUs. A copy of the participant list must be mailed to NASW VT within 30 days of completion of the training. NASW VT will maintain on record the list of participants for three years. We will provide replacement certificates or duplicates to social workers for a fee of \$5.00. Participants can contact NASW VT directly to receive a copy.

IX. Appeals Process

The Executive Director and the Continuing Education Committee of NASW VT review each application for approval of continuing education. Should an applicant disagree with the decision, they may submit in writing a request for an appeal. Any such request should include reasons for which the applicant believes that the application should be approved. The Executive Committee of the NASW VT Board of Directors reviews all appeals. All decisions by the Executive Committee will be final.