

Dear CEU Applicant,

Thank you very much for choosing NASW NH for your CEU application approval. We are committed to ensuring workshop and training opportunities for licensed mental health professional are of high quality, promote best practices, and address the varied professional development needs of a skilled workforce.

There have been a few changes to our approval application and process including a “rush” option and guidelines for non-live distance learning. CEUs are good for one year and may be renewed for a reduced, flat application fee.

When you have your workshop’s CEUs approved through NASW NH, if desired, we will place your training information on our website’s event calendar and send one free email blast. On the application there is a spot for you to indicate a date you would like information sent to social workers and allied professionals on our email list. Please note we cannot guarantee the date, but it will be close. We encourage you to send us a flyer in pdf format that can be uploaded. You may also purchase advertising space on our website or additional email blasts.

The following pages include directions for filling out the application and the application itself. Please allow four weeks for approval. NASW NH’s criteria and procedures are based on the Regulations of the NH Board of Mental Health.

If you have any questions or concerns, please do not hesitate to contact us. We are happy to help!

Best,

Lynn Stanley, LICSW
Executive Director
NASW NH
exec.naswnh@socialworkers.org

QUALIFICATIONS FOR PROGRAMS TO BE AUTHORIZED FOR CATEGORY A

1. To qualify as a sponsor you must be a) an agency, hospital, clinic, department of social work, college or university, professional organization or licensed professionals in a specific area of mental health expertise.
2. To qualify for Category A, programs must:
 - A) Be taught by qualified instructors. Qualified instructors are those who have expertise in the subject being presented as indicated by their current position or past experience, educational background, publications, previous teaching, etc.
 - B) Be clearly described in order that their relevance for advanced clinical social work practitioners may be determined;
 - C) Have well-defined and measurable objectives (example: use measurable verbs such as describe, explain, discuss, demonstrate, etc.);
 - D) Have suitable bibliographies. "Bibliographies" refers to reading lists which the sponsor gears to and will distribute to participants to encourage them to pursue their interest in the subject. Lists should be in bibliographic format and while they may vary in the number of references, depending on the subject, length of the program, etc., a minimum of six need to be provided, regardless of CEU's being requested. References submitted must be current and from professional literature. Avoid "self help" or "pop" literature.
 - E) Include a copy of an evaluation form. The evaluation of the program by participants is for the benefit of the sponsors. If there are separate workshops or lectures, the format should allow participants to evaluate the segments individually.
3. To qualify for Category A, programs must NOT be:

Supervision, general staff meetings, orientation, agency or organization improvement, committee meetings, programs focused on participants' personal problems, or self-help or self-improvement programs not specific to social work. In-service training, defined as meetings geared specifically to a particular setting's functions and management are also NOT acceptable for Category A, whereas staff development is. Staff development is defined as information/learning that can be transferred from one social work setting to another.

INSTRUCTIONS FOR APPLYING FOR CATEGORY A AUTHORIZATION

1. APPLICATION: – After filling out the application you may submit it electronically to admin.naswnh@socialworkers.org or send it to:

Continuing Education Committee
NASW NH
4 Chenell Drive, Ste. 103
Concord, NH 03301.

**Please note, that if you choose to mail your application it will add additional time to the normal 4 week approval window*

This application should only be submitted if you are applying for CEUs for a multi-day or conference setting with concurrent sessions (multiple sessions occurring at the same time). If this does not apply to you and you are applying for individual CEUs for a single day, [please click here to download that application](#) which is formatted for that layout. Feel free to contact admin.naswnh@socialworkers.org if you have questions about which application fits your programming.

CEU approval is good for 1 year. You may hold your training with the same CEU number as many times as you like.

2. FEES: Fees can be paid with a credit card or with a check. Fees must be paid when the application is submitted; CEU approval cannot be granted without a record of received payment. Please note that choosing to mail your check may add additional time to the normal 4 week approval window.

Fees for Completed Applications:

Any programs with CEUs that run concurrently (multiple sessions at the same time)	\$250.00
0.5 – 2.75 CEUs	\$75.00
3 - 5.75 CEUs	\$100.00
6 – 9.75 CEUs	\$125.00
10 – 15.75 CEUs	\$150.00
16 – 20.75 CEUs	\$175.00
21 – 25.75 CEUs	\$200.00
26 – 30.75 CEUs	\$225.00
31+ CEUs	\$250.00

For courses with greater than 20 CEUS, a detailed syllabus must accompany the application.

If you are applying for CEUs for a conference and have several workshops going at one time, your total CEUs should only reflect the maximum number of CEUs an *individual* can receive while attending the conference.

Changes/updates in approved applications (trainer, objectives) For changes in trainers, please send a new biography	\$50
Renewal of approved applications (after 1 year with only minor changes)	\$50
Rush – application approval within 7 business days Please include “ rush ” in the subject line of the email	\$100

REQUIREMENTS FOR SPONSORS WHOSE PROGRAMS ARE AUTHORIZED FOR CATEGORY A

1. Information about continuing education credits, should be included on brochures only after an authorization number has been issued. Appropriate wording is:
“This program has been approved for _____ Category A Continuing Education hours for licensure. NASW NH Authorization Number _____.”

If a CEU authorization number has not been secured at the time of printing, the brochure should advise registrants how to contact you and/or other sponsors by telephone and/or mail to find out if an authorization number has been issued.

Applicants may use the phrase “# Category A Continuing Education hours for licensure have been applied for through NASW NH” however this is not a guarantee that authorization will be granted.

2. Issue a certificate of attendance to participants who complete the program, and only to them. You may define what attendance is required to “complete the program”, except in no case may it be less than 80% of the hours specified in your C.E. authorization notice. You may require attendance until the scheduled end of the program. However, **NO PARTICIPANT ATTENDING LESS THAN 80% OF A PROGRAM MAY RECEIVE A CERTIFICATE OF ATTENDANCE, FOR ANY REASON**
3. Include the following information on the certificate of attendance:
 - a. Name and address of the sponsoring organization keeping the continuing education records, as it appears on the authorization form sent by the Continuing Education Committee, NASW NH.
 - b. Name, address, and social work license number of participant, or place in which licensee can write them.
 - c. Title and date of course as indicated on the application submitted to the Continuing Education Committee, NASW NH.
 - d. Authorization number, number of contact hours, and NASW NH as authorizing body
 - e. Signature and title of a representative of sponsoring organization.
4. Keep a list of attendees who completed the program and the evaluation forms or a summary of the compiled results for two years after the following licensure renewal date. Evaluation forms or a summary of the compiled results must be available on request to the Continuing Education Committee, NASW NH. **DO NOT SEND** unless requested.
5. If you are a for-profit organization or agency, you may not use any portion of the program to increase the profits of your organization in any way, or to promote or advertise your services or solicit clients, either verbally or through hand-outs.

NOTE: Sponsors are encouraged to offer scholarships and some low fee programs so that their programs are available to social workers with lower income.

NASW NH CONTINUING EDUCATION APPLICATION FORM

Completed applications or questions about the application process can be sent to:

admin.naswnh@socialworkers.org

1. Sponsoring Organization

2. Title of Program

3. Date(s) of Program

4. Location

☐ This program will be virtual

5. **Total** instructional CE hours requested

Are all attendees required to attend all days and/or workshops to receive the total CE hours?

- ☐ Yes, all attendees must attend all workshops and/or days to receive the above amount of credits
- ☐ No, we have concurrent workshops or attendees can choose which workshops/days to attend
- ☐ I'm not sure (we will reach out to you for assistance and clarification)

6. Targeted Audience for Program

- ☐ In-House Staff Only
- ☐ Administration/Supervision
- ☐ Other (please specify)

- ☐ Private Practitioners
- ☐ All Mental Health Practitioners

7. Overall Program Description – Which topics will be discussed? What can participants expect from this program?

8. Did you apply to another authorizing body for continuing education credits?

☐ Yes ☐ No

If yes, please specify where:

9. How will you be paying for this CEU application?

☐ I would like to pay online with a credit card. Please note who should receive a payment link below

Email address:

☐ I have already mailed a check to this address: NASW NH
4 Chenell Drive, Ste. 103
Concord, NH 03301

☐ I would like an invoice sent to the email below so that I can request a check. *Please note that CE approval may be delayed until we receive payment.*

Email address:

10. If this program is approved, do we have your permission to post this program on the NASW NH website?

☐ Yes ☐ No

If yes, please enter your workshop registration URL:

11. If this program is approved would you like one free email advertisement to NH members?

☐ Yes ☐ No

If yes, please email admin.naswnh@socialworkers.org to schedule your one-page PDF email advertisement.

12. Person responsible for program:

Name

Telephone number

Email address

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

Name

Telephone number

Email address

14. Are you requesting any CEU's in **ethics**?

☐ Yes ☐ No

Please note in the spreadsheet application which workshops you are requesting to be reviewed for Ethics CEUs. Ethics-based educational programs spend a significant amount of time addressing the ethical standards and give participants time to reflect and discuss ethical dilemmas and their clinical applications. This includes, but is not limited to, discussion of specific ethical standards and how they may be in conflict and discussion of ethical decision making processes when there are ethical dilemmas. For example, programming about mandatory reporting would not necessarily qualify for Ethics CEUs. However, programming that includes a group discussion and/or case example with conflicting ethical dilemmas that explores a decision-making process within this subject material would qualify for Ethics CEUs. If requesting ethics CEUs, please include the NASW Code of Ethics (2021) in your bibliography. Please feel free to contact admin.naswnh@socialworkers.org if you have further questions. You may be asked to provide information on which [Ethical Standards](#) your program includes.

15. Are you requesting any CEU's in **suicide prevention**?

☐ Yes ☐ No

Please note in the spreadsheet application which workshops you are requesting to be reviewed for Suicide Prevention CEUs.

16. Is this training a live webinar or other live distance learning?

☐ Yes ☐ No

If yes, please indicate how you will be ensuring participation, facilitating "sign-in," and collecting evaluations:

17. 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 CE's 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.

18. **Please provide and attach 1 copy of an Evaluation Form specific to this program.**

We can provide sample evaluations on request (admin.naswnh@socialworkers.org). We recommend that all evaluations include an aspect evaluating the learning objectives.

19. **Please remember to submit Part 2 of this application (an Excel file) [that can be downloaded here](#).**