**** APPLICATION FOR NASW-NM
 CONTINUING EDUCATION (CE) APPROVAL
­­­­­­­­­­­­­­­­­­­­­­­­­­**

 **\* All sections must be completed.
\* Payment must be received before approval will be sent.
\* Approval letter will be sent to agency within 7-10 business days.
\* Applications sent in less than 7 business days before the event date, will NOT be approved.**

**SECTION A: CE PROVIDER & EVENT INFORMATION**

**Name of organization:
Name of person filling out application:
Job Title:
Are you a NASW member? \_\_ Yes \_\_No Member #:
Phone number:
Email:
Event Title:
Date: Time: City:
Check here if this is on online program: \_\_\_**

**Name and credentials of presenters** (If the instructor does not hold a degree as a mental health trained professional, please describe how this person is qualified to teach this subject to mental health professionals)
**Presenters:**
**# CEU’s requesting \_\_\_\_\_\_\_ # Cultural CEU’s requesting\* \_\_\_\_\_\_\_\_**
**\*If requesting Cultural CEU’s, please provide a short justification cultural relevance to NM populations:**

**ATTACHMENTS**

## Advertisement materials: if final copy is not yet available, submit draft copy.

## Agenda/Program schedule outlining time breakdown including breaks.

* Copy of CEU certificate you will distribute.
* DO NOT SUBMIT RESUMES OR BIOS FOR PRESENTERS

**CERTIFICATION OF AGREEMENT**As a provider of a continuing education program with CE Approval from NASW-NM, I agree to:

* Submit a complete application with all attachments and applicable fees prior to training date.
* I understand that approval is not granted until payment is received.
* Present CE certificates to those who attend the program. Certificates must be approved by NASW-NM prior to the event.
* Must clearly state on CE certificate the NASW-NM has approved the event for Social Work CEU’s.
* Retain attendance list for 3 years.
* Understand that NASW-NM is not responsible for CE advertisement, communicating with attendees, maintaining attendance records, etc.
* Comply with the **NASW Standards for Continuing Professional Education** and affirm that my organization has:
1. A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.
2. A system for selection and supervision of qualified instructors.
3. A BSW, MSW, DSW, or Ph.D. Social Worker involved in the planning and evaluation of the program.
4. A system for evaluation of programs by participants.
5. All sections must be completed to be reviewed.
6. Payment must be received before approval will be sent.
7. Approval letter will be sent to agency within 7-10 business days.
8. Applications sent in less than 7 business days before the event date, will NOT be approved.

**By signing below, the person submitting the form agrees to the above terms.
*Printed Name: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (electronic signature accepted)***

**APPLICATION FEES:**

* **Applications sent less than 7 days before the event will NOT be reviewed.**
* **Applications sent in less than 30 days before event will have a late fee**
* **PAYMENT MUST BE RECEIVED WITH THE APPLICATION; UNPAID APPLICATIONS WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.
#CEU’S REQUESTED \_\_\_\_\_ x $10 Members or Non-Members $20 = $\_\_\_\_\_
Late Fee (If application is mailed less than 4 weeks prior to event date) $40 \_\_\_\_\_
Purchase Order Fee (add this amount if paying with PO) $35 \_\_\_\_\_ *TOTAL APPLICATION FEE DUE $\_\_\_\_\_\_\_\_\_\_***

**Amount Due: $\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trans #\_\_\_\_\_\_\_\_\_\_\_\_
PO # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice # \_\_\_\_\_\_\_\_\_\_ Credit Card Number: Exp. Date: Billing Zip code:
Name on Card:
Email address for receipt:
If you would prefer to call in your credit card information, call 505-247-2336 ext. 101**

**ALL APPLICATION MUST BE EMAILED.
EMAIL completed form to:** info.naswnm@socialworkers.org **with “CEU application” in the subject line.
If paying with PO, it must be included with the emailed application. If paying by check put
“CEU application fee” in the memo and make sure the organization name is listed on the check.
Mail check to:
NASW-NM, Attn: CE Approval, PO Box 35955, Albuquerque, NM 87176

\*Applications will be reviewed ONLY after payment is received.**