 *Form for In Person or Online Interactive Programs*

Program Provider Application
Complete and return completed application with required attachments to:
NASW/CT, 2139 Silas Deane Highway, Suite 205, Rocky Hill, CT 06067
or e-mail to ce.naswct@socialworkers.org

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| **IMPORTANT NOTES:** |
| * Please submit applications SIX WEEKS prior to your program start date. NASW/CT cannot guarantee the review will be completed before the program date if submitted with less than 6 weeks available to review. If you wish to request that an application be reviewed with LESS than 6 weeks available, a $75 expedited fee will be charged.
* This application MUST BE accompanied by appropriate fee or paid by credit card before it will be reviewed.
* To ensure a timely response to your application, please submit an electronic copy of this form. An electronic copy of this form can be downloaded from this link <http://naswct.org/continuing-education/providers/>
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| ORGANIZATION APPLYING:       |
| ORGANIZATION PROVIDING PAYMENT, IF DIFFERENT:       |
| CONTACT PERSON:       |
| MAILING ADDRESS:       |
| CITY:       | STATE:       | ZIP:       |
| PHONE (   )        | FAX: (   )       | E-MAIL:       |
| TRAINING PROGRAM TITLE:       |
| INSTRUCTOR NAME(S):       | PHONE:       |
| PROGRAM DATE:        | TIMES:       | LOCATION:       |
| NUMBER OF CONTINUING EDUCATION HOURS REQUESTED:        |
| **Review this application for the Cultural Competency licensure requirement** [ ]  **CHECK BOX if requested****Review this application for the Veterans Services licensure requirement** [ ]  **CHECK BOX if requested** |
| Publicity (Check items that apply): See page 4 for additional advertising options.[ ]  Only our organization's staff will be invited[ ]  Social workers from other organizations are also invited[ ]  Please add my approved program to the NASW/CT CEC Calendar on the NASW/CT website  |
| If this application is approved, I/we agree to comply with the procedures as described in the CEC Provider Guidelines and all State of Connecticut Department of Public Health regulations pertaining to Continuing Education Credit for licensed certified social workers. In particular, I/we agree to maintain attendance records for 3 years for all program participants who request Continuing Education Credits and to provide those participants with written documentation of their attendance.**NAME**                                                    **TITLE**                                    **DATE**(Please type in above—signature not required) |
| **Amount enclosed** $       [ ]  Organization has already paid |

# Program Details- (if space below is insufficient please attach additional information)

Audience:

Target Audience:

Live, in person:­­­­­\_\_\_\_       Live, interactive webinar:\_\_\_\_

**(if web-based, self-study, please use WEB BASED form located on our website)**

Approximate Number of Expected Participants:

Content:

Summary of Program Content:

Educational Objectives (please be specific):

**Instruction Schedule (Please include lunch and breaks):** Time devoted to announcements, welcoming speeches, lunch and other social events cannot be included in the number of CE hours considered. However, be advised that each contact hour may include a 10-minute break. Therefore, if your schedule indicates a meeting from 9-12 with a 15 or 20-minute break mid-way, this would constitute 3 contact hours.

| **Schedule Time** | **Topic** | **Method** |
| --- | --- | --- |
|  |  |  |

# Appropriateness for Social Work:

Note: Program content and objectives shall be related to the practice of social work as stated in Connecticut statute.

Please describe how the program relates specifically to the practice of social work:

Planning committee names and titles (or names and titles of those involved in planning, if there is no formal committee):

Describe how BSWs, MSWs, or DSWs were involved in program planning. While this is not required for review we encourage the input and participation of social workers.

**Required attachments:**

1. Course, program, or conference brochure, or other marketing materials (not required for programs which are not open to social workers outside of your organization)
2. Vitae of instructor(s)
3. Course Evaluation form
4. Relevant and selective reading list for participants (optional)

# NASW/CT Advertising Opportunities

There are several options available to advertise your programs. Go to <http://naswct.org/view/classified-advertisements/> for more information regarding advertising with NASW/CT.

# MORE INFO Button:

For $30 a month we will add a **MORE INFO** button next to your Program listing on the CEC Calendar. This **MORE INFO** button will link to a Conference Brochure, an Agency Website, a Registration Form—anything you wish to provide to us to facilitate advertising your Continuing Education Program.

[ ]  I am interested in this option

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# Email Blast:

You can advertise your upcoming conference or training program to over 2700 social workers. On the third of every month NASW/CT will send an email blast to our members who have provided email addresses with information on your CEC Program.  For $99 you will have 10 to 15 lines to inform our members of your program and, if you choose, it can include a link to your brochure or website.  This is a cost-effective way to reach your target audience.

[ ]  I am interested in this option

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# Newsletter Ad:

Advertise in our emailed newsletter, “Connections”, sent to our members 4 times per year. Choose from a Classified Ad to a

Full page Display Ad.

[ ]  I am interested in this option

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# Web Advertising:

Advertise on the NASW/CT website. Choose from a Classified ad or a Display ad - varying sizes available. This is a way

to reach potential trainees or to advertise your agency.

[ ]  I am interested in this option

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# Label Rentals:

If you have a particular service, conference, training or resource you wish to share you can rent our NASW Membership labels

to direct mail your materials. This is a great way to get your information directly in the hands of our NASW members.

[ ]  I am interested in this option

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# Conference Brochure and/or Exhibitor Table:

NASW /CT hosts a spring Annual Conference and you may rent an Exhibitor table or advertise in the conference brochure. The conference brochure is sent to our entire membership 2 months prior to the conference. Renting an Exhibitor table allows you to meet our members directly to share your information.

[ ]  I am interested in this option