 *Form for In Person or Online Virtual 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](mailto: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/> | | | | | | |
| 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: | | | | | | |
|  | | | | | | |
| 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 for publicity | | | | | | |
| 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)

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Target Audience:

Live, in person:­­­­       Live, interactive virtual 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/Purpose of Presentation:

Educational Objectives (please be specific): These learning objectives should clearly illustrate what is anticipated participants will attain after taking this training. (List and use action verbs if you wish such as Attendee will be able to define; Attendee will understand; Attendee will identify; Attendee will explore; etc.)

Appropriateness for Social Work: The Department of Public Health Social Work Licensing regulations state that “continuing education shall be related to the practice of social work”. Please describe how your program’s content and objectives relate specifically to the practice of social work using the description below as a guide.

*Social work is a practice-based profession that applies social work values, principles, and techniques to one or more of the following ends: facilitating acquisition of tangible services; providing counseling and psychotherapy with individuals, families, and groups; collaborating with communities and groups to provide or improve social and health services; and participating in legislative processes. The practice of social work requires knowledge of human development and behavior, social environment, economic disparities, community institutions, and the interaction of all these factors. Social work promotes cultural competence, human rights and social justice, while advocating for social change, empowerment, and the inherent worth and dignity of all human beings.*

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| **Please review this application for Cultural Competency  CHECK BOX if requested**  **Please review this application for the Veterans Services requirement  CHECK BOX if requested** |

If you are seeking approval for either Cultural Competency or Veterans Services, please keep the following in mind as you complete your application.

***CULTURAL COMPETENCE****: Trainings eligible for Cultural Competence credit provide knowledge, self-awareness, and practice skills to understand the nature of social diversity and oppression, enabling the social worker to better serve clients from diverse socio-ethnic backgrounds including populations that are vulnerable, disenfranchised, and/or face discrimination.* ***1 hour of cultural competency training is required every year.***

***VETERAN’S SERVICES****: Trainings eligible for Veterans Services credit focus on veterans and services to veterans and their families. The training should pertain to, but is not necessarily limited to, the unique hardships faced by veterans, the culture of the military lifestyle, effects of participation in a war zone, the readjustment and reintegration of the veteran, and resiliency-building considerations specific to this population****. 2 hours of Veterans Services training are required every six years****.*

**Instruction Schedule (Please include lunch and breaks):** Time devoted to announcements, welcoming speeches, lunch, award ceremonies, and other social events cannot be included in the number of CE hours considered. However, please include such breaks in your schedule so reviewer can accurately assess the content hours. Be advised that each contact hour may include a 10 minute break. Therefore, if your schedule indicates a meeting from 9 to 12 with a 15 or 20 minute break mid-way, this would constitute 3 continuing education hours. Method column should include delivery i.e. Lecture, Video, PowerPoint, Case Study Discussion, etc.

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

Planning committee names and titles (or names and titles of those involved in planning, if there is no formal committee**).** How have BSWs, MSWs, or DSWs been involved in program planning?

**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 2400 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 plus a logo to inform our members of your program and, if you choose, it can include a link to your brochure, registration form, 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 digitally 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