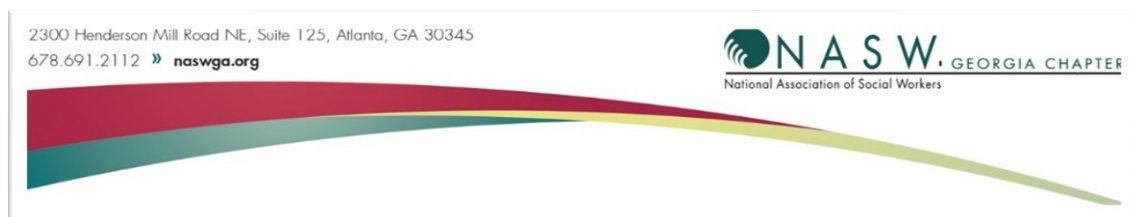# *FREQUENTLY ASKED QUESTIONS (FAQs) AN APPLICATION GUIDE*
Please review the FAQs prior to completing and submitting an application.

Obtaining approval from NASW-GA is not required in order for an education provider to offer CE contact hours to social workers in Georgia; however, approval by the NASW-GA Continuing Education Application Approval Program is a way to increase your marketability as a quality continuing education provider. Such confirmation will be valuable in attracting social workers desiring programs for professional development and licensure renewal. The objective of NASW-GA's Continuing Education Application Approval Program is to recognize sound, relevant, and appropriate CE opportunities for social workers in Georgia.

NASW-GA Chapter | 2300 Henderson Mill Rd., NE Ste. 308 | Atlanta, GA | 30345
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NASW. GEORGIA CHAPTER
National Association of Social Workers

SECTION A. | PROGRAM INTRODUCTION

1. Is the NASW-GA Chapter's CE Application Program Approved?

Yes. The Georgia Board of Professional Counselors, Social Workers, and Marriage and Family Therapists recognizes NASW/NASW-GA Chapter CE Approval Program. Providers and participants are responsible for following states' rules and regulations regarding licensure. NASW-GA highly recommends that providers and participants verify their state's rules and regulatory bodies' acceptance of NASW-GA approved Continuing Education (virtual and in-person) Programs.

* Organizations and agencies seeking approval for **Out of State CE programs must** contact the NASW Chapter in that state. NASWGA highly recommends that the organization make contact with the licensure board in the state where the program will be held to verify licensure rule requirements.

*Organizations and agencies seeking approval for **Multi-State CE programs must** contact NASW National Office at (202) 336-8295 or visit https://www.socialworkers.org/Careers/CEApproval-Program and https://www.socialworkers.org/Careers/CE-Approval-Program/SocialWork-Licensure-Board-Endorsement

2. What does it mean to comply with NASW-GA Chapter Standards for Continuing Professional Education?

The National Association of Social Workers (NASW) views continuing education as an essential activity for ensuring quality social work services for clients. By consistent participation in educational opportunities beyond the basic, entry-level professional degree, social workers are able to maintain and increase their proficiency in service delivery: New knowledge is acquired, skills are refined, professional attitudes are reinforced, and individual's lives are changed.

NASW-GA has established standards to guide its CE Application Program to offer professional expectations to Sponsoring Organizations responsible for the approved continuing education program's planning aspects. The organization must ensure the upholding of educational standards for social workers per state rules and regulatory body; there is a system for selecting and supervising qualified presenters; monitoring attendance to include sign-in-sheets, and guarantee participants stay until the conclusion of the program. And that a method for evaluating the workshop is available to participants.

3.Which agencies/organizations can apply for NASW-GA CE approval?

Any Georgia agency, state institution, or organization that offers educational or training programs by qualified and licensed professionals that are relevant to social workers can submit an application for CE Approval. This includes providers of workshops, conferences, and internet-based distance learning education.

4.What types of Programs receive CE Approval?
Program types include but are not limited to, workshops, conferences, and internet-based distance / web-based learning education.

5.What is the difference between a <u>Synchronous</u> and <u>Asynchronous</u> Continuing Education Program?

(a) Synchronous activities require participants and instructors to be present at the same time. These activities can be face-to-face or online. Lectures, discussions, and presentations must occur at a specific time at which all participants are present. It may be a virtual classroom, but must allow participants to ask and teachers to answer questions instantly, either face-to-face or through instant messaging. Synchronous activities may include, but not be limited to, the following:

1. In-person (live): Participants are physically present at the location where the presentation, lecture, workshop, or seminar is being held and are present for the entire length of the activity;

2. Webinars: A presentation, lecture, workshop, or seminar that is transmitted via the internet and allows full participation between the participants and the presenter(s); or,

3. Video conferencing: Participants are in two or more locations in a virtual conference room and communicate as if they were sitting right next to each other.

(b) **Asynchronous activities** are online courses or a recording of a previously held program that one can access on one's own schedule.

6. What do you need to be a Sponsoring Organization
Contact information must be clear and up to date. The organization is responsible for responding to correspondence about the event, pay invoices, and maintain records e.g. the approval letter, attendees sign-in-sheet, certificates of attendance, and presenter information for at least 6 years. Criteria for Sponsoring Organization/Business:

1. An organizational structure for continuing education with designated professional staff who administer and coordinate an organized schedule of continuing education;
2. The organization contact information must be clear and up to date;
3. Workshop/program must have a clearly identified name, designated location, telephone number, and other contact information;
4. The location of the workshop should be designated; Handicap accessibility is required
5. A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met.
6. A system for selection and supervision of qualified presenters/instructors
7. A system for evaluation of programs by participants;

8.   Content which is clearly of use for social workers in their practice settings; and

9.   A social worker (LCSW or LMSW) to facilitate Core, Tele-mental Health and Ethic Hour presentations. For Related Hours, NASW-GA recommends but does not require a social worker be involved in in the planning of program. The aim is to ensure the incorporation of at least some content relevant to the social work profession.

7. Must applications be typed?
We highly recommend that you submit a typed form, as illegible applications will not be accepted. A minimum of a 10-pt. font must be used for all materials submitted.

8. Do I need to complete an application for each program, conference, and course/workshop individually?
Yes. Each program, conference, and course must contain a separate application with the requested supporting documentation.

9. How many times can I hold a program?
Once a program is approved, it may be hosted only on the approved program date *A fee is charged for hosting a program on more than one date. See CE Application Form B for fees. Note: The program cannot be altered from the approved program. And, the program presenter/instructor must remain the same. If the presenter/instructor changes or the program changes even slightly, it constitutes **a new program**, and **a new CE Application** must be submitted for approval.

10. We sent you our presenters/instructors resume(s)/curriculum vitaes (CV) earlier in the year. Can you make a copy for subsequent applications with the same presenters/instructors?

No. Each application must stand on its own and contain all required elements.

11. We are planning to hold 2 workshops on the same day with 2 different topics. Can we use one application?
No. Each workshop will require its own application and fee.

12. We want to submit an application but we have not yet determined the date(s) or place(s). Is this allowable?
No. We must have at least the first date and location identified, before we can review your application. If you are planning to host a program more than once during the 12-month approval period, you must forward the dates and locations to NASW-GA prior to hosting the subsequent workshop. Additionally, you must mail program evaluations to NASW-GA after each workshop is held. Make sure you include the program assigned CE Application Number when submitting the abovementioned information.

13 Will applications be reviewed without payment?
No. Applications will not be reviewed until payment is received and all required information needed to process application is received. **There will be no exceptions or wavier to this policy.**

14. Do I email or fax the completed forms? Sponsors must submit one hard copy application by mail and another by email.
Mailing address: NASW-GA Chapter, Attn: CE Application Approval 2300 Henderson Mill Rd., NE Suite 308, Atlanta, GA 30345.
Email address: gaceapp2020@gmail.com

15. In addition to the date, program title, and provider number the following items must be included on all provider printed certificates:

A unique identification number for each approved title. (See NASW-GA CE Application Approval letter for unique identification number).

✦ Specialized category credit (e.g., ethics, core, tele-mental health or related)
✦ Name and credentials of the presenter. *Exception: not required for conferences issuing a single certificate
✦ The statement "This program is Approved by the National Association of Social Workers This program is approved by the National Association of Social Workers - Georgia Chapter as authorized by (name of the composite board here if that is correct) for *(CE Hours #_____) (Approval #_____).*

This statement above is required on all NASW-GA CE Approved Program Certificates. The approval number and unique identifier number along with the social work category are provided on your approval letter. View a sample CE Certificate on page 16.

16. Do I need to turn in the completed evaluation forms for the offered workshop/ program?
No. The Sponsoring Organization must _only_ submit a summary of the evaluation data to NASWGA within 30 days of program. NASW-GA will not accept individual evaluation forms. Compile all participant information onto a single forms and mail to NASWGA Chapter.

17. Do I need to turn in sign-in-sheets for the offered workshop/ program?
No. Attendance monitoring forms are records maintained by the Sponsoring Organization for 6 yrs. or for the period of time denoted in the Sponsoring Organization's record retention policies.

18 Is, the Sponsoring Organization required to retain sign-in/sign-out sheets?
Yes. The Sponsoring Organization must maintain these in their files for 6 yrs. or for the period of time denoted in the Sponsoring Organization's record retention policies.

19.Will incomplete or applications missing required documentation be reviewed? No. Please make sure that your application is filled out completely and all required documentation is attached (review check list on page 4 of the CE Application for required documentation).

20. I'm still unsure about how to complete the application?
When unsure, it's best to contact the NASW-GA Chapter Staff at gaceapp2020@gmail.com.

SECTION B. | TIME FRAME

21. Does NASW-GA process applications after a continuing education program has occurred?
No. Under <u>no circumstance</u> will NASW-GA retroactively approve a program/workshop.

22. Will emailed applications be accepted? Yes. However, one hard copy application still must be mailed to the NASW-GA Chapter.

23. If I email an application, then mail the application, will the late fee be waived? If the application is received late when emailed, a late fee will be applied.

24. What is the CE Application Number? And, when will CE Application Number be issued?
CE Application Number is the number assigned to each CE Application, which will allow NASW-GA staff to file and locate the application. The CE Application Number will be noted in the received application confirmation and approval letter email.

25. If my application is approved, how soon will the workshop get posted to the NASW-GA Chapter website?
*Posting of an approved workshop is <u>not</u> automatic. An approved workshop is only posted upon request from the Sponsoring Organization. The workshop can only be posted if we have at least 30 days' lead time from the start date of your program. If your application is received late, due to insufficient time, NASW-GA reserves the right not to post workshop in accordance with the abovementioned policy. Also, if your application is received late, NASW-GA cannot be held liable for your program not gaining advertising traction or the number of individuals who register for the program.

*NOTE: If an application is in pending status, the Program is not yet approved. Until an official approval is awarded to a CE Application by a NASW-GA CE Application Approval Review Team Member, the Program may not be posted on the Chapter's website.

26 What statement should I use on my marketing materials while my application is pending?

Please use the statement, "*This activity is pending approval from the National Association of Social Workers- Georgia Chapter*" on your marketing materials until approval notification is received.

SECTION C. | CONTINUING EDUCATION HOURS (CE)

27. Is there a minimum amount of time for conducting a CE workshop? Yes. A workshop must be a minimum of 1 (one) hour.

28. Are there a maximum number of CE hours that can be offered?

Yes. No more than twenty (20) hours of continuing education shall be from any one course, workshop, or presentation. This limit does not apply to professional conferences which offer multiple presentations over a period of several days as mandated in **Requirement 135.9.10. of the Licensure Rules provided** by the Georgia Licensure Board.

29. What activities are not considered in the total number of CE hours?

Welcoming speeches, scheduled coffee/bathroom breaks, or other social events are not considered CE time.

30. Can I offer a CE program during a meal such as lunch?

Yes, but only 50% (half) of CE hours can be allotted during a meal based educational program.

31. How long must my organization keep records from a workshop?

It is the responsibility of the Sponsoring Organization to maintain program, attendance and financial transaction records for all participants. Such records should be kept for a minimum of six years and be made available to participants. NASW-GA also recommends that Sponsoring Organization check with its designated staff to ensure compliance with record maintenance policy.

SECTION D | PROGRAM QUALITY & OBJECTIVES

32. What should the program/workshop objectives include?

Learning objectives and format of the proposed presentation will be reviewed to ensure high quality learning experiences with clearly stated learning goals, educational formats, and explicit expectations regarding the participation of attendees. **A representative of the target audience a (social worker) should provide input during the program planning to ensure the suitability of the subject matter to the level of application. Planning, administration, presentation, and evaluation functions must be a constant concern of both sponsor and user groups. The topic and its development shall be appropriate and meaningful for professional social workers. The title of the workshop should adequately reflect the program content. The relevance of program content to social work should be stated.**

Clearly state learning objectives and educational format methods (such as a lecture or stimulated learning situations) for achieving those objectives. Include agenda and time schedule for the educational offering. NASW-GA will be sensitive to cultural issues when approving a workshop. Handicap accessibility for program venues is required.

33. What are learning objectives?

Learning objectives allow NASW-GA to better understand the knowledge required of the presenter to facilitate on the subject matter. Please keep in mind that learning objectives (and the course content associated with the learning objectives) should **clearly show how the program builds on a foundation of academic preparation for social work practice, knowledge and skills**. For example, theories of human behavior in the social environment, social work research, program or practice areas, social work agency management or administration, development, evaluation and/or implementation of social policy, social work generalist practice, social work clinical practice, diversity, social justice, and social work ethics.

SECTION E | PAYMENT & FEES | REFUND POLICY

34. If my application is denied or if the program is canceled/rescheduled, do I get a full refund?

An administrative fee is required for **each** educational event and is due upon application. This fee is for the review of the application and does not guarantee approval. Hence, all fees are nonrefundable, even if the application is denied. Applicants are highly encouraged to read the application forms fully, including the FAQs prior to submitting the application for CE approval.

35. Submitting Application to NASW-GA Chapter

A. Prepare check or money order payable to NASW-GA Chapter based on total figure outlined on the NASW-GA Chapter CE Application **Fee page – Form B.**

B. Mail Completed CE Application along with required accompanying documents to NASW-GA
Chapter Attn: CE Application Approval 2300 Henderson Mill Rd., NE Ste. 308, Atlanta, GA 30345.

C. Pay emailed invoice. To submit a credit card payment, indicate this option on your application by checking the credit card invoice box on Form B.

36. Where do I mail the fee payment and/or application forms?

Mail Completed CE Application along with required accompanying documents to NASW-GA Chapter, Attn: CE Application Approval Program, 2300 Henderson Mill Rd., NE Ste. 308, Atlanta, GA 30345.

37. Can an approved organization request on behalf of its participants CE Certificate Development from NASW-GA?

Yes. The NASW-GA Chapter can issue the CE Certificates for workshops <u>but not</u> conferences. There is an additional administrative fee of $10 per certificate for non-profits and $15 per certificate for for-profits for this service. CE Certificates are distributed by electronic means (email); therefore, the organization responsible for hosting the <u>CE Program must ensure that the workshop attendees (legibly) complete the sign-in sheet and offer a valid e-mail address.</u>

*NOTE:

1.   Payment for CE Certificate development along with legible sign-in sheet must be sent to NASW-GA Chapter within 30 business days after the facilitation of each Program.

2.   NASW-GA will <u>only </u>develop CE Certificates for <u>social workers </u>who attended the Program. 3. NASW-GA Chapter Staff is not responsible for seeking out workshop attendees' contact information inclusive of a valid email address. Sponsoring Organizations must submit the sign-in-sheet and email addresses within 30 business days after the Program for CE Certificate disbursement.

4.   Only the Sponsoring Organization <u>and not</u> attendees may request CE Certificate Development by NASW-GA.

5.   NASW-GA will electronically forward a copy of CE Certificates developed to the Sponsoring Organization for record maintenance.

6.   NASW-GA will maintain a record of CE Certificates, which it issues for six years. The Sponsoring Organization is also responsible for maintaining a record of the CE Certificates for six years or the time-period denoted by the Sponsoring Organization's record retention policies.

38. Can Program attendees request a NASW-GA CE Certificate for an Approved CE Workshop?

Yes. Attendees may request CE Certificates from the Sponsoring Organization. Duplicates of CE Certificates may only be distributed by the Sponsoring Organization. The Sponsoring Organization is solely responsible for distributing lost or missing CE Certificates to program registrants. Consequently, the Sponsoring Organization must maintain program sign-in/sign-out sheets and registration documentation.

39. Can a workshop program date be changed?

a.   Yes. There is a change program fee of $30.00 *(***See Form B***)*. Though, <u>no date may be changed</u> <u>on the day of</u> the scheduled program.

b.   **If my application is denied or if the program is canceled/rescheduled, do I get a full refund?**

No. An administrative fee is required for each educational event and is due upon application. This fee is for the review of the application and does not guarantee approval. Hence, all fees are non-refundable, even if the application is denied.

SECTION F | NASW-GA CE APPLICATION TERMS
40. What is the Presenter/Workshop Terms/Definitions?

• **DSW –** Doctorate of Social Work
• **LCSW** – Licensed Clinical Social Worker
• **LMSW** – Licensed Master Social Worker
• **Ph.D.** – Doctor of Philosophy
• **LPC** – Licensed Professional Counselor
• **MFT** – Marriage and Family Therapist
• ***Qualified Presenter** —The sponsor of a continuing education program/event must make sure that the presenter/speaker/instructor, is qualified. Individual presenter/speaker/instructor have the responsibility for offering only those events for which they are qualified.

Specific requirements for the Qualified Presenter include:

■ Competence in the subject matter with a resume/CV that speaks more directly of the course topic

■ Experience to transmit the subject matter - Experience is reflected as either 2 yrs. or more of professional work experience in area of practice related to subject matter or documented research, 2 yrs. or more of course facilitation applicable to subject matter on the university/college level, or 2 yrs. or more of transmitting subject matter by way of a workshop or training platform. **If experience is not recent meaning <u>older than ten years</u>, applicant must demonstrate that experience/skills are up to date** e.g. include corticate of attendance (a minimum of 15 CE hrs.) <u>**on subject matter**</u> or certification of completion for training or course attended <u>**on subject matter**</u>.

■ Ability to transmit the educational content to the participants' understanding of continuing education objectives

■ Knowledge and skill in instructional methodology, learning processes, and the use of emotionally laden material

■ Capacity for self-evaluation and modification of future offerings in response to evaluations conducted by self, sponsor, and participants

■ Maintenance of an appropriate certification, credential, or license for subject matter. **Program Content**—Continuing education events for social workers should clearly relate to social work practice, theory, and methodology; to the level of social work education; to social policy; or to administration, planning, and research related to human services. As a guide for participation, learning objectives and content designed to meet those objectives should be specified for each event/program. The way in which the content will meet the learning needs of social workers also should be made clear. Such information should be provided on promotional materials or upon request.

- **Agenda -** The main purpose of an agenda is to give the participants a clear understanding of the meeting or subject at hand and logically guide the participants with the whole process. It also makes the participant be familiarized with the topics to be discussed. Agenda items include:

- **The title of the agenda.** The titles are important in any agenda as it can be used as identification.
- **The objective of the meeting.** The objective of the meeting should also be included in the meeting to remind the participants about what the meeting is all about and what it hopes to achieve.
- **The topics and/or activities.** The agenda should list all the topics or activities to be addressed in a meeting.
- **The time allocation.** Every topic and/or activity should have the name of presenter and a time allocation for easy following by program attendees.

- **Co-presenter** - Another licensed professional co-facilitating a workshop with a LCSW or LMSW. Each co-presenter facilitates equal sections of the workshop and this information is stipulated on the workshop brochure, advertisement and registration materials. Additionally, each presenter's name is listed on the program evaluation and certificate of attendance.

- **Certificate** - A **certificate** verifies that a person has completed a course or series of courses at an educational institution. **A certificate of training must be dated within the last 10 years of submitted CE Application.**

- **Certification** - A **certification** verifies that a professional has met a certain set of criteria for a skill or job as measured by a third-party assessment. **The certification must be dated within the last 10 years of submitted CE Application.**

- **Evaluation** - Formal evaluation of each continuing education event is essential for maintaining or improving the quality and effectiveness of future events. Measures of evaluation need to be established during the planning phase and linked directly with the event's learning objectives. **If event is virtual (live streamed or webinar), the questions about use of the virtual platform e.g., Zoom should be included on the evaluation form.**

Two distinct but related measures of evaluation may be appropriate. The first is the instructor's, sponsor's, and participants' assessment of the event with respect to content, format, methodology, instruction, and facilities.

The second is assessment of the knowledge acquired by participants and is based on demonstration of a taught skill ■ an oral or written test ■ a project or report ■ a self-assessment checklist ■ another instrument designed to collect data on changes in participant knowledge or performance attributed to the educational experience. The instructor and sponsor together should review the evaluation outcome and revise subsequent events.

41. What is the presenter documentation to accompany the application?
An accurate resume or curriculum vitae/professional data shall be submitted and will be reviewed for each Qualified presenter (See FAQ Pages 10 Section G #40 for definition of Qualified Presenter) to ensure that s/he is a professional who is qualified with the appropriate background, as well as proper licensing/accreditation/certificates/certifications, in the content area of the educational activity.

42. Are Social Workers required to be involved in the planning of the program? Yes. Any programs requesting Core, Ethics or TeleMental Health Continuing Education hours should involve a representative of the target audience. The social worker should serve as the qualified presenter or co-presenter on the program (See FAQ page 10 Section G #40 for definition of Qualified Presenter) and/or be engaged in the planning of presentation. In regards to Related hours, NASW-GA highly recommends the involvement of a social worker in the presentation planning stage. Social workers must provide input during the entire development of the program planning to ensure the suitability of the subject matter to the level of application. Planning, administration, presentation, and evaluation functions must be a constant concern of the providers.

43. What is the definition of Core, Related CE hours?
According to the GA Composite/Licensure Board Rule 135-9-.01. defines Core hrs. as follows:
(5) **Core hours** are continuing education hours acquired in activities in the specialty in which the license is held; e.g., PC core hours must reflect PC content, SW core hours must reflect SW content, and MFT core hours must reflect MFT content. Core hours may be obtained through graduate-level education, conferences, workshops, seminars, or online courses approved for continuing education by organizations authorized to offer continuing education credit.
(6) The GA Composite/Licensure Board defines **Related hours** as continuing education hours acquired in activities in a specialty other than the one in which the license is held or in the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling. Related hours may be obtained from:

(a) activities sponsored, co-sponsored, or approved by professional associations in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions for Psychiatry, Psychiatric Nursing, Psychology, Pastoral Counseling, or allied health specialties,

(b) activities sponsored, co-sponsored, or approved by an academic department in the specialties of Professional Counseling, Social Work, Marriage and Family Therapy or the allied professions of Psychiatry, Psychiatric Nursing, Psychology, or Pastoral Counseling. **For a full description of Core and Related hrs. visit http://sos.ga.gov/index.php/licensing/plb/43**

44. How do I obtain Core, Related, Ethics and TeleMental Health Hrs. approval specifically for the NASWGA CE Application Approval Program?

Core Hrs.

■ The program must be in compliance with GA Composite Board Rule 135-9-.01. ■ Preferably provided by LCSW or LMSW who is a qualified presenter (see FAQ page 10 Section G #40 for definition of Qualified Presenter).

■ Other Mental Health Professionals who are qualified presenters (see FAQ page 10 Section G #41 for definition of Qualified Presenter) may submit applications for Core hr. consideration. However, a LCSW or LMSW who is qualified to present on the program's subject matter must be involved in the detailed planning of the program. **Mental health professionals and credentialed/licensed individuals seeking to facilitate a Core hr. Program must submit documentation with the application that shows an LCSW or LMSW involvement in the planning of the program from start to finish. Social workers must engage in the planning of presentation and be qualified to present on the program's subject matter. (see FAQ page 10 Section G #40 for definition of Qualified Presenter). *If a social worker serves as a planner, submit the following documentation with the application: Social worker's resume.

The resume must clearly show that the social worker has at least 2 years' experience and competency in the program's subject matter.

Finally, the social worker who assisted with the preparation of the program must have his/her/their name listed/included on the agenda, brochure and all other advertising materials for the program.

■ Qualified presenters seeking Core hrs. must also demonstrate at least 2 yrs. or more of work experience in the area of practice related to the CE program topic for which approval is sought. ■ The entire program inclusive of goals and objectives must reflect SW content

Related Hrs.

■ The program must be in compliance with GA Composite Board Rule 135-9-.01.

■ Provided by a qualified presenter (see FAQ page 10 Section G #40 for definition of Qualified Presenter) who is a licensed person, certified or experienced in a specialized area with 2 years or more of work experience as listed on the resume, CV and/or certificate of training on workshop topic

■ NASW-GA recommends that a social worker is involved in the planning and/or facilitation of the Approved CE Application Program for which Related hours are requested. The social worker who serves as a planner must submit the following documentation with the application: a resume that clearly shows that the social worker has at least 2 years' experience and competency in the program's subject matter, and a detailed description as to how the social worker assisted with the planning of program content. Finally, the social worker who assisted with the preparation of the program **must have his/her/their name** listed/included on the agenda, brochure and all other advertising materials for the program.

Ethics Hrs.

■ The program must be in compliance with GA Composite Board Rule 135-9-.01.

■ Must be provided by LCSW or LMSW who is qualified (see FAQ page 10 Section G #40 for definition of Qualified Presenter) facilitation relevant to the CE program topic for which approval is sought.

■ Program may co-present with another Mental Health Professional. If the Program uses a co-presenter, each must meet the standard for a Qualified Presenter (see FAQ page 10 Section G #40 for definition of Qualified Presenter) and demonstrates 2 yrs. or more of Ethics workshop facilitation relevant to the CE program topic for which approval is sought. Qualified Presenter must submit a resume or curriculum vitae with the CE Application.

■ The LCSW or LMSW and co-presenter must facilitate equal sections of the Program.

■ **Program content must infuse the NASW Code of Ethics throughout the entire program**

TeleMental Health Hrs.

■ Must be provided by LCSW or LMSW who is qualified (see FAQ page 10 Section G #40 for definition of Qualified Presenter).

■ Qualified Presenter must submit a resume or curriculum vitae with the CE Application.

■ LCSW or LMSW must demonstrate completion of Tele-Mental Health training as outlined in GA Composite/Licensure Board Tele-Mental Health Rule 135-11-.01. Here is a relevant part of the rule:

Tele-Mental Health is the delivery of services by a licensed Professional Counselor, Social Worker, or Marriage and Family Therapist using technology-assisted media. b) Provisions;

1. Training for Licensee:

(i) Prior to the delivery of clinical TeleMental Health, the licensee shall have obtained a minimum of six (6) continuing education hours.

2. Supervision

(i) Training of the TeleMental Health Supervisor: Prior to the delivery of supervision via telemental health, the supervisor shall have obtained a minimum of nine (9) hours of continuing education. The continuing education hours may include the same eight (8) categories identified under "Training for Licensee", rule section (b)(l)(i)(l-VIII), **plus,** must also include three (3) hours in the category of: Supervising TeleMental Health Therapy- understanding the key components necessary to supervise effective, and efficient delivery of Telemental Health Therapy. **Visit Composite Board Rules at http://sos.ga.gov/index.php/licensing/plb/43 for complete rule.**

■ LCSW or LMSW must demonstrates 2 yrs. or more of Ethics workshop facilitation relevant completion.

SECTION G. | CONFERENCE VERSUS PROGRAM

45. For the purpose of the NASW-GA CE Application Approval Program a conference is defined as a meeting, which is organized on a particular subject or to bring together people who have a common interest or profession.

A conference contains two or more of these characteristics:

- Two or more days of programming. In some cases, a one-day program can constitute as a conference.
- 2 or more break-out sessions (workshops)
- One or two or more presenters who facilitate workshops on diverse topics
- Targeted Theme e.g., Adolescents and Substance Abuse
- CE hours offered per break-out session (workshop)

46. We want to submit one application for a monthly workshop on various topics. Can we call this a conference and pay one fee?
No, unless your conference is on continuous days, you cannot complete one application. Each workshop must be submitted on a completed individual application, including all required elements and fees.

If you are unsure if your program meets the criteria for a conference, forward an email to **gaceapp2020@gmail.com** before submitting your application.

Sample of Continued Education (CE) Certificate of Attendance.

Visit https://www.naswga.org/ce-application-pdf-version to obtain NASWGA CE Application.

Supplemental Documents Needed to Accompany CE Application:

☐Breakout/Workshop Description(s), ☐Workshop Agenda (Schedule with Start and Ending Times), ☐Each Presenters Resume or Curriculum Vitae (CV) and Certificate or Certification (If applicable), ☐Evaluation Sheet, ☐TeleMental Health CE Certificate (6 TeleMental Health CEs or 9 CEs for TeleMental Supervision required if facilitating a Telemental Health Workshop), ☐Certificate of Attendance, ☐Resume of Each Program Planning Social Worker and Planning Social Worker Description of Planning Involvement (Description must be a detailed summary of program planning tasks).

Please forward all application questions to gaceapp2020@gmail.com.

2300 Henderson Mill Road NE, Suite 125, Atlanta, GA 30345
678.691.2112 » **naswga.org**

N A S W. GEORGIA CHAPTER
National Association of Social Workers
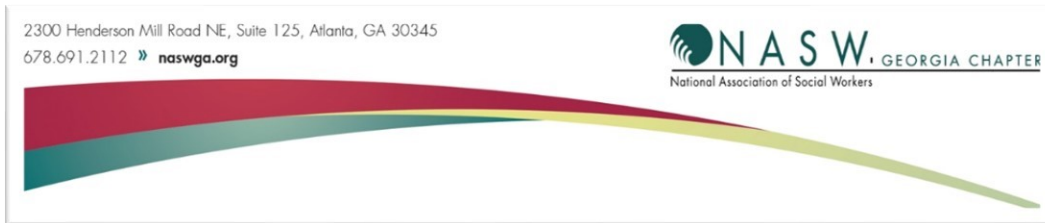
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