

Professional Development Application Information 2007-2008

Dear Provider of Professional Development:

The Illinois Chapter of the National Association of Social Workers (NASW-IL) has developed a procedure to approve programs for continuing education units (CEUs). The following is a summary of requirements, as well as the required application form, for those organizations wishing to apply for co-sponsorship with NASW-IL. **Please note that NASW-IL will not accept professional development applications for events hosted in July, August or September.**

Please read through this document thoroughly before completing.

The NASW-IL will review your application to be sure your event meets the current guidelines for acceptance of co-sponsorship. NASW-IL will approve programs that offer continuing education of relevance to social workers and that are taught by qualified professionals. If a social worker is not directly a presenter, and is not part of the planning committee, the presenter and/or planning committee must be someone from an allied professional field, and social work ethical standards must be maintained.

Program sponsors approved by NASW-IL for CEUs are expected to provide documentation of attendance for those that will be requesting ceu certificates. Verification of attendance, names, addresses, license numbers, and NASW membership status of all attendees are to be forwarded to NASW-IL, as well as an evaluation summary. Organizations are required to extend a 10% discount to current NASW Members. Organizations will be required to maintain all records for no less than a 5 year period.

To apply for NASW approval of co-sponsorship:

- **Complete and submit the enclosed 5 page application to NASW-IL; all answers must be complete. Incomplete applications will be returned for further documentation, delaying approval process.**
- **Include the application fee for each date (Returned if event is not approved, otherwise non-refundable)**
 - **\$125 per site for Non-Profit organizations (must submit copy of tax exempt form)**
 - **\$200 per site for Profit organizations**
 - **Checks must be made out to “NASW-IL” and forwarded to the Chapter office address**
- **Submit applications *at least 45 days prior to event.***
If application is received within 45 days of the event, a \$50 late fee will be assessed.
- **We will not approve applications retroactively.**
NASW-IL will not approve co-sponsorships for events hosted in July, August or September.
- **Applications must be sent via mail. Faxed applications will not be accepted.**

NASW-IL will review your application and forward a letter of acceptance or rejection within 20 days of receipt of your application. The NASW-IL looks forward to helping you provide professional development for social workers. If your event is approved for co-sponsorship, the NASW-IL agrees to:

- Submit materials as a co-sponsor to the Illinois Department of Financial & Professional Regulation (IDFPR) and maintain required records as necessary to comply with IDFPR requirements;
- Bill any labels purchased for the intent of advertising the co-sponsored event, at the discounted price of \$.15/label, with no minimum purchase required. A copy of the mailing must be submitted for approval;
- If approval is given by the 20th of the month, at least 2 months *preceding* the month of the event, provide a FREE calendar entry advertisement of your program in the Networker journal;
- Post your program on the Calendar of Events page of the NASW-IL Website (www.naswil.org);
- Process and send ceu certificates of attendance to registrants within 45 days of receiving final and complete attendance report and course information from the co-sponsoring organization. NASW-IL charges \$10 per individual certificate processed. **All required information and fees must be submitted prior to issuance.**

Approval of your event may be publicized by using the phrase “This program is approved for continuing education units by the National Association of Social Workers, Illinois Chapter for LSWs, LCSWs, LPCs, and LCPCs.” Pending approval of your event, you may use the phrase “Application has been submitted to the National Association of Social Workers, Illinois Chapter and is pending approval for Social Work and Counselor Continuing Education Credit.”

NASW-IL is authorized to issue CEUs to Illinois LSWs, LCSWs, LPCs, and LCPCs. If you believe you will have participants from outside of Illinois, participants may call their NASW state chapter or the licensing board in their state to see IF they may be able to transfer CEUs to the state in which they are licensed.

**GUIDELINES FOR COMPLETION OF THE NASW-IL CHAPTER
PROFESSIONAL DEVELOPMENT APPLICATION**

1. Be certain your objectives and the content fit the clock hours of your activity. Identifying the clock times with the specific objectives (and content) is very helpful to the reviewers.
2. Be sure to include all necessary paperwork or your application will be returned to you.
3. If your presenter does not appear to have the appropriate undergraduate or graduate education, credentials, training, and/or experience in the content area of your professional development activity, the NASW-IL may return the application for further documentation or rejection solely for this purpose.
4. If your organization (or its practices) does not appear to reflect the views of the social work profession as a whole or does not meet the core values of NASW-IL, NASW-IL may return your application for further documentation or rejection solely for this purpose.
5. NASW-IL reserves the right to reject any application if it feels the supported documentation does not meet the current guidelines for acceptance of co-sponsorship.
6. NASW-IL does not accept professional development applications for events in July, August or September.

**NASW ILLINOIS CHAPTER
PROFESSIONAL DEVELOPMENT APPLICATION FORM**

I. Information Regarding Organization Presenting Program

Organization: _____

Address: _____

Contact Person: _____

Telephone of Contact Person: _____ **Fax:** _____

Email Address: _____

Type of Organization (Check One)

____ Non-Profit-\$125.00/per site/workshop (Please submit appropriate tax exempt documentation)

____ For Profit-\$200.00 per site/workshop

____ Late Fee-\$59.00 (If your application is submitted within 45 days of event)

Check One of the Following

____ Professional Association

____ Continuing Education Services

____ Mental Health Association

____ Mental Health Center/Clinic (Public)

____ Mental Health Center/Clinic (Private)

____ Hospital

____ Government Agency

____ University or College
(Department) _____

____ Other (specify)

II. Information Regarding Program to be Presented

Program Title:

_____ **Date(s):** _____

Location: _____

How was the need for this program determined? (Survey, regulatory requirements, QA, etc..)

Brief Description of Program (You will be asked to submit supporting documentation)

Speaker(s): _____

Credentials: _____

License Number(s) (Indicate types of licenses:

Expertise: _____

What level is the program?(Check One)

_____ General/Basic Information

_____ Intermediate Practice Information

_____ Advanced Practice Information

_____ Clinical

_____ Other(explain) _____

What is the Cost to Participants? (Give Breakdowns)

A 10% discount must be extended to NASW Members

If approved, participants will receive CEUs on the basis of 1 clock hour=1 ceu
(breaks, special events, and networking lunches are not included)

How do you plan for participants to receive certification for the event: Choose one:

- a. _____ I will provide a sign-in roster of all participants, including name, address, telephone, license number, and NASW membership status with one check from our organization (\$10/certificate) to NASW within 30 days of the event. (NASW will mail certificates within 45 of receipt of roster and money.)
- b. _____ I will provide a sign-in roster of all participants, including name, address, telephone, license number, and NASW membership status within 30 days of the event and participants will mail in their request (form provided by NASW-IL) with their own check or money order for \$10 after the event. (NASW will mail certificates within 45 days of receipt of roster, individual request, and fee.)
- c. _____ Our organization does not need CEUs for this event.

