

February 1, 2012

Thank you for your interest in obtaining continuing education credit for your conference/workshop from the Oregon Chapter, NASW. Please refer to the Program Application Criteria to assist you in your understanding of the level of conference content and relevant social work topics if needed.

The state of Oregon requires social workers practicing at the bachelors, masters, and clinical/LCSW social work levels to seek licensure and continuing education credit. The NASW of Oregon certifies conferences and workshops for all three levels of practice. Please see the State Board of Licensed Social Workers Oregon Administrative Rules Chapter 877 at http://www.oregon.gov/BLSW/pdfs/OAR_2011.pdf?ga=t.

Please complete the following Professional Conference Social Work Continuing Education Application. The CE application fee is different for “profit” and “non-profit” sponsors and is graduated according to the number of hours approved. Please call the office to discuss this non-profit rate or with questions. The CE application fee for a “profit” sponsor is: \$190 for 1-7.5 CE hours; \$280 for 7.5-16 CE hours, \$400 for 17-25 CE hours, \$450 for 26-55 CE hours, \$500 for 56-99 CE hours, \$630 for 100-150 hours and \$790 for 151-200 CE hours. For a “non-profit” sponsor who is not charging for the conference the CE application fee is: \$95 for 1-7.5 CE hours, \$140 for 7.5-16 CE hours, \$200 for 17-25 CE hours, \$225 for 26-55 CE hours, \$250 for 56-99 CE hours, \$315 for 100-150 and \$345 for 151-200 CE hours. We request that applications be sent by e-mail to JK@nasworegon.org at least 3 to 4 weeks prior to the training. Completed applications received **2 weeks (10 business days or less) before the date of the workshop will be assessed a late fee of \$25.**

The Chapter will review your application and contact you by e-mail with its determination. If your conference is approved, you will need to have attendees requesting CE credit complete an NASW conference evaluation form and sign a conference roster indicating their completion of the conference. Your approval letter, CE certificates, evaluation forms and conference roster will be e-mailed to you approximately 2 weeks prior to your event, time permitting. NASW members will be notified of your forthcoming approved conference through the Chapter’s quarterly newsletter if CE approval occurs before the editor’s deadline and on the NASW Oregon website if you request it on your application. **If you wish to repeat this workshop (same speaker, content, etc.) within 12 months there is a repeat fee of \$50 for non-profit and \$80 for profit sponsors.**

It is the responsibility of the conference sponsor to mail the NASW conference roster and evaluations to the NASW office (2929 SW Multnomah Blvd., Ste. 204, Portland, OR, 97219) upon completion of the training. NASW will maintain the conference roster in its chapter files.

Again, we appreciate your interest in NASW’s Oregon Chapter Continuing Education Program. Please contact our office at (503) 452-8420 if you have further questions.

Sincerely,

Janet D. Kusyk

Janet D. Kusyk
Continuing Education Coordinator
jk@nasworegon.org

Application for Professional Social Work Conference Continuing Education Credit

For office use only:

No. _____ Fee \$ _____

Date Rec. ___/___/___

PDF ___/___/___ or E-mail ___/___/___

Data Entry ___/___/___

Date Paid ___/___/___

Please save this as a Word document and send via e-mail to JK@nasworegon.org.

Please type or print legibly.

Date of Application _____ Prepared by _____

Title of Conference _____

Conference Sponsor(s) _____

Conference Date(s) _____ --- _____ Times _____ --- _____

Conference Locations(s) _____ City _____ State _____

Target Audience _____

Will there be a registration fee(s)? Yes No

Conference Registration Fee(s) \$ _____

Conference Registration Telephone (____) _____

Web site _____

E-mail for registration inquiries _____

Estimated number of attendees requesting CE certificates _____

Is this an "in service" conference? (Not open to other social workers?) Yes No

Do you request this conference be listed in the NASW Oregon Chapter Newsletter (if CE approval occurs before editor's deadline) and on the NASW Oregon Website? Yes No

The following items must be submitted in order to complete the application process.

1. Estimate number of hours of content during the Conference. (Deduct registration, all breaks and lunch time unless keynote speaker is presenting during lunch.) Estimated total hours of content of conference _____

2. For which level or levels of practice are you requesting CEUs?

(Please review the level of content requested in your agenda. Please further note that if an offering is approved for clinical/LCSW credit, the credit will apply for a bachelors or masters licensure CEU needs.)

Bachelors Number of hours

Masters Number of hours

Clinical/LCSW Number of hours

3. What are the learning objectives as they relate to the practice of social work?

4. If you are applying for clinical/LCSW CEUs, how will clinical social workers incorporate this information into their practice?

5. If diversity, cultural competence, social justice and/or anti-oppressive practice will be addressed, please describe how.

The following must be included as attachments to your application.

1. Attach a **detailed agenda** with dates, time frame for each agenda item (including breaks), presenters who are delivering specific content and a brief (2 or 3 lines) description of each topic.
2. Attach a short paragraph (**do NOT send resume**) on each presenter describing the presenter's qualifications to present on his or her topic. Please include name, title, degrees, current and former work experience in topic area, etc.

Have you determined that the physical facilities are appropriate for the conference?

Facilities are appropriate Undetermined as of this date

Please add any further information that would be valuable to the CE Committee.

Name/address of person to whom the CE certificates should be emailed:

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

E-mail _____ Phone (____) _____ Fax (____) _____

Payment enclosed? Yes No Please invoice me.

Signature of person completing this form _____ Date _____

Phone number (____) _____

EMAIL THIS FORM AND MAIL APPLICATION FEE of \$155 for 1-16 CE hours, \$200 for 17-25 CE hours, \$250 for 26-55 CE hours, \$300 for 56-99 CE hours, \$350 for 100-150 CE hours and \$400 for 151-200 CE hours; (\$80 for 1-16 CE hours, \$100 for 17-25 CE hours, \$125 for 26-55 CE hours, \$150 for 56-99 CE hours, \$175 for 100-150 CE hours and \$200 for 151-200 CE hours for a non-profit organization NOT charging for a conference).

Completed applications received 2 weeks (10 business days or less) before the conference date will be assessed a LATE FEE of \$25.

Checks or money orders should be made payable to: Oregon Chapter, NASW.

When sending additional material to NASW, please put conference title and conference date clearly visible. If you wish to hold this conference again within 12 months of the conference date, there is a repeat fee of \$50 (\$25 for non-profit).

Please call the chapter office at (503) 452-8420 for questions or information.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED.