

Application for Professional Social Work Conference Continuing Education Credit

The Oregon Chapter of the NASW is approved by the State Board of Social Workers as an accrediting body for CEU workshops, conferences, home study courses, etc. The State Board of Clinical Social Workers makes the final determination of clinical relevancy of continuing education activities for licensure renewal. For further information, please visit <http://www.oregon.gov/bcsw> or call the State Board.

No. _____ Fee:\$ _____
Date Rec: _____
Data Entry: _____
Date Paid: _____

Please type or print legibly:

Date of Application: _____ Prepared by: _____
Title of Conference: _____
Conference Sponsor(s): _____
Conference Date(s): _____ Conference Times: _____
Conference Location(s): _____
Target Audience: _____
Conference Registration Fee: \$ _____ No Charge:
Conference Registration Contact Information: Tel: _____ email: _____
Estimated number of attendees requesting CE certificates: _____
Is this an "in service" conference? (Not open to other social workers?) Yes No
Do you want this conference to be listed in the Chapter Newsletter and website? Yes No

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

- Estimated number of hours of content during the Conference (deduct registration, all breaks and lunch time unless keynote speaker is presenting during lunch). Total Hours Estimate: _____
- What are the learning objectives as they relate to the practice of social work?
or, See attached flyer
- How will clinical social workers incorporate this information into their practice?
- If diversity, cultural competence, social justice and/or anti-oppressive practice will be addressed, please describe how: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS RECEIVED

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:

Contact information of person to whom the CE certificates should be emailed:

Name: _____ Organization: _____
Address: _____ City: _____ State: _____ Zip: _____
email: _____
Name of person completing this form: _____ Date: _____
Phone number: _____ Payment enclosed: Yes No Please Invoice Me

PAYMENT IS DUE AT THE TIME OF THE APPLICATION

Submission:

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 ensure conference title and conference date are 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.

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