

NASW Renewal



Application

NASW Requirements for Approved Program Renewal

- Programs approved at the workshop rate are eligible for renewal. Programs approved at the conference or symposium rates are not eligible for renewal.
- A program that has expired cannot be renewed.
- Programs that are eligible for renewal can only be renewed twice. After the second renewal, a new application must be submitted.
- All summary evaluations must be submitted to NASW. Renewal applications will not be accepted if summary evaluations are delinquent.
- Renewal applications must be submitted by email. NASW does not accept renewal applications submitted by mail or fax.

NASW Renewal Checklist

☐ A complete renewal application with payment.

☐ A copy of the original approval letter of the program(s) that you intend to renew.

- If have renewed the program previously, please also include a copy of the renewal letter(s).

☐ You have submitted the quarterly evaluations for each program that you are trying to renew.

☐ All renewals submitted on this application must expire in the same month.

- Programs that expire on different months must be submitted as separate renewal applications by expiration month.

STATEMENT OF UNDERSTANDING COMPLIANCE STANDARDS

NASW STANDARDS

The standards for all organizations approved through the NASW CE Approval Program are contained in the *NASW Standards for Continuing Professional Education*. Applicants must **review** the standards and **comply** with the requirements.

Name of Organization: _____

NASW Provider Number: _____

As a representative of the above-named organization, I agree to comply with the **NASW Standards for Continuing Professional Education** and affirm that my organization has:

☐ A means of responsibility for control over all aspects of programs to ensure that educational objectives and standards are met

☐ A system for selection and supervision of qualified instructors

☐ A Social Worker involved in the planning and evaluation of the program

☐ A method of monitoring attendance and participation

☐ A system for evaluation of programs by participants

☐ A process for maintaining all program-related data for a period of not less than six years

☐ I understand that NASW may send out renewal notifications however it is the responsibility of the provider organization to maintain renewal schedules.

☐ I further understand that we are obliged to report any change in contact information regarding electronic or mailing addresses, staff contact information, or dissolution of the organization.

☐ I understand that this approval applies only under conditions where this organization maintains presentation of the titles approved. NASW CE Approval is non-transferrable.

Submit signed *Statement of Understanding*, payment page, and applicable fees.

Contact Name:

Date:

Email Address:

Title:

Authorized Signature

Date

NASW Renewal Application

Renewal Program Title(s)	Total Number of Renewals: _____
Title: _____	
Program Expiration: _____	Number of CEs: _____
Title: _____	
Program Expiration: _____	Number of CEs: _____
Title: _____	
Program Expiration: _____	Number of CEs: _____
Title: _____	
Program Expiration: _____	Number of CEs: _____
Title: _____	
Program Expiration: _____	Number of CEs: _____

Payment Form			
Description	Fee Rate	Quantity	Amount
Workshop Renewal	\$200		
Late Fee - Required if application is submitted incomplete or received less than 30 business days before the program's expiration date.	\$300		
Single Use Seal Renewal	\$100		
Annual Use Seal Renewal	\$300		
Total Amount			

Due to COVID and U.S. Mail delays we are not accepting Check payments at this time.

Credit Card (Please check one card option as we are not able to accept multiple cards as payment):

Signature below authorizes NASW to charge (total amount): \$ _____

☐ American Express

☐ MasterCard

☐ Visa

Card Number: _____ Exp. Date: _____ CVV: _____

Print Name of Cardholder: _____

Authorized Signature

Date