



## C. PROGRAM INFORMATION

PLEASE DUPLICATE SECTION C IF YOUR ORGANIZATION WISHES TO HAVE MORE THAN ONE PROGRAM APPROVED.

|                        |                  |  |  |
|------------------------|------------------|--|--|
| † Program Title:       |                  | Credit Hrs. Requested:   |  |
| Provider Organization: | Provider Ref ID: | <input type="checkbox"/> Check if you <b>DO NOT</b> want this program to appear on the NASW CE Search Portal |  |

### REQUIRED - ALL COURSES

- Attachment B-1** - Attach a copy of program public relations brochure, publication, or link to detailed information on website. If final copy is not yet available, submit draft. Items marked with an Asterisk are often listed in quality promotional brochures and can be so referenced on this form.
- Attachment B-2** - Attach a copy of presenters resume. For events with more than 5 presenters, please complete all information in Table 1. You may attach an Excel spreadsheet with the same information
- Attachment B-3** - Include a sample of the certificate that will be issued to participants who complete the course of training
- Attachment B-4** - Include a copy of the evaluation form that will be used for attendees to provide feedback

### I. Presentation Format: Complete A or B

- A.  Date Specific Live Event       Workshop     Conference     Symposium or Certificate Program

\*Location(s) City, State):

\*Date/Time

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### B. Self-Directed Learning

Web Address:

1. **Brief Description of the method used to determine requested credit hrs:**

#### 2. Attachment B-5 REQUIRED

Attach a copy of the post-test used in your program (post-tests are **required** for all distance- learning products). Be aware that the minimum passing requirement is an 80% passing score.

#### Date Specific:

- Webinar
- Teleconference
- Live Broadcast

#### Distance Learning:

- On-line course (available on an ongoing basis)
- Home Study Publication, DVD, or mailed media
- Downloadable/Transportable Formats (eg: podcast, AV file)

**Distance-Learning Courses (if applicable):** Distance-learning providers must include one copy of their program, i.e. DVD/CD, or print publication for review by NASW. If the sponsoring organization offers Internet courses, include complete text of the course **and** course Web address. You may also contact us to provide an "NASW Test" log-in registration to view content if preferable.



|   |   |   |   |
|---|---|---|---|
| <b>II. *PRESENTER NAME AND CREDENTIALS:</b>                                   |   |   |   |
| <b>III. *Speaker BIOGRAPHICAL SUMMARY</b>                                     |   |   |   |
| <b>IV. * † LEARNING OBJECTIVES:</b>   |   |   |   |
| <b>V. Who is the TARGET AUDIENCE for this program? Check as many as apply</b> | Social Workers in settings that provide:<br><input type="checkbox"/> Behavioral Health<br><input type="checkbox"/> Health Care<br><input type="checkbox"/> Addictions Treatment<br><input type="checkbox"/> Community Services / Resource Dev.<br><input type="checkbox"/> Educational Services                                     | Who serve in the role(s) of:<br><input type="checkbox"/> Case Mgmt<br><input type="checkbox"/> Counseling/Therapy<br><input type="checkbox"/> Supervision/Admin.<br><input type="checkbox"/> Policy/Planning<br><input type="checkbox"/> Research | With populations that include:<br><input type="checkbox"/> Children/Youth/Families<br><input type="checkbox"/> Aging<br><input type="checkbox"/> End-of-Life Issues/Grief & Loss<br><input type="checkbox"/> Victim or Protective Svcs<br><input type="checkbox"/> Physical/Intellectual Challenges |
| <b>VI. *COURSE AGENDA:</b>  |   |   |   |
| <b>VII. Teaching Methods</b><br>(check as many as apply)                      | <input type="checkbox"/> audio/video <input type="checkbox"/> case study <input type="checkbox"/> panel presentation <input type="checkbox"/> paper presentation,<br><input type="checkbox"/> lecture <input type="checkbox"/> group discussion <input type="checkbox"/> experiential<br><input type="checkbox"/> other (describe): |   |   |
| <b>VIII. Description of attendance monitoring system to be used.</b>          | <input type="checkbox"/> Sign-in/Sign out<br><input type="checkbox"/> Code announcements<br><input type="checkbox"/> Electronic Badge-reading System<br><input type="checkbox"/> Time-tracking Software (on-line courses)<br><input type="checkbox"/> Other, describe:  |   |   |

\* It is generally recommended that this information be included as part of your promotional materials. If included in a [draft] brochure, it is not necessary to replicate on the application.

† When applying for a conference, please define objectives based on the over-arching goals of the conference. Workshop descriptions and presenter qualifications should be included in the registration brochure.