

APPENDIX B -NASW CE APPROVAL PROGRAM GLOSSARY

Application Fee: An administrative charge for the annual review of each continuing education application and program materials.

Approval Date: The approval period start date shown on the approval notice.

Approval Period: The one year period of time in which an approved program may be hosted, starting from the date listed as the approval date and ending with the date listed as the expiration date shown on the approval notice.

Approval Notice: The official notification providers receive stating that a program has been approved, that includes the approval period, number of CEs approved, category of social work credit that applies, and provider number and 4 digit code that constitute the programs approval number which is required to be added the CE Certificate.

Approved Program: A continuing education program that successfully met the approval guidelines and NASW Standards for Professional Education established by the National Association of Social Workers, has received an approval notice, and whose approval has not yet expired.

Bibliography/Resource Listing: A listing of the citations and helpful tools, referenced in a CE program. This is required as supporting documentation for with each NASW CE Application. No reference or resource may be older than 10 years, unless it is historical or seminal in nature and is accompanied by a written explanation to its status as a historical or seminal work. Historical or seminal reference statements of explanation are subject to review and approval by the social worker who is reviewing the application.

BSW: Acronym for Bachelor of Social Work, a professional degree.

CE: Acronym for Continuing Education.

CE Certificate: The formal document that is given at the conclusion of a continuing education event that serves as proof of successful completion of the program. It must list the following: participants name and credentials, course title, presenters name and credentials, date and location of the program, number of contact hours approved, format type, CE category, sponsoring organization/agency, and the required NASW language. *“This program is approved by the National Association of Social Workers (Provider number-unique identifier #)”*

Certificate Program: A learning program in which attendees participate in a series of sessions based on core sets of knowledge. A key component of a certificate program includes an element of evaluation in which learners must demonstrate the Acquisition of new knowledge (testing) or skills (demonstration) prior to the award of a certificate. For the purposes of the NASW CE Approval Program, any intensive or advanced training comprised of 30 or more hours will be considered a symposium or certificate program. Programs requesting 30 or more CEs should be affiliated with an organization and/or be presented or co-presented by a social worker that is licensed to practice independently.

Conference: A multiple day meeting held by an organization occurring over consecutive days and/or comprised of concurrent workshops. For the purposes of the NASW CE Approval Program, any multiple day programs with less than 30 CEs will be considered a conference. Any intensive or advanced training comprised of 30 or more hours will be considered a symposium.

Contact Hour: Time equal to one clock hour (60 minutes) of participation in the educational components of a continuing education program. CE's are only awarded on the full and half hour and are rounded down to the nearest half hour. Also see Word Count below.

Continuing Education: Training provided for professionals to remain current with industry trends.

Continuing Education Certificate: An official document given to participants by the program provider, upon successful completion of a continuing education program.

Cosponsoring Organization: An agency or organization that has assumed joint responsibility with other another organization(s) to provide a continuing education program.

Course: A series of lectures or lessons on a particular topic.

Distance Learning: The CE format that applies to the acquisition of knowledge and skills through mediated technologies at a distance characterized by: physical separation of place and/or time between instructor and learner interaction between learners and learning resources conducted by media processes employing a multiple set of delivery methods in the learning experience such as correspondence study, interactive audio, video, computer, or other electronic technologies.

DSW: Acronym for Doctor of Social Work or Doctor of Social Welfare, a professional degree.

Expiration Date: The last day of approved status for a program shown on the approval notice.

Expedited Processing: Provides an avenue for review and approval of an application within 7-10 business days for an additional fee. Processing times are calculated from the date all required information, forms, documents and appropriate payment have been received. Please note that all programs with a live date or a launch date for distance learning that occur within 30 business days of the time of application, will also require a late fee.

Evaluation Process: The measurement of overall program outcomes such as learner satisfaction and attainment of learning objectives.

Forum: A meeting of experts for panel discussions or lectures that can also include dialogue with the audience.

Late Fee: A payment required for all programs submitted less than 30 business days prior to the program date or launch date (for distance learning programs). Please note that late applications would need to be submitted with a minimum of 15 business days for processing, unless they are also including payment for expedited processing, which would allow for 7-10 business day processing. Processing times are calculated from the date all required information, forms, documents and appropriate payment have been received.

Learning Objective: Learning objectives provide direction in the planning of a learning activity. They (1) focus on learners' behavior that is to be changed; (2) serve as guidelines for content, instruction, and evaluation; (3) identify specifically what should be learned; and (4) convey to learners exactly what is to be accomplished.

Live In-Person Programing: The CE format that applies to all programs that occur with participants and presenters in the same location.

Live-Remote Programing: The CE format that applies to all programs that occur in real time, with participants and presenters in different locations, and that contains an interactive component beyond a short Q & A session. Live Remote Programing requires providers to track the time participants are online and their participation level. A minimum of 80% attendance and participation are required for participants to receive CE credit.

Marketing/Promotional Materials: Copies of flyers, brochures, webpages, emails, post-cards or other announcement methods CE Providers use to promote their CE programs.

Mission Statement: A formal statement of the values of an organization and agency.

Multiple Format Programming: CE programs offered in more than one format request multiple formats on their CE application(s) by indicating all of the formats that apply. Note programs that plan to offer programs in multiple formats must meet the guidelines and standards for each format type that corresponds to their program plan. NASW offers 3 format types to select from: Live In-Person, Live-Remote, and Distance Learning.

Multiple Speakers Spreadsheet: A document that is required with a complete CE Application for programs that have 5 or more speakers.

MSW: Acronym for Master of Social Work, a professional degree.

NASW CE Approval Seal: The seal is the official CE Logo that may be purchased for use with NASW approved programs upon submission of a signed CE Seal License Agreement and appropriate payment. Providers may purchase the use of the seal for a single approved program or for use with multiple approved programs from the same provider for a 1 year period. Please note purchase of the seal is not equivalent to CE endorsement of any program, rather it is a sign that programs have met the guidelines and standards for approval with the NASW CE Approval Program, and may be displayed on your CE certificate and marketing materials for the appropriate approved course(s) for either the single event or a 1 year period depending on which you purchased.

NASW Chapters: The state and jurisdictional entities of NASW that provide member services on a state and local level.

National Association of Social Workers (NASW): The largest membership organization of professional social workers in the world.

NASW CE Payment: A part of the required components of a complete CE Application, which provides information and authorization for payment processing. Please note only credit card payments will be accepted. Electronic submission is required through our secure website.

NASW CE Application: Is the first half of the application that provides information about the agency, organization or qualified individual that is considered the program provider, and identifies the social worker who was involved in the planning, and evaluation of a program. This information is a required component of a complete application for all new programs, programs that have made changes since the last approval, programs that have been renewed twice already, or programs that have

expired. No more than 5 applications per provider may be submitted at any one time.

NASW CE Renewal Application: Provides a shorter application process that may be used for the renewal of programs that have not expired, been renewed twice prior and have no changes to their content, number of CEs, title, agenda or format. No more than 5 titles per provider may be submitted at once. Please note, a new application may be requested with all supporting documents if we deem that additional information is needed for any reason. Copies of your original approval letter(s) are required for all renewal requests.

NASW Standards for Professional Education: A NASW publication that provides guidance to social workers who want to match their continuing education activities with professional expectations. The standards also serve as a resource to assist social workers in the selection and provision of continuing education. In light of these broad purposes, the standards are intended for use by individual practitioners, by providers of continuing education, and by agency administrators who have responsibility for social work staff.

Needs Assessment: The process of gathering information that provides the basis for program planning and development.

One-time New Provider Fee: Initial organizational review fee applied to all new providers applying for the NASW Continuing Education Approval Program. If your organization does not have a provider number beginning with 88, then you will be considered a new provider. Please include your provider number with the CE Application when applying or you will be charged the initial organizational review fee.

Organizational Chart: A depiction of the hierarchy of an organization or agency.

Participant Attendance Monitoring Form: A document used to track attendance for a CE Program.

Post-Test: An exam required for all distance learning programs. The post-test must contain 10 multiple choice questions for each CE hour and an additional 5 questions for each half hour or hour. Each question must contain 4 answer choices, with only 1 correct answer. No more than 10% can be True/False questions or none of the above/all of the above. An answer key must also be submitted.

Program: An umbrella term covering a series of activities, continuing education courses, workshops, distance learning, forums, symposiums, conferences, certificate programs, etc.

Program Evaluation: A tool that provides a way for participants to evaluate how well the stated learning objectives for a CE program have been met.

Program Materials: A copy of the instructional tools that will be used for the a CE program. These may include but are not limited to: slides, handouts, videos, books, resources etc. See Word Count below

Provider: The organization/agency/or qualified individual responsible for the design, delivery, and evaluation of a continuing education program.

Provider Number: This is a 9 digit number assigned to CE providers by NASW, and is required on all applications, payments, and correspondence from CE providers. New providers will be assigned a provider number after their one-time new provider fee has been processed.

Section C: Program Information: Part two of the NASW application form, provides specific information regarding a planned CE program including but not limited to: the program title, requested number of CEs, the program format, the intended audience, and program date or launch date, etc. A statement explaining how this program is relevant to current social work practice and outlining relevant social work theory and best practice must be included.

Sign In/Sign Out Sheets: Documents used to track participant attendance and completion of programs.

Social Work Licensure Board: The regulatory body within the U.S. states and jurisdictions responsible for enacting laws governing the practice of social work.

Social Worker Involved: There must be a social worker involved in the planning, development and evaluation of the program or event. The credentials, employment information, contact information, resume and bio of the social worker must be submitted with the application.

Sponsor: The term used synonymously with provider and continuing education organization.

Summary Evaluation Data: This is a compilation of the program evaluation information that participants provided upon successful completion of a CE program. This is due to the association no more than 60 days following a CE Live In-Person and/or Live-Remote event, and is due quarterly from distance learning programs. Programs that do not submit their summary evaluation may not be eligible for renewal.

Supporting Documentation: This refers to all of the additional documents and/or information that is required to be submitted with the NASW CE Application, Section C: Program Information, and appropriate payment including but not limited to: promotional materials, sample CE certificate, Sample evaluation, organizational chart, mission statement, Resumes/Bios, Bibliography/Resources. Additionally a, post-test and a copy of the program materials are required for distance learning, and a description of methods of attendance tracking and interactive components are required for Live-Remote programs.

Symposium: An intensive program that brings together diverse speakers and related knowledge around a single topic. For the purposes of the NASW CE Approval Program, intensive or advanced training comprised of 30 or more hours will be considered a symposium.

Unique Identification Number: This is a 4 digit approval code assigned to each separately approved program. It will be shown on the approval notice and must be listed on the CE certificate following the provider number. For example: 88xxxxxxx-1234.

Word Count: NASW follows industry standard for written course materials, as a part of the determination of the appropriate CEs a program is eligible for 6,000-8,000 words of professional level content is eligible for 1 CE. A listing of word count is required for all written materials.

Workshop: A single day or partial day of continuing education program geared at the delivery of professional knowledge or skill, that is 10 or less 60 minute clock hours.