

# 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