

ANNUAL RENEWAL FOR NASW CE APPROVAL (SOCIAL WORK)

RENEWAL GUIDELINES

1. Summary evaluations are required within 90 days following presentation.
 - a. Submit compiled information only. **DO NOT send individual evaluations.**
 - b. Approved organizations that provide web-based learning on a continuous basis should submit quarterly evaluations
 - c. Evaluations should be sent electronically to: ceu@naswdc.org
 - d. A paper summary evaluation form should be FAXed to 202.336.8308 or mailed directly to:



NASW CE Approval Program
Evaluation Summary
750 First Street NE, Suite 700
Washington, DC 20002

2. The NASW CE Approval Program does not backdate new or renewal programs. It is the provider organization's responsibility to submit information in a timely manner. If there is a lapse between expiration and renewal, the credits will not be valid for presentations during the lapsed dates.
3. It is the responsibility of the provider to maintain program, attendance and financial transaction records for all participants. Such records should be kept for a minimum of six years and be made available to participants.
4. NASW has temporarily suspended printing CE Certificates for providers. Provider prepared certificates may be print or electronic and must include the program date and title along with the following items:
 - Approval Statement: *"This program is approved by the National Association of Social Workers (# _____) for _____ social work continuing education contact hours."* **Use of your provider number and the unique identification number is required on all certificates.** (The unique identification number is the four digit number preceding the approval number on the NASW CE Approval Letter.)
 - Specialized category credit (e.g.: ethics, clinical, mandatory reporting, social work) Name and credentials of the presenter. (Exception: not required for conferences issuing a single certificate.)
5. Once the program is successfully renewed, it may be hosted as many times as you like within the twelve-month approval period. It will be posted on the NASW Web site and administered under the **exact name** shown on the application and approval letter. Changes in program title are not permitted and must be submitted as a new program.

FEES & SUBMISSION

- 1 Application for renewal of NASW CE Approval must be submitted in no less than six (6) weeks prior to your program.
- 2 If you request NASW to renew a program within six weeks of the annual expiration, you must submit the \$100.00 late fee and expedited processing fee of \$250.00.
- 3 If you wish to change the name of your organization, there is a \$25.00 charge.
- 4 Fees for each continuing education program, or conference, are paid by both new providers and renewing providers on an annual basis.
- 5 All fees are to be submitted with the application and are nonrefundable. Please refer to the payment form for specific rates and information.
- 6 If using one of our package options, the expiration date of the first program approved applies to all programs within the package.
- 7 If additional information is requested to approve the program, you are required to respond within 10 business days. If this information is not received within the time allotted, your program may move into lapsed status.
- 8 **Please refer to payment page for current rates.**

STEPS:

- A. Complete the Payment Form and include all fees for renewal
- B. Prepare check payable to NASW or provide credit card information based on total figure on Payment Form.
Note: For faster processing, credit card payment preferred
- C. Complete and sign Statement of Understanding for CE Approval
If emailing, a business email address is acceptable as "signature"
- D. Send entire packet of CE renewal materials to:

Secure Fax : 202-336-8308
E-mail: CEU@naswdc.org

National Association of Social Workers
ATTN: ACCOUNTING OFFICE
(CE Approval Program)
750 First Street, NE, Suite 700
Washington, DC 20002-4241

If you have questions, please contact CEU@naswdc.org
For additional information on NASW and the NASW CE Approval Program,
Visit us online at <http://www.socialworkers.org/ce/approval.asp>