

Michigan Social Work Continuing Education Collaborative

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Michigan Social Work



**C O N T I N U I N G
E D U C A T I O N
C O L L A B O R A T I V E**

Michigan Social Work Continuing
Education Application Packet

Michigan Social Work Continuing Education Collaborative Application Instructions, Content Requirements & Fees Schedule

General Directions

1. Thank you for taking the time to complete and submit this application.
2. This application is a fillable PDF form.
3. Please read each question on the application carefully
4. The application is self-explanatory-wherever you see this box it means there is a drop down menu. Click on the arrow down to select your answer.
5. Use the tab key on your keyboard to move from one field to the next, when your cursor is blinking on the field either enter your answer or select from the drop down menu if one has been provided for that question. Use your mouse to move to the next page.
6. DO NOT under any circumstances change the format or questions on this application.
7. **Red** outlined fields are "required" fields. You will not be able to submit the application until all required fields are answered
8. **Blue** outlined fields are mostly optional depending on the type of CE event you are applying for
9. Remember to save the application periodically so as not to lose information, use the 'save file as' and name the file with the workshop title.
10. After the application is complete save it on your system computer with the 'save file as' name.

What is Required for Application Submission (Use as a checklist)

If the application is incomplete or missing any of the required documentation your application will not be reviewed

A Completed Application

Presenter's Biography **OR** Resume **OR** CV (Limit of 5 pages) This is not required on conference applications as the biography section is on the **Breakout Form**

A Sample of the Evaluation (evaluation questions must reflect the objectives of the training event)

A Sample of the Certificate of Attendance **OR** Participation/Conference Check in/out Form

Understanding of Payment Requirements/Make Payment Arrangements

Payments and Provider Status

Annual Application Fees

Annual fees must be renewed every year. Opting for the annual fee allows the Provider to submit an unlimited number of applications in a 12 month period. You will not need to pay the individual application fees if you are an annual provider.

\$ 500.00	Only for CSWE Schools of Social Work
\$ 800.00	Non-profits - all 501(c) Organizations
\$1600.00	For-profits

Individual Application Fees-One and Two Day Event Conference Application Fees

		<u>Three & Four Day Events</u>	<u>Five + Days Event</u>
\$ 175.00	Non-profit: One-day Event		
\$ 350.00	For-profit: One-day Event		
\$ 225.00	Non-profit: Two-day Event	\$425.00 Non-profit	\$500.00 Non-profit
\$ 425.00	For-profit: Two-day Event	\$490.00 For-profit	\$600.00 For-profit

Additional Fees

Rush Fees The Rush fee is in addition to the application fee

\$75.00 Applications submitted 45-15 days prior to the event date.

\$100.00 Applications submitted 14 days or less prior to the event date.

Please complete the following:

Our Organization:

Is an "Unlimited" Provider

We renew our annual dues on:

Will become an "Unlimited" Provider

Amount :

\$500 is for Schools of
Social Work only

Will pay for each application separately

Amount :

This is a rush application and I have enclosed an additional fee of:

Total Amount Due:

Payment will be made by:

Check

Credit Card

Check Payment: Make Checks payable to: NASW-Michigan, 741 N. Cedar Street, Lansing, MI 48906

Credit Card Payments: Follow this link to make your credit card payment:

<https://secure.affinipay.com/pages/nasw-michigan/payments>

Once you get to the payment page please reference "CE Provider Fee" in the first box followed by your Organization's name. Please email a copy of your credit card receipt to me at:

rsimpson.naswmi@socialworkers.org

Please be prepared to provide the following information if you wish to charge your payment:

1. Credit Card Number:
2. Cardholder's Name
3. Organization's Name
4. CC Statement Billing Address
5. CC Expire Date and
6. CVV Code

Important Information

- Incomplete applications will not be reviewed, they will be returned to you.
- Do not send in partial applications, this means that all documentation must be sent in with the completed application. (see your checklist) Do not scan this application. Please submit as a .pdf.
- We accept and prefer to receive a digital copy of the application and documents however if you do not have access to a scanner you can send in the application and documents via regular mail or fax them to 517-487-0675.
- Email the application and all documents to rsimpson.naswmi@socialworkers.org
- Applications are processed and reviewed on a first come, first serve basis unless they are marked as a "rush". Make sure that you put 'rush' in the subject line of your email.
- We no longer accept post-dated applications.
- If your application is complete when you send it in then you can expect the review to take up to 5 business days, in most cases, if it is a "rush" we will review the application within 72 hours.
- Remember that all events/trainings/workshops etc... must be relevant to social work practice and this must be demonstrated throughout the application. The content must meet at least one of the following:
 - Theories & concepts of human behavior in the social environment
 - Social work practice, knowledge and skills
 - Social work research, program evaluation, or practice evaluation
 - Social work agency management or administration
 - Development, evaluation, or implementation of social policy
 - Social work ethics and standards of professional practice
 - Current issues in clinical or macro social work practice
 - Cultural competence and diversity
 - Pain/Pain Symptom Management-Psychology of Pain
- CE Credit will not be given for general meetings or supervision.
- Attendance guidelines require that the first hour of presentation must be at least 60 full minutes. Partial attendance may be granted if you believe that it is acceptable for the learning requirements.

Michigan Social Work Continuing Education Collaborative Application for CE Credit Approval

Today's Date:

Provider Status

This is a "RUSH"

A. Organization Information

1. Enter the organization's information that will be sponsoring this event:

Organization Name:

Address:

City, State and Zip:

Phone Number with Area Code:

Website Address:

B. Organization/Fiduciary Status: Non-profit For-Profit Tax ID #

C. CE Contact Person: (person responsible for the completion of this application)

First and Last Name:

Job Title:

Phone number with area code:

EXT:

Email Address:

D. Social Work Involvement

Name of social worker involved in the planning of this event (include all credentials):

Michigan Social Work License Number

E. Explain social work involvement in the development of this event:

F. Is this social worker licensed in more than one state?

If yes, list other states below

G. Is this social worker's license free of violations?

If no, please explain below:

H. Education Event Details

1. This event is _____ hours long This event is _____ days long

Pricing will vary depending on the number of days and your organization's tax status. Refer to the fee section of this packet.

2. This event was previously approved by the Collaborative (approval number)

3. This event has also been approved by or submitted for approval to:

Another State Board of SW - List State (s):

ASWB/ACE

Other Professional Organizations (List Them):

4. Type of Event

Check all that apply

Please complete corresponding application pages listed below for event type:

In-person (1-2 Day Event) Complete pages 1-7

Live Webinar Complete pages 1-7 and Addendum C

Multi-day Conference Complete pages 1-7, Skip Questions 17 & 19, Complete Addendum B for ea. breakout

Self-study/Home Study Complete pages 1-7 and Addendum C

Synchronous On-line Complete pages 1-7 and Addendum C

A-Synchronous On-line Complete pages 1-7 and Addendum C

Multi-week/Modules Complete pages 1-7, Skip Questions 17 & 19, Complete Addendum B for ea. module

Teleconference Recorded Complete pages 1-7 and Addendum C

Recorded webinar Complete pages 1-7 and Addendum C

Hybrid Complete pages 1-7 and Addendum C and Addendum B if there are modules.

Other-Please Explain

5. How will social worker attendance be monitored?

6. Will this event be open to all licensed social workers?

7. Who is your audience? LMSW LBSW MCBAP Case Manager

Other

Event/Course/Workshop Title

8.

Event Date (s) (list all known dates)

Additional dates and locations may be listed on a separate piece of paper.
If the location information is incomplete then
the course will not be listed on the Collaborative website.

9. **Event Date**

Location Name:

Location full address:

Location County:

(or mark if Webinar or Online)

Name of person who will handle registration:

Registration Email:

Registration Phone

Registration Web Link:

Americans with Disabilities (ADA) Contact

ADA Phone Number:

Event Time(s):

10. **Course Description**

11. **Course Objectives** (These objectives must be referenced on the evaluation form)

List one objective for each hour of presentation

12.

Timed Agenda:

13.

How many CE Hours are you requesting?

One CE hour is equivalent to 1 clock hour. All events must be at least 1 hour. Events over 1 hour are calculated based on a full 60 minutes for the first hour and then 50-60 minutes for every hour after the first.

14.

Do you want this listed on the Collaborative website?

15.

Please select all standards that apply:

- Theories & concepts of human behavior in the social environment
- Social work practice, knowledge and skills
- Social work research, program evaluation, or practice evaluation
- Social work agency management or administration
- Development, evaluation, or implementation of social policy
- Social work ethics and standards of professional practice
- Current issues in clinical or macro social work practice
- Cultural competence and diversity
- Pain/Pain Symptom Management-Psychology of Pain
- Human Trafficking
- Implicit Bias

16.

Methods of Presentation (check all that apply)

- Lecture
- PowerPoint
- Video/Movie
- Textbook
- Vignettes
- Experiential
- Other (explain)

17.

Presenters' Name(s) & Credentials (please include a short bio OR resume for each presenter max 5 pages)

Presenter #1 Name

Presenter #2 Name

Presenter #3 Name

18. Explain the relevance this training has to social work practice?

19. Check all that applies:

Beginning level courses introduce learners to a content area; include information about a condition, treatment method, or issue; and involve learning and comprehending content.

Intermediate level courses provide information that builds on knowledge practitioners with some experience already have. These courses focus on skill- ACE Handbook 4/1/2019 17 | Page building or adding knowledge, possibly following a brief overview of basic information, and involve using information in concrete situations and understanding the underlying structure of the material.

Advanced level courses provide content for participants who have been working in the content area and have a clear understanding of the issues. These courses cover and address the complexities involved in the work and involve synthesizing material to create new patterns or structures or evaluating material for a specific purpose.

20. Please list three bibliography references that are relative to the topic being

presented following these guidelines:

THIS IS A REQUIREMENT

1. **References must be listed in the APA format**
2. **Two references that have been published within the last five years**
3. **At least one reference must be from a peer reviewed book or journal that was published within the last five years.**
4. **Websites may be listed as a fourth reference only if it is the direct link to the topic being presented.**

21. Additional Information: (check all that apply)

I understand that I must issue certificates of attendance within 30 days after the event

I will verify all attendee CE hours before issuing certificates

Certificates will have all of the correct wording as provided by the Collaborative

I understand that evaluations must reflect the course objectives

I certify that all of the programs offered by my organization comply with the requirements for social work continuing education as described in the 1978 PA 368 MCL 333.1101 to 333.25211

Signature / Digital Signature

Date

Breakout/Keynote Title: Length of Breakout

Please check the point of reference below for this presentation. (You may check more than one)

- Theories & concepts of human behavior in the social environment
- Social work practice, knowledge and skills
- Social work research, program evaluation, or practice evaluation
- Social work agency management or administration
- Development, evaluation, or implementation of social policy
- Social work ethics and standards of professional practice
- Current issues in clinical or macro social work practice
- Cultural competence and diversity
- Pain/Pain Symptom Management-Psychology of Pain

This presentation will be repeated how many times at this event?

Human Trafficking Implicit Bias

Brief overview of presentation:

Objectives:

Bibliography:

1. Two current references that were published in the last 5 years
2. References must be listed in the APA format
3. References must be from a peer reviewed book or journal
4. Websites may be listed as a fourth reference only if it is the direct link to the topic being presented.

Primary presenter's name & credentials:

Primary presenter biography:

Type of Alternative Learning: Check all that apply

Synchronous On-line-Participants are on-line at the same site (web portal) at the same time of day using technology such as an assigned chat room or blackboard etc... Synchronous training is counted as a face-to-face (in-person) training.

Asynchronous On-line-Participants do not need to be on-line at the same time. Information is posted and available to course participants on an "any time, anywhere basis".

Hybrid or Blended Course– A class which combines traditional, face-to-face instruction with on-line, distance instruction. Classroom time is split between meeting in person and meeting on-line. Any combination of the two forms of educational delivery is considered a hybrid class.

Webinar-A specific type of web conference. It is typically one-way, from the speaker to the audience with limited audience interactions, such as in a webcast. A webinar can be collaborative and include posting and question & answer sessions to allow full participation between the audience and the presenter.

Web Conferencing-This is used to conduct live meetings or presentations via the Internet. In a web conference, each participant sits at their computer and is connected to other participants via the Internet. This can either be a downloaded application on each of the attendees computers or a web-based application where the attendees will simply enter an assigned web portal to enter the conference.

Video Conferencing-(also known as a live video teleconference) allows two or more locations to interact via two-way video and audio transmissions simultaneously. It has also been called visual collaboration. It differs from videophone in that it is designed to serve a conference rather than individuals.

Home Study-A course of study carried out at home rather than in a classroom. Mail correspondence.

Podcast-Is a series of audio or video digital media files which is distributed over the Internet by syndicated download, through Web feeds, to portable media players and personal computers. Though the same content may also be made available by direct download or streaming, a podcast is distinguished from most other digital media formats by it's ability to be syndicated, subscribed to, and downloaded automatically when new content is added.

Conference call-Is a telephone call in which the calling party wishes to have more than one called party listen in to the audio portion of the call. The conference calls may be designed to allow the called party to participate during the call, or the call may be set up so that the called party merely listens into the call and cannot speak. It is often referred to as an ATC (Audio Tele-conference). The call must be a continuing education approved training.

Alternative learning questions:

Note: 10,000 words is equal to one CE hour. This applies to reading an article or journal as a training method.

1. How did you determine the number of CE hours?

2. How will you verify participation?

3. How will you monitor attendance?

4. Will there be a test?

5. If this is a hybrid course, how much "live" interaction will there be?