



**UNIVERSITY OF
GEORGIA**

School of Social Work

Advocates for positive social change

Continuing Education Application Form
Must submit at least 30 days prior to program

I. Information on Sponsoring Organization:

Name of Organization	
Address	
Contact Person	
Telephone Number and Email Address	
Type of Organization	

II. Program to be presented:

Title	
Date	
Location	
Estimated Number of Participants	
Program Time	
Program Description (or attach brochure)	
Program Goals/Learning Outcomes (Please List)	
Agenda and Description of Topics to be Presented (or attach brochure)	
Total Instructional Hours Requested	
Relevance to Field of Social Work	
How was Need for Program Determined?	

Target Audience	
Prerequisites for Attendance (if any)	
Registration Fee	
Program Schedule (or attach brochure)	
Is a Licensed Social Worker Involved In	

III. Please Initial the Following Statements of Understanding:

	Confidentiality of all case materials will be protected.
	Steps will be taken to monitor and protect the emotional impact of participation for all clients who participate in the program.
	Certificates will be distributed to all attendees.
	The UGA School of Social Work Attendance Registration Sheet and a typed registration list will be completed and forwarded to the Continuing Education Coordinator at the UGA School of Social Work within fifteen days following the program presentation.
	Program evaluation forms will be distributed to all attendees.
	Evaluation forms will be made available to UGA upon request.

IV. Please Include a Copy of the Following:

	Presenter profile form or a copy of the brochure which identifies name and a brief summary of related qualification of presenters.
	Copy/draft of program brochure (if applicable).
	Evaluation Form.

Signature of Applicant

Date of Application

Please return application to:

Continuing Education
UGA School of Social Work
279 Williams St.
Athens, GA 30602
Email: swconted@uga.edu *

* This form may be submitted by email. Send it as an attachment to this email address. **A complete file is necessary before approval process begins.**