



## School of Social Work Continuing Education Application Procedures

Download the updated Continuing Education Application packet at [ssw.uga.edu/conted](http://ssw.uga.edu/conted)

Dear Continuing Education Colleagues:

As of June 30, 2017, the University of Georgia School of Social Work has revised the continuing education course approval process. The revised process is designed to enhance efficiency in order to best support continuing education learning experiences in Georgia. The information below serves as notification and clarification of the process for continuing education course applications approved by the University of Georgia School of Social Work, under the auspices of the Georgia Composite Board for Social Workers, Licensed Professional Counselors and Marriage and Family Therapists. Following the steps listed below will aid you in obtaining prompt approval of your continuing education program.

### Updated University of Georgia School of Social Work Continuing Education Application Process:

**Step 1:** Complete the CEU Application Form and Presenter Profile Form. **Note new for 2017:** Include number of estimated program attendees on application form.

**Step 2:** Send application materials and course payment to the School of Social Work. The School of Social Work's Associate Dean reviews applications for approval. Please allow *at least* 1 week for processing of application and please send *at least* 30 days prior to your event.

**Step 3:** The School of Social Work will send the approval letter, UGA attendance sheet, payment receipt, and requested number of blank certificates via postal mail once your application has been approved and payment has been received (See Fee Section on page 2). **Please note:** *Application fee must be received before certificates are sent.*

**Step 4:** Completed UGA Attendance Sheets and a typed roster of participants should be returned to the School of Social Work within **15 business days** following your program. Attendance sheet (s) and typed roster can be sent via postal mail or email.\*

**\*Please note:** *If the School of Social Work does not receive attendance sheet(s) and typed roster, we will not be able to approve future course requests for your organization.*

**Step 5:** Evaluation forms do not have to be returned to the School of Social Work but will need to be made available upon request.

**Application Notes:**

1. Complete applications must be postmarked or emailed at least 30 days prior to your event. *Programs will not be approved after they have been conducted.* Please plan accordingly.
2. Dates must be specified for the proposed event.
3. In the *Program Time* section, be sure to clearly indicate breaks, lunch, and instructional time. Continuing education credit is awarded for instructional time only.
4. In the *Program Goals/Learning Outcomes* section, include 3 or 4 specific statements of what the participants will learn or skills they will acquire as a result of attending the program.
5. On the *Presenter Profile Form*, credentials and biographical information must be furnished for every presenter on the program by providing presenters resume or curriculum vitae.
6. Agencies are responsible for distributing the certificates to their participants.
7. Please complete all forms included in the SSW Continuing Education Application. Materials may be sent via postal mail or email.

**Postal Address:** ATTN: Continuing Education  
University of Georgia School of Social Work  
279 Williams Street  
Athens, GA 30602

**Email:** [swconted@uga.edu](mailto:swconted@uga.edu)

**Fee Schedule:**

Total payment must be submitted along with the completed application. Check or money orders should be made payable to: **UGA School of Social Work Continuing Education.**

Please review carefully the Fee Schedule to determine which the dollar amount you will need to submit along with your application. The fee schedule established by the School of Social Work is for the review and approval of applications for continuing education credit, the provision of continuing education certificates for you to distribute to participants, and the management of the record keeping system of professionals who earn continuing education credit through our programs. The following fee schedule is effective **July 1, 2017- June 30, 2018.**

Please note that there are three base fee categories: one for CE events for which you charge a registration fee for participants, second for CE events where participants do not pay a fee to register and attend, and third for University of Georgia Departments and programs. If your program is not approved, all funds will be returned.

**Fee Schedule:**

<b>Category I, II Fees</b>	<b>Price</b>	<b>Subtotal (Please complete)</b>
<b>Category I:</b> If you do not charge participants for registration	\$110	
<b>Category II:</b> If you do charge participants for registration	\$120	
Multiple Dates (Same topic/Speaker)	\$10 each date after initial event	
Multiple Programs (Multiple dates with different topics/speakers)	\$20 each date after initial event	
Re-approval (for a course previously approved and completed within past 12 months)	\$30	
<b>Total Fees Paid</b>		

<b>Category III Fees</b>	<b>Price</b>	<b>Subtotal (Please complete)</b>
<b>Category III:</b> *University of Georgia Department and Programs	\$25	
Multiple Dates (Same topic/Speaker)	\$10 each date after initial event	
Multiple Programs (Multiple dates with different topics/speakers)	\$20 each date after initial event	
Re-approval (for a course previously approved and completed within past 12 months)	\$30	
<b>Total Fees Paid</b>		

**\*University of Georgia Department and Programs-** Programs sponsored solely by schools, departments, offices, or institutes of the University of Georgia.

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**Continuing Education Checklist**

Please use the following checklist to aid in processing continuing education applications.

**For course approval, submit the following items to the School of Social Work:**

	Application- Course Description
	Application- Presenter Profile
	Payment for Course

**Once course approved and event has been held, submit the following items to the School of Social Work:**

	UGA Attendance Sheets
	Typed Attendance Roster