Dear Continuing Education Colleagues:

The University Of Georgia School Of Social Work is pleased to announce its revamped continuing education course approval process. This process is designed to support quality continuing education learning experiences in Georgia. This checklist 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. Observing the items listed below will aid you in obtaining prompt approval of your continuing education program.

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

Please complete all forms included in the SSW Continuing Education Application.

1. In the Program Time section, be sure to clearly indicate breaks, lunch and instructional time. Continuing Education credit is awarded for instructional time only.

2. In section 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.

3. On the Presenter Profile Form, credentials and biographical information must be furnished for every presenter on the program.

Important Information:

1. We will invoice you once your application is received and approved. (See Fee Section on page 2)

2. Dates must be specified for the proposed event.

3. 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 do not fax applications.

4. We will send you a letter once your application has been processed and approved. In addition, an included original Attendance Registration Sheets and a typed roster of participants should be returned within 5 working days following your program. Please do not fax attendance sheets. Certificates will not be sent for unpaid programs. Please include a cover letter that clearly indicates the title and date of the event as well as the contact name and address.
5. Agencies will receive printed certificates for their participants within 15 working days of receipt of the Attendance Registration Sheets and typed participant roster. The agency is responsible for distributing the certificates to their participants.

6. Certificates will be issued for the total number of program content hours. Multiple certificates for varying numbers of hours will not be issued for the same program; therefore, programs consisting of multiple workshops should submit one set of attendance sheets and one participant roster listing the names of each participant. No tabulations of workshops or concurrent sessions will be done by the School of Social Work.

7. All correspondence, applications and questions regarding the continuing education course application should be sent to: Desrea Elcock, University of Georgia School of Social Work, Continuing Education Department, 279 Williams Street, Athens, GA 30602, via email to swconted@uga.edu or by phone at (706) 542-5424.

Fee Schedule:

To simplify the application review and approval process, we will automatically generate an invoice after your application is approved. Please do not send your application fee along with your application. Your check or money order should be made payable to UGA School of Social Work Continuing Education.

The fee schedule established by the School of Social Work is for the review and approval of applications for continuing education credit, the processing of continuing education certificates, 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, 2016-June 30, 2017.

<table>
<thead>
<tr>
<th>Category</th>
<th>All Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>New application—Base Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Re-approval (Previously approved topic)</td>
<td>$30</td>
</tr>
<tr>
<td>Multiple Dates (Same topic/speaker)</td>
<td>$10 each date</td>
</tr>
<tr>
<td>Multiple Programs (Multiple dates with different topics/speakers)</td>
<td>$20 per date</td>
</tr>
<tr>
<td>Certificates</td>
<td>$5 per certificate</td>
</tr>
</tbody>
</table>

University of Georgia Departments and Programs

There is no application fee for programs sponsored solely by schools, departments, offices or institutes of The University of Georgia.

Download the updated Continuing Education Application packet at ssw.uga.edu/conted. We look forward to serving you.

Best Regards,

Dr. Shari Miller
Associate Dean