



School of Social Work Continuing Education Application Procedures

Dear Continuing Education Colleagues:

As of September 16, 2021, the University of Georgia (UGA) 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. The information below serves as notification and clarification of the process for continuing education course applications approved by the UGA 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.

Step 2: Send application materials and course payment to the UGA School of Social Work. Please send applications *at least* 30 days prior to your event (for both email and postal submissions). Payment is requested with the application submission (See Fee Section on page 2). ***Please note: If payment is not submitted with the application, invoices will be sent out and payment is expected upon receipt.*** Please allow *at least* 1 week for processing of application.

Step 3: The School of Social Work's Associate Dean reviews applications for approval. Once the application has been approved, applicants will receive the signed approval letter, UGA attendance sheet, and fillable continuing education certificates (for virtual offerings) and requested number of blank certificates via postal mail.

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: UGA School of Social Work evaluation forms are 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

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.

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:

Category I, II Fees	Price	Subtotal (Please complete)
Category I: If you do not charge participants for registration	\$120	
Category II: If you do charge participants for registration	\$110	
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	
Total Fees Paid		
Category III Fees	Price	Subtotal (Please complete)
Category III: *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)	\$10	
Total Fees Paid		

**University of Georgia Department and Programs- 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.

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