



School of Social Work Continuing Education Application Procedures

Dear Continuing Education Colleagues:

As of September 1, 2024 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 in the InfoReady application portal. Payment is requested with the application submission (See Fee Section on page 2). ***Please note in the application portal credit card payments can be submitted with the application. If paying by check or money order, payment is expected within 30 days upon receipt.*** Please allow *at least* 2 weeks for processing of application.

Step 3: Once the application has been approved, applicants will receive an approval letter and invoice.

Step 4: A typed roster of participants should be returned to the School of Social Work within **15 business days** following your program. Once the attendance rosters have been submitted, certificates will be issued and sent to the provider. It will be the responsibility of the provider to distribute the certificates to participants.

Step 5: UGA School of Social Work evaluation forms are available upon request.

Application Notes:

1. Complete applications must be submitted 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.

Checks and money orders should be mailed to:

University of Georgia School of Social Work
279 Williams Street Athens,
GA 30602

Email: swconted@uga.edu

Fee Schedule:

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.

Fee Schedule:

Application Fee \$150		
Conference Registration \$250		
Multiple Dates	\$25 each date after initial event	
UGA Program Fees		
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:

	Typed Attendance Roster