

# CE PROVIDER APPLICATION INSTRUCTIONS

## **Submit your completed application and \$200 application processing fee to:**

OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS  
Post Office Box 18817  
Oklahoma City, OK 73154-0817

1. **Provider Name:** Full business name or individual's name.
2. **Business Phone Number:** The business phone number will be provided to licensees upon request.
3. **Mailing Address:** The address is public information and will be placed on the internet.
4. **Organization Type:** The primary organization type of the provider/sponsor.
5. **Have you or your agency ever applied to be a provider with this Board:** This information is requested for historical purposes only and will not have any bearing on your current request for approval.
6. **CE Coordinator Name:** The individual responsible for administering the provider's CE program – this person will be the primary contact for the Oklahoma State Board of Licensed Social Workers.
7. **CE Coordinator Phone Number:** The CE Coordinator's phone number, if different from business phone number, will **not** be provided to licensees.
8. **Course Subject Matter(s):** A description of the types of subject matter to be covered in future social work courses offered by the provider. This list does not have to be all-inclusive but must include documentation that demonstrates subject matter (e.g., ads, course outlines, catalogs). If the provider does not have any courses planned at this time, list a sampling of the courses provided in the past.
9. **Method for recording and verifying attendance.** Attach copy of forms used.
10. Enclose a sample **Evaluation Form**.

\*The Board recommends the use of the Likert Scale to measure the learning assessment and program effectiveness. (Example: 0 – 5, 0 being strongly disagree and 5 being strongly agree.)

\* Listed here are some key components that you should monitor and evaluate.

1. Evaluation of the workshop design.
2. Evaluation of the course learning objectives.
3. Evaluation of the presenter.
4. Evaluation of the program content.
5. Offer opportunity for comments.
6. Other topics you might want to measure:
  - \* Value of the program to me as a professional.
  - \* Overall rate of the program.
  - \* Facilities.
  - \* Recommendation of other subjects or activities to offer.

11. **Certificate of Attendance** sample copy must be enclosed.
12. **Instructor Qualifications:** Each instructor must have at least two of the four qualifications listed. Check all boxes that apply and include documentation (e.g., resumes, curriculum vitae, biographical synopses) that demonstrates qualifications for a **sampling** (one to four) of the instructors.

Completion of this form is necessary for consideration as a CE Provider/ Sponsor. Disclosure of this information is VOLUNTARY. However failure to comply may result in this form not being processed.

**Return Application and \$200 Application Fee:**

Oklahoma State Board of Licensed Social Workers  
 Post Office Box 18817  
 Oklahoma City, OK 73154-0817

Do Not Write in This Space

**SOCIAL WORK CONTINUING EDUCATION PROVIDER/SPONSOR APPLICATION**

*Please Refer To The Instruction Sheet Prior To Completing This Form or print clearly in ink*

Type

1. Provider Name	2. Business Phone Number
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3. Mailing Address (Street Address, City, State, Zip)	EMAIL or WEBSITE Address
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4. Organization Type (select one)

<input type="checkbox"/> association	<input type="checkbox"/> 4-yr institution of higher learning	<input type="checkbox"/> non-profit organization
<input type="checkbox"/> licensed health facility	<input type="checkbox"/> other educational organization	<input type="checkbox"/> partnership
<input type="checkbox"/> governmental agency	<input type="checkbox"/> corporation	<input type="checkbox"/> individual social worker
<input type="checkbox"/> other (please specify):	License No. <del>XXXXXXXXXX</del> Type	

5. Have you or your agency ever applied to be a provider with this board before? If approved, CEP # _____ If denied, date of denial	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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6. CE Coordinator Name	7. CE Coordinator Phone Number (      )
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8. Course Subject Matter(s). **List subject matter, attach course outline and explanation of how it will contribute to the advancement extension, and enhancement of professional skills and scientific knowledge in the practice of social work:**

9. Describe method for recording and verifying attendance.

10. Enclose a sample evaluation form.

11. Each participant must be supplied with a "Certificate of Attendance." **Please enclose a sample certificate.**

12. Instructor Qualifications (check all that apply – **attach instructor resumes**)

- license, registration or certificate in an area related to the course subject matter
- master's or higher degree in an area related to the course subject matter
- training, certification or teaching experience in subject matter related to the course subject matter
- at least two years' experience in an area related to the course subject matter
- other (please specify):

**NOTE:** All programs given by Approved Providers will be open to all licensed Social Workers and not be limited to members of a single organization or group.

*I declare under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct. I agree to abide by the laws and rules of the Oklahoma State Board of Licensed Social Workers.*

\_\_\_\_\_ CE Coordinator Signature

\_\_\_\_\_ Date

## Approval of Continuing Education Providers.

- I Continuing education status shall be approved prior to presenting continuing education programs. When a provider number is necessary, any continuing education event(s) sponsored or provided prior to the date a provider number is issued under this rule shall not be granted continuing education credit.
- II Continuing education provider status shall be granted to continuing education providers who satisfy the following requirements:
  - A. Provide the Board with one sample continuing education program containing a detailed agenda specifying content and time frames for instruction which has been designed or approved by the current continuing education director and meets all of the following criteria:
    1. Is a graduate level course, seminar, workshop, or institute that is relevant to, and focuses on the practice of social work: clinical, administration, or generalist practice.
    2. Has stated learning objectives and is of sufficient duration to present a topic in depth and detail to accomplish these objectives.
    3. Is appropriate for the purposes of furthering and maintaining the skills or knowledge of licensed Social Workers/Clinical Social Workers.
    4. The sample program must identify the number of continuing education hours that will be earned. One continuing education hour is defined as one clock hour (60 minutes) of actual uninterrupted instruction.
    5. Is instructed/presented by a person who meets at least one of the following criteria:
      - i. Has received specialized graduate or post-graduate level training in the subject taught in the program.
      - ii. Has extensive experience to include no less than 2 years of practical application or research involving the subject taught in the program.
  - B. Provide the Board a sample program evaluation form.

\*The Board recommends the use of the Likert Scale to measure the learning assessment and program effectiveness. (Example: 0 – 5, 0 being strongly disagree and 5 being strongly agree.)

\* Listed here are some key components that you should monitor and evaluate.

    1. Evaluation of the workshop design.
    2. Evaluation of the course learning objectives.
    3. Evaluation of the presenter.
    4. Evaluation of the program content.
    5. Offer opportunity for comments.
    6. Other topics you might want to measure:
      - \* Value of the program to me as a professional.
      - \* Overall rate of the program.
      - \* Facilities.
      - \* Recommendation of other subjects or activities to offer.
  - C. Provide the Board a sample of the documentation of completion which meets the requirements of this rule.
  - D. Provide the Board a summary of the organization structure for the administration of continuing education programs that reflects the chain of command within the organization by name and title and the position of the continuing education director within the organization.
  - E. Provide the Board with the name, address and daytime telephone number of a person designated by the organization to act as the continuing education director.
  - F. Remit the appropriate continuing education provider application fee of \$200. Such fee shall be required for each license period (calendar year) during which the provider seeks Board approval.
  - G. The current continuing education director must sign and abide by a written agreement to the following:
    1. Ensure that each program to be presented or approved by the provider for continuing education credit for licensed Social Workers/Clinical Social

Workers satisfies the requirements of the Continuing Education rules of the Oklahoma State Board of Licensed Social Workers.

2. Provide each participant who completes a program with documentation verifying that the program has been completed. The documentation shall contain the participant's name, provider's name and number, title of program, date and place of the program, number of hours of continuing education credits earned, and the signature of the sponsor or its representative.
3. Provide a mechanism for evaluation of the program by participants. The sponsor and the instructor, together, shall review the evaluation outcomes and revise subsequent programs accordingly.
4. Notify the Board within ten days of any change in continuing education director, mailing address, or telephone number.
5. Ensure that all promotional material for each program intended for licensed Social Workers/Clinical Social Workers contains in a conspicuous place the complete provider number assigned by the Board, the specific program objectives, and speaker/presenter's credentials.
6. The Board requests that the following statement be placed on the "Certificate of Attendance" to show Board approval. Example: "Oklahoma State Board of Licensed Social Workers Provider Number \_\_\_\_." You will be issued a number when your provider status is approved and that number is to be placed in the blank space.
7. Provide an Organizational chart that clearly shows the "chain of command" by name and title and position of the Continuing Education Director within the organization.  
\* If you are an individual applying for provider status, you should clearly state that you are a sole proprietor and responsible for all continuing education activities.
8. Comply with all audit requests within 21 days of receipt of such requests from the Board.

- III. Providers shall maintain records of each course offered for three (3) years following each licensure period during which the course was offered. Course records shall include a course outline that reflects its educational objectives, the presenter's name, the presenter's curriculum vitae, the date and location of the course, participants' evaluations of the course, the hours of continuing education credit awarded to each participant and a roster of participants by name and license number.
- IV. An approved sponsor may subcontract with individuals to provide continuing education programs. The sponsor must insure that the subcontractor meets all requirements of this section.
- V. The sponsor shall be responsible for assuring that no licensee receives continuing education credit for time not actually spent attending the program.
- VI. Upon the failure of a sponsor to comply with any of the requirements of this section, the Board, after notice to the sponsor and a due process hearing, may revoke the sponsor's approval status.
- VII. The Board may evaluate any approved sponsor or applicant at any time to ensure compliance with requirements of this section.
- VIII. The Board shall deny continuing education provider status to any applicant who submits false, misleading or deceptive information or documentation to the Board.
- IX. The Board shall rescind the provider status or reject individual programs given by a provider if the provider disseminated any false or misleading information in connection with the continuing education programs or if the provider failed to conform to and abide by the written agreement and rules of the Board.
- X. Complaints regarding continuing education programs offered by approved providers may be submitted in writing to the Board office.

### **Reapproval of Continuing Education Providers**

- I. Approval of continuing education providership is for the calendar year during which approval or reapproval was given. If reapproval is not sought and granted, the continuing education approved provider status automatically ends.

- II. It is the responsibility of the continuing education provider to request annual reapproval of the provider status by supplying the Board in writing, on the application form provided by the Board:
  - A. Provider name and number
  - B. Current address and telephone number
  - C. Continuing education director's name
  - D. Reapproval fee
  - E. Proof of conducting at least one continuing education program during the previous calendar year
  - F. Signed agreement by the continuing education director to abide by the rules of the Board
- III. The Board will not reapprove the continuing education provider status of any provider who fails to follow the Board's rules regarding continuing education providers.

### **Approved Courses for Continuing Education**

Programs offered by providers approved by one or more of the following organizations to provide continuing education credits: National Association of Social Workers (NASW-CE), Association of Social Work Boards (ASWB-ACE), Oklahoma State Board of Licensed Social Workers (OSBLSW).

### **Definition of Continuing Education:**

- I. Social Work Continuing Education is defined as those formalized activities that are directed at developing and enhancing an individual's social work knowledge base and service delivery skills in the applicable areas of administration education, social planning, research or direct service with individuals, couples, families, and groups. These activities may include short academic courses, courses in colleges and universities, independent study, internet courses, workshops, seminars, conferences, ad lectures oriented toward enhancement of social work practice, values, skills and knowledge.
- II. A Continuing Education credit hour represents one clock hour (60 minutes) of an educational activity. A credit hour represents 60 minutes actual time of uninterrupted instruction.
- III. Continuing Education Units are generally offered by colleges or universities at the rate of one CEU for each ten clock hours of instruction. A licensee receiving 2 CEUs would then have completed 20 Continuing Education credit hours.
- IV. Academic Credit Hour: One academic credit hour is equivalent to fifteen (15) clock hours for the purpose of license renewal. Credit for auditing an academic course will be for the actual number of clock hours in attendance, not to exceed the academic credit.

### **Examples of Acceptable Continuing Education**

- I. Seminars, workshops, or mini-courses oriented to the enhancement of social work practice, values, skills and knowledge
  - I. Cross disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable if they are clearly related to the enhancement of social work practices, values, skills and knowledge.
  - II. Clock hour credit will be give for the actual number of hours in attendance.
  - III. In-service training can be provided by the employer using presenters from the staff or from outside agencies.
- II. Academic social work courses or social work related courses such as mental health, administration, health and social research, psychology, sociology, human growth and development, child and family development, counseling and guidance taken for credit or audited.
  - I. An official transcript may be used to verify courses taken for credit. One academic credit hour is equivalent to fifteen (15) clock hours for the purpose of license renewal. Credit for auditing will be for actual clock hours in attendance, not to exceed the academic credit.
- III. Presentation for the first time of an academic social work course, in-service training workshop or seminar, or other professional seminar.
  - I. A copy of the course syllabus and verification that the course, workshop or seminar was presented may be used as documentation. The actual number

- of hours of presentation plus an equal number of hours for preparation will be allowed. A maximum of five (5) clock hours will be allowed for preparation and presentation during each annual licensure period.
- IV. Preparation for the first time of a professional social work paper published in a recognized professional journal or given for the first time at a statewide or national professional meeting.
    - I. A copy of the paper and verification of publication or presentation meeting must be submitted to the Board for evaluation and certification of the number of hours of credit to be allowed. A maximum of five (5) clock hours will be allowed during each annual licensure period.
  - V. Independent home studies/internet courses that are directed at developing and enhancing the licensee's knowledge base and service delivery skills in the applicable areas of social planning, administration, education, research or direct service with individuals, couples, families and groups. A maximum of eight (8) clock hours will be allowed during each annual licensure period.

### **Activities Unacceptable as Continuing Education**

The Board will not give credit hours for:

- I. Banquet speeches
- II. Education incidental to the regular professional activities of a social worker, such as learning occurring from experience or research
- III. Organizational activity such as serving on committees or councils or as an officer in a professional organization
- IV. Non-social work content courses not directly related to enhancement of social work skills or performance as a social work employee. (Example: Computer, financial or business management courses designed to enhance the business of private practice.)
- V. Staff orientation, administrative staff meetings, case management meetings and training specifically related to policies and procedures of an agency may not be counted.
- VI. Book reports or critiques of professional journal articles.

### **Licensee's Responsibility Regarding Continuing Education**

The Board does not have the capacity to preapprove all continuing education workshops. It is the licensee's responsibility, using his/her professional judgment to determine the workshops that are applicable and appropriate to his/her professional development as a social worker.

- I. If a licensee submits documentation for training that is not clearly identifiable as Social Work Continuing Education, the Board will request a written description of the training and how it applies to the individual's professional development as a social worker. If the Board determines that the training cannot be considered Social Work Continuing Education, the individual will be given sixty (60) days to replace the hours not allowed. Those hours will be considered replacement hours and cannot be counted during the next licensure period.
- II. Continuing education hours that are clearly not social work related will be unacceptable and the individual will not be given time to replace those hours.
- III. If credit is not given for Social Work Continuing Education submitted, the licensee may request a hearing before the Board.

Extenuating circumstances that prevent licensees from completing the continuing education requirement will be reviewed on an individual basis.

## **SOCIAL WORK CONTINUING EDUCATION PROVIDER/SPONSOR AFFIDAVIT**

As the Continuing Education Director I agree to abide by the following:

9. Ensure that each program to be presented or approved by the provider for continuing education credit for licensed Social Workers/Clinical Social Workers satisfies the requirements of the Continuing Education rules of the Oklahoma State Board of Licensed Social Workers.
10. Provide each participant who completes a program with documentation verifying that the program has been completed. The documentation shall contain the participant's name, provider's name and number, title of program, date and place of the program, number of hours of continuing education credits earned, and the signature of the sponsor or its representative.
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\* If you are an individual applying for provider status, you should clearly state that you are a sole proprietor and responsible for all continuing education activities.
16. Comply with all audit requests within 21 days of receipt of such requests from the Board.

\_\_\_\_\_  
CE Coordinator Signature

\_\_\_\_\_  
Date