

State of Nevada
BOARD OF EXAMINERS FOR SOCIAL WORKERS
4600 Kietzke Lane- C-121
Reno, NV 89502
(775) 688-2555

**Application for Accreditation of Material for
Continuing Social Work Education**

Program Title _____

Date and Time _____

Location _____

Number of Contact Hours Requested _____

Intended Audience _____

Give a brief description of the purpose of this program and how it applies to the practice of social work.

Name of Person Submitting Application _____

Agency Affiliation _____

Address _____

City

State

Zip

Phone _____

Is this program to be offered

one time only

various times

Is this program available to

all social workers

specific agencies only.

CE Committee Use Only

Program Number _____

Reviewer(s) _____

Date _____

Approved _____

Contact Hours _____

Expiration Date _____

Pending _____

Required Items _____

Denied _____

Reason _____

General Requirements for Program Approval

1. Must be provided by a competent instructor as demonstrated by his educational, professional and teaching experience;
2. Must contain current educational material concerning social work and be applicable to the practice of social work;
3. Must be of professional quality;
4. Must be appropriately designed for instructional purposes; and
5. Must include a written evaluation of the content and presentation of the course or program and its relevance to social work

The Following Must Accompany All Applications

Detailed time schedule.

Detailed program outline.

Statement of educational objectives of the program that are specific to the practice of social work.

Instructor's/speaker's resumes.

Sample of Consumer feedback/evaluation form.

Sample Certificate of completion.

Note: Applications for continuing education accreditation will not be reviewed for accreditation until all of the items listed above are received.

Please be aware that a continuing education hour for social workers is equivalent to a 60-minute hour. Time is counted in 15-minute increments. Continuing education credit may only be given for time actually engaged in continuing education appropriate for social work. A 15-minute break is required every 2 hours. Registration, breaks and lunch may not be included in the hours approved. Time for breaks and lunch will automatically be deducted if not included on the time schedule.

A list of licensed social workers who completed the program and received a certificate must be provided to the board office within 30 days after the presentation of the program.

Records must be maintained for 3 years after the completion of the course or program.