

State of Nevada  
**Board of Examiners for Social Workers**  
4600 Kietzke Lane – C-121  
Reno, NV 89502  
(775) 688-2555

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

License # \_\_\_\_\_ Employment Position \_\_\_\_\_

Program Title \_\_\_\_\_

Date and Time of Program \_\_\_\_\_

Location of Program \_\_\_\_\_

Number of Contact Hours Requested \_\_\_\_\_

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

---

**CE Committee Use Only**

Program number \_\_\_\_\_ Reviewer(s) \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Contact hours \_\_\_\_\_ Ltr. Sent \_\_\_\_\_

Pending \_\_\_\_\_ Required Items \_\_\_\_\_

Pending Ltr \_\_\_\_\_ Items Received \_\_\_\_\_

Denied \_\_\_\_\_ Reason \_\_\_\_\_

### **General Requirements for Program Approval - Must Meet All 5 Criteria**

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 continuing education.

### **The following are Not Acceptable for Accreditation**

1. New employee orientation programs.
2. On-the-job training programs to disseminate information on agency policy and procedure.
3. Distance learning, internet classes or correspondence courses that are not time limited, interactive and for which there is no independent verification of attendance..

### **The Following Must Accompany All Applications**

- \_\_\_\_\_ Detailed time schedule.
- \_\_\_\_\_ Detailed program outline.
- \_\_\_\_\_ Statement of the educational objectives of the program (Must be applicable to the practice of social work.)
- \_\_\_\_\_ Documentation of instructor's/speaker's qualifications.
- \_\_\_\_\_ Copy of certificate issued, if program is completed prior to submission of application. (A certificate or other independent verification of attendance is required. All approvals are contingent upon receipt of an appropriate verification of attendance. Maintain your certification for at least three years in case of audit.)

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

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

A certificate of completion must be provided to all persons attending program.