

## NASW-PA Chapter Continuing Education Co-sponsorship/Approval Proposal Form

Proposals for all events should be submitted to the Chapter Office at least 4 weeks before the event. Please make sure all of the information is provide the information requested below:

Sponsoring Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Program Fee: NASW Members: \_\_\_\_\_ NASW non-members: \_\_\_\_\_ {Cost of program no CEs \_\_\_\_\_}

*NOTE: Please make it clear to participants that NASW-PA members receive a discounted cost for obtaining CE's.*

*(Fee's: NASW-PA charges a certificate fee of \$10 per NASW Member and \$20 per non-member. Appropriate fees can be paid by the hosting organization or directly by individuals wishing to obtain CE credits through registration fees or directly to NASW-PA)*

Proposed Title of Session: \_\_\_\_\_

Proposed Presenters (attach resumes/vitae): \_\_\_\_\_

Proposed Date of Session: \_\_\_\_\_ Number of CE Credits \_\_\_\_\_

Proposed Time of Session: Registration Starts \_\_\_\_\_ Workshop Starts \_\_\_\_\_ Workshop Ends \_\_\_\_\_

Proposed Location of Session: \_\_\_\_\_

Address and phone #of Session: \_\_\_\_\_

Registration will be handled by:  NASW-PA  My agency will handle registration.

Payment:  Attendees pay NASW-PA directly  Attendees pay as part of registration fee  Attendees free; agency pays all CE fees

What is the maximum number of persons to attend workshop \_\_\_\_\_

Include on NASW-PA Calendar of Trainings?  Yes, this is a public event  No, this is a private event

Proposal Abstract: *Complete items below OR attach an abstract in 200 words or less describing:*

1. Session Learning Objectives:

2. Instructional Methods (lecture, group exercise, panel discussion, etc.):

3. Relevance to Social Work Profession (how session relates to social work skill, knowledge, ethical considerations, etc.):

Reviewed and Approved by _____ Date _____
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PA Chapter NASW  
Policies on Co-sponsorship of Continuing Education Events

The Pennsylvania Chapter, NASW, (hereinafter known as “Chapter”) considers part of its mission to provide quality, affordable and diverse continuing education (CE) opportunities to professional social workers. Therefore, in addition to providing our own CE offerings, we also look for opportunities to co-sponsor appropriate CE offerings.

The decision to co-sponsor is not made lightly. Issues of control over the quality of program content, control over the quality of presenters, availability of the program to a broad scope of the Chapter’s membership, and financial implications must be considered. With this in mind, the Chapter has set forth the following policies regarding the co-sponsorship of continuing education events:

- The request for co-sponsorship in the format supplied by the Chapter must be received in writing at least 4 weeks prior to the event.
- Program content must meet the social work continuing education requirements set forth by the PA State Board of Social Workers, Marriage and Family Therapists and Professional Counselors.
- It must be clear that there will be no selection of participants that discriminates by reason of sex, age, race, ethnic background, sexual orientation, or other characteristics.
- Brochures and other promotional materials must clearly indicate that PA Chapter NASW is a co-sponsor or approved CE provider for the event. If the materials have been printed, the provided sign must be displayed stating NASW PA is a CE co-sponsor of the event.
- If the Chapter is providing the CE hours, copies of completed sign-in sheets and evaluation forms must be submitted to the Chapter.
- Co-Sponsorship is for one event only. Subsequent co-sponsorship of the same topic is dependent upon a review of the evaluation forms.

For a co-sponsored/Approved event, the PA Chapter NASW will provide the following:

- Notice in the Chapter newsletter, depending upon publication deadlines. If advertising is preferred, the ad will be discounted by 10%.
- Notice on the Chapter website.
- The chapter mailing list or portion thereof, in an electronic format. If labels are required, there will be a 10% discount.
- Letter of Acceptance, Sign-in sheets, and evaluation forms e-mailed to contact person.
- CE certificates mailed to participants, unless otherwise requested.

Chapter Co-Sponsor/Approved Events:

- If another entity is interested in having NASW PA co-sponsor workshop(s), they are to contact Amy Corwin Sagen at the chapter office, at [Amy@nasw-pa.org](mailto:Amy@nasw-pa.org).
- A co-sponsor form must be completed for every workshop offered by the chapter or a division at least four weeks prior to the event.
- Approval for co-sponsorship will come from the Executive Director.
- Appropriate sign-in sheets and workshop evaluations must be provided to the Program Services Department of NASW PA within two weeks of the completion of the workshop.
- For a workshop, series of workshops, or conferences with evaluation packets, a certificate fee of \$10 per member and \$20 per non-member will apply.
- Chapter co-sponsored workshops will be listed on the website calendar and, when possible, in the newsletter.
- When event is complete, the sponsoring agency is responsible for sending in sign in sheets, evaluations, and payment – once these are received CE certificates will be mailed to the workshop attendees.