



## **Continuing Education Approval Program**

# **Glossary**

## GLOSSARY

**Annual Fee** Administrative charge for the annual review of each continuing education program.

**Approval Period** The one-year period of time in which an approved program may be hosted, starting from the time of the approval notice.

**Approved Program** A continuing education program that has met the approval guidelines established by the National Association of Social Workers.

**BSW** Acronym for Bachelor of Social Work, a professional degree.

**Conference** A meeting held by an organization consisting of multiple speakers and topics.

**Contact Hour** Time equal to one clock hour of participation in a continuing education program.

**Continuing Education** Training provided for professionals to remain current with industry trends.

**Continuing Education Certificate** An official document given to participants upon completion of a continuing education program.

**Co-sponsoring Organization** A group or organization that has assumed joint responsibility with other organization(s) to provide a continuing education program.

**Course** A series of lectures or lessons on a particular topic.

**Distance Education and Learning** The acquisition of knowledge and skills through mediated technologies at a distance characterized by:

- separation of place and/or time between instructor and learner
- interaction between learners and learning resources conducted by media
- processes employing a multiple set of delivery methods in the learning experience such as correspondence study, interactive audio, video, computer, or other electronic technologies.

**DSW** Acronym for Doctor of Social Work or Doctor of Social Welfare, a professional degree.

**Evaluation Process** The measurement of overall program outcomes such as learner satisfaction and attainment of learning objectives.

**Learning Objective** A statement describing the knowledge, skills, and attitudes to be gained by participants as a result of completing the program.

**MSW** Acronym for Master of Social Work, a professional degree.

**NASW Chapters** The state and jurisdictional entities of NASW that provide member services on a state and local level.

**National Association of Social Workers (NASW)** The largest membership organization of professional social workers in the world.

**Needs Assessment** The process of gathering information that provides the basis for program planning and development.

**One-time Application Fee** Initial amount charged to all providers applying for the NASW Continuing Education Approval Program.

**Program** An umbrella term covering a series of activities, continuing education courses, or conferences.

**Provider** The organization responsible for the design and delivery of a continuing education program.

**Sign In/Sign Out Sheets** A document used to track participant attendance and completion of programs.

**Social Work Licensure Board** The regulatory body within the U.S. states and jurisdictions responsible for enacting laws governing the practice of social work.

**Sponsor** The term used synonymously with provider and continuing education organization.

**Workshop** The acquisition of knowledge and skills through face-to-face continuing education training.