

NASW CE Glossary

Application Fee: An administrative charge for the professional review of each continuing education application and program materials.

Approval Date: The approval period start date shown on the approval notice.

Approval Period: The one-year period in which an approved program may be hosted, starting from the date listed as the approval date and ending with the date listed as the expiration date shown on the approval notice.

Approval Letter: The official notification providers receive from NASW stating that a program has been approved. The approval letter includes the approval number (provider number and 4-digit unique identifier) associated with a specific program, approval period, number of CEs approved, category of social work credit that applies, which are required elements providers must show on the CE Certificate issued to participants.

Approved Program: A continuing education program that successfully met the approval guidelines and NASW Standards for Professional Education established by the National Association of Social Workers, has received an approval notice, and whose approval has not yet expired.

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

CE: Acronym for Continuing Education.

CE Certificate: The formal document that is given at the conclusion of a continuing education event that serves as proof of successful completion of the program. It must list the following: participants name and credentials, course title, presenters name and credentials, date and location of the program, number of contact hours approved, format type, CE category, sponsoring organization/agency, and the required NASW language. "This program is approved by the National Association of Social Workers (*Approval #* _____) for (_____) continuing education contact hours."

Certificate Program: A learning program in which attendees participate in a series of sessions based on core sets of knowledge. A key component of a certificate program includes an element of evaluation in which learners must demonstrate the acquisition of new knowledge (testing) or skills (demonstration) prior to the award of a certificate. For the purposes of the NASW CE Approval Program, any intensive or advanced training comprised of 30 or more hours is considered a symposium or certificate program. Programs requesting 30 or more CEs should be affiliated with an organization and/or presented or co-presented by a social worker licensed to practice independently.

Conference: A multiple-day program occurring over consecutive days and/or comprised of concurrent workshops. For the purposes of the NASW CE Approval Program, any program with concurrent sessions, and/or occurring over multiple days, comprised of less than 30 CEs is considered a conference.

Contact Hour: Time equal to one clock hour (60 minutes) of participation in the educational components of a continuing education program. Continuing education units are only awarded on the full and half hour and are rounded down to the nearest half hour. Also see Word Count below.

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

Distance Learning: Programs that are delivered either live online or on demand.

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

Expiration Date: The last day of approved status for a program shown on the approval letter.

Expedited Processing: Provides an avenue for review and approval of an application within 7-10 business days for an additional fee. Processing times are calculated from the date all required information, forms, documents, and appropriate payment have been received.

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

Late Fee: A payment required for applications submitted less than 30 business days prior to the program start date. Late applications should be submitted with a minimum of 15 business days for processing. Processing times are calculated from the date all required information, forms, documents, and appropriate payment have been received.

Learning Objective: Learning objectives provide direction in the planning of a learning activity. They (1) focus on learners' behavior that is to be changed; (2) serve as guidelines for content, instruction, and evaluation; (3) identify specifically what should be learned; and (4) convey to learners exactly what is to be accomplished.

Live In-Person Programing: The CE format that applies to all programs that occur with participants and presenters in the same location.

Live-Remote Programing: A type of distance learning format that applies to programs that occur in real time, with participants and presenters in separate locations, and contains an interactive component beyond a Q & A session. Live Remote Programing requires providers to track the time participants are online and their participation level.

Marketing/Promotional Materials: Copies of flyers, brochures, webpages, emails, post-cards, or other announcement methods CE Providers use to promote their CE programs.

Mission Statement: A formal statement of the values of an organization and agency.

Multiple Presenter Form: A document that is required with a complete CE Application for programs that have 5 or more speakers.

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

NASW CE Seal: The seal is the official CE Logo that may be purchased only for use with NASW approved programs upon submission of a signed CE Seal License Agreement and appropriate payment. Providers may purchase the use of the seal for a single approved program or for use with multiple approved programs from the same provider for a 1-year period. Purchase of the seal is not equivalent to CE endorsement of any program, rather it is a sign that programs have met the guidelines and standards for approval with the NASW CE Approval Program, and may be displayed on your CE certificate and marketing materials for the appropriate approved course(s) for either the single event or a 1 year period depending on which you purchased.

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

NASW CE Payment Form: A part of the required components of a complete CE Application, which provides information and authorization for payment processing. Please note only credit card payments are accepted.

NASW CE Renewal Application: Provides a shorter application process that may be used for the renewal of eligible programs: workshops that have not expired, have not been renewed twice prior, and have no changes to the program (e.g. program content, number of CEs, program title, agenda, program format). A new application may be requested with all supporting documents if NASW deems that additional information is needed for any reason. Copies of the original approval letter(s) are required for all renewal requests.

NASW Standards for Professional Education: An NASW publication that provides guidance to social workers who want to match their continuing education activities with professional expectations. The standards also serve as a resource to assist social workers in the selection and provision of continuing education. In light of these broad purposes, the standards are intended for use by individual practitioners, by providers of continuing education, and by agency administrators who have responsibility for social work staff.

Organizational Chart: A depiction of the hierarchy of an organization or agency.

Post-Test: An exam required for all distance learning programs. The post-test must contain 10 multiple choice questions for each CE hour and an additional 5 questions for each half hour or hour. Each question must contain 4 answer choices, with only 1 correct answer. No more than 10% can be True/False questions or none of the above/all of the above. Correct answers must be indicated with highlights or bold text within the post-test document.

Program: An umbrella term covering a series of activities, continuing education courses, workshops, distance learning, forums, symposiums, conferences, certificate programs, etc.

Program Evaluation: A tool that provides a way for participants to evaluate how well the stated learning objectives for a CE program have been met.

Program Materials: A copy of the instructional tools that will be used for a CE program. These may include but are not limited to: slides, handouts, videos, books, resources etc. See Word Count below.

Provider: The organization or agency responsible for the design, delivery, and evaluation of a continuing education program.

Provider Number: This is a 9-digit number assigned to CE providers by NASW, and is required on all applications, payments, and correspondence from CE providers. New providers will be assigned a provider number after their one-time new provider fee has been processed.

Program Information Form: Part two of the NASW application form, provides specific information regarding a planned CE program including but not limited to: the program title, requested number of CEs, the program format, the intended audience, and program start date, etc. A statement explaining how this program is relevant to current social work practice and outlining relevant social work theory and best practice must be included.

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

Social Worker Involved in Programmatic Planning and Evaluation: There must be a social worker involved in the planning, development and evaluation of the program or event. The credentials, employment information, and contact information, of the social worker must be listed on the application.

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

Summary Evaluation Report: This is a compilation of the program evaluation information that participants provided upon successful completion of a CE program. This is due to NASW no later than 60 days following a CE Live In-Person and/or Live-Remote event and is due quarterly for distance learning programs. Programs that do not submit their summary evaluation are not be eligible for renewal and new program applications are held until outstanding summary evaluations are submitted.

Symposium: An intensive program that brings together diverse speakers and related knowledge around a single topic. For the purposes of the NASW CE Approval Program, intensive or advanced training comprised of 30 or more hours is considered a symposium.

Word Count: NASW follows industry standard for written course materials, as a part of the determination of the appropriate CEs a program is eligible for a minimum of 10,000 words of professional level content is eligible for 1 CE. A listing of word count is required for all written materials.

Workshop: A single day or partial day continuing education program that is 8 CEs or less and does not contain concurrent sessions.