



# MARYLAND

## Department of Health

*Larry Hogan, Governor . Boyd Rutherford, Lt. Governor . Robert R. Neall, Secretary*

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### MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue, Baltimore, Maryland 21215 – 2299 [www.health.maryland.gov/bswe/](http://www.health.maryland.gov/bswe/)

Phone Number: 410-764-4788

Fax Number: 410-358-2469

Toll Free: 1-877-526-2541

## PROGRAM INSTRUCTIONS

1. Read Criteria for Continuing Education Learning Activities outlined in **COMAR 10.42.06 04**.
2. Include a check or a money order payable to the **Maryland Board of Social Work Examiners** in the amount of \$100 for **each** request for Program Approval.
3. Each Request for Approval for a Category I Program **MUST** include:
  - a. Completed Request for Approval for a Category I Program form,
  - b. Resume/CV of all presenters,
  - c. Copy of the evaluation form on official letterhead,
  - d. Copy of the certificate for continuing education units earned on official letterhead (sample on website),
  - e. Flyer/Brochure for training ( if available),
  - f. Detailed agenda providing hour-for-hour topics of discussion on official letterhead,
  - g. PowerPoint presentation/handouts,
  - h. Learning objectives on official letterhead,
  - i. Reference materials.

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### **MAIL TO:**

Maryland Board of Social Work Examiners  
Attention: Deborah A. Evans, Continuing Education Supervisor  
4201 Patterson Avenue  
Baltimore, Maryland 21215



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FOR BOARD USE ONLY

### REQUEST FOR APPROVAL FOR A CATEGORY I PROGRAM

Amount \_\_\_\_\_

Check No \_\_\_\_\_

Program # \_\_\_\_\_

#### PROGRAM SUBMISSION FORM

Please complete and submit this form 45 days before the program date. Be sure to include an agenda with time frames, speakers' resumes or CV's, the program evaluation form and a sample of the certificate of completion.

Sponsor's Name \_\_\_\_\_

Address \_\_\_\_\_

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

Title of the Program \_\_\_\_\_

Date(s) of the Program From \_\_\_\_\_ To \_\_\_\_\_

Total Number of CE Units that may be earned (do not include breaks) \_\_\_\_\_

Please attach a brief description of content or program objectives (enclose brochure, announcement or other advertising material)

Check intended audience:

Social Workers Counselors Psychologists Case Managers Others \_\_\_\_\_

Names and credentials of speakers: (include curriculum vitae and evidence of expertise in the program areas).

**Please see criteria for presenters of continuing education program.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Extension \_\_\_\_\_

#### Please Note

Once approved, this program may continue to be offered unless there is substantive change in the content or faculty, in which case a new request for approval form must be submitted to the Board for review and approval.



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### **Criteria for Continuing Education Category I Programs**

1. Proposal will include an overview and learning objectives for the presentation(s). It must reflect what and how participants will learn new information and integrate it into current or future practice with clients.
2. Topic area will enhance participant's abilities to render accepted social work practice and is consistent with values and principles of the Maryland Board of Social Work Examiners Code of Ethics (see COMAR 10.42.03) and National Association of Social Workers Code of Ethics.
3. Presentation will enhance and improve participant's professional skills, knowledge base and competence.
4. The topic reflects current and potential future challenges social work practitioners will face.
5. Topic area is well researched evidence based and documented in professional/academic journals and literature. A reference list will be made available to participants to encourage further study on the topic area.

### **Qualifications for Presenters of Continuing Education Programs**

1. Bachelor, Master, or Doctorate Degree in Social Work from a Council on Social Work Education accredited program or advanced degree in a discipline that frequently collaborates with social workers (medicine, pharmacy, psychology, counseling, legal, human service management, etc.) or demonstrates expertise in related subject area.
2. Demonstrates an expertise in the specific topic area.
3. Demonstrates an understanding of adult learning styles and has the ability to incorporate appropriate techniques into a presentation.
4. Familiarity with Continuing Education target audience.