



WashU Brown School

Application Process for Social Work Continuing Education Credits

As an approved provider in the States of Missouri and Illinois, the Professional Development Program at Washington University's Brown School will provide continuing education credits (CEs) for quality social work professional education offerings at approved partner organizations, provided the following process is observed:

1. The Brown School Professional Development Department must be involved in the planning phase of program preparation for custom-built programs, or be supplied with all program details for existing framework in advance. Specifically, the group/organization requesting CE's will contact Professional Development to present a written draft of the program plan.
2. **For external pre-built or private programs requesting CE's only**, the group/organization must complete an Application for CEs form and submit it to the Brown School Professional Development Department a requested 60 days prior to the scheduled event. In addition to the completed form, the following information is to be included:
 - A. **Statement of goals and objectives** - The goals of a professional education offering should be consistent with the values of the social work profession and include social workers in the planning and/or facilitation of the event.
 - B. **Course outline/syllabus** - A brief description of the proposed program/event, to include:
 - ❖ Title of each program session
 - ❖ Time allotted for each session
 - ❖ Description of session content & method of presentation (i.e., lecture, video, panel discussion, etc.)
 - ❖ Accounting for all breaks and mealsPlease note that if you intend your offering to count towards a requirement for continuing education in **ethics, cultural competency, or suicide**, particularly rigorous agendas and time allotments are required. Additionally, note that any given hour of class instruction can only be counted towards one of these areas of continuing education, even if the class content is potentially related to more than one of the areas. Please highlight on your program agenda any portion of your offering that you see as addressing any of these four areas, making your intention of what you are addressing and for how long as explicit as possible. As always, please consult our office with any questions, prior to representing to your participants that the program will address any given licensure requirement.
 - C. **Biographical information** - A biographical sketch, resume or curriculum vitae for each speaker/presenter is required.
 - D. **Bibliography** - A brief bibliography of relevant reference/resource materials is required. The bibliography will also be provided to program participants. At least 5 resources should be within 5 years of the current date.
 - E. **Program Evaluation** – A copy of the proposed program evaluation form is to be included with a description of how the program evaluation data is to be analyzed/disseminated.

- F. **Program Accessibility** - A brief statement regarding the accessibility of the facility in which the continuing education event is to be offered.
- G. **Program Monitoring** - A brief statement indicating the plan for attendance verification and monitoring. Applications must be complete (all sections submitted) for consideration. Upon receipt of the completed application, Brown School Professional Development will review the application. The applicant will receive written notification if the criteria for approval are met. Under no circumstances should any applicant indicate on printed material that Brown School Professional Development approval has been obtained or is pending until that approval is received.
3. **For custom-built programs**, we will assist you with completing the above requirements. Custom training courses are available in 3, 6, 9, and 12-hour formats and may be delivered in person or virtually. Pricing is tiered based on the number of participants and the length of the training. Because custom trainings include tailored content, private delivery, and flexible scheduling, rates differ from our public workshops. Certificate fees for custom programs are built into the agreed fee amount. Custom programs can start for as little as \$1000. Organizations interested in a custom training are encouraged to contact us to discuss goals, audience size, and preferred format so that we can provide an accurate quote.
4. For groups with fewer than 10 participants, a minimum engagement fee applies to reflect the fixed costs associated with private delivery, instructor compensation, and administrative support.
5. There is no fee to submit your training for review. There is a \$25.00 fee for each CE certificate awarded for pre-build or private programs partnering for CE credit only. The fee for duplicate certificates is also \$25.00 per certificate. Payment must be received prior to issuance of the certificates and/or program. The fee can be paid by individual participants or by the sponsoring group/organization. Checks should be made payable to Washington University. Online credit card payment can also be arranged at applicant's request. Programs that are sponsored by other units of Washington University can be internally billed, except for directly billing to grant funds (GR).
6. Certificates will be generated after the event, within 2 weeks of receipt of payment and a complete roster of participants requesting CEs. We generally email the certificate directly to the participant. Upon request, we can provide a master set to the sponsoring organization. The applicant group must provide the following information for all individuals receiving the certificate:
- ❖ Name
 - ❖ Complete Mailing Address
 - ❖ Email
 - ❖ A personal identifying number:
The participant's choice of their social work license number or the last 4 digits of their SSN.

Partner organizations should be advised that the Brown School is an approved provider of social work continuing education units in Missouri (by state regulation) and in Illinois (by application). Licensure regulations vary from state to state. For participants residing in other states, the responsibility is on the license holder to determine eligibility of our CEs. Likewise, there is limited reciprocity between social work and other mental health professions (psychology, professional counseling, marriage and family therapy); persons holding these other licenses should verify the acceptability of our programming for their license requirements with their licensing body.

7. **For programs not requesting CE credit or not affiliated with social work**, we do offer the same quality programming for all employees and organizations regardless of your field. Please contact us for more information.
8. **Nonprofit & Community Partner Rates.** The Brown School Professional Development Program is committed to supporting nonprofit and community-based organizations through high-quality, practice-relevant trainings. Eligible nonprofit and community partners may be considered for a reduced rate on custom trainings. Discounted pricing is evaluated on a case-by-case basis and is subject to program availability and organizational needs.

For additional information about partnering with the Brown School's Professional Development Department for your program, please contact:

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