

## ***Criteria For Approving Continuing Education Offerings***

Applicants seeking approval for a continuing education offering should submit the following information to LACSW at least six (6) weeks prior to the proposed event. Payment of \$50.00, for a single presentation or \$75.00 for multiple presentations of the same curriculum, made payable to LACSW, should accompany the packet of materials submitted. Approval should be determined within one (1) week of the receipt of the required materials. A letter will be mailed indicating the approval status, the number of contact hours approved and the educational category the presenter qualifies for.

The calendar year for this approval runs from July 1<sup>st</sup> through June 30<sup>th</sup>.  
The fee for multiple presentations of the same curriculum in one year is \$75.00

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At the discretion of the presenter, upon receipt of the following information after the event is held, LACSW will mail Certificates of Attendance to participants who have documented attendance of 80% of the scheduled contact hours:

1. List of names, addresses and number of documented contact hours of participants.
2. \$5.00 for each name submitted.

### ***Logistical Procedures***

#### **1) Organizational Support**

- a) Documentation of how the sponsoring organization(s) shall administer and coordinate the educational offering;
- b) Identification of applicant(s) sponsoring the offering, including: Name(s); address(es); telephone number(s); and other available contact information.
- c) Location(s) and date(s) of all scheduled presentations in the same year.

#### **2) Credit Hours**

- a) Number of contact hours (Include only actual instruction time) submitted by applicant, not participants.

#### **3) Attendance and Certificates**

- a) The applicant(s) ***shall*** assume responsibility for keeping accurate attendance records, noting any participants who attend less than 80% of the educational offering.

- b) The applicant(s) *shall* issue certificates (including dates, location, topic and contact hours to those attending at least 80% of the offering).
- c) Brochures or other marketing efforts *shall* advise if Certificates of Attendance are offered and the cost to participants to obtain same (\$5.00 is customary).
- d) The applicant(s) *shall* stipulate the length of time it will keep records of the educational offering for participants.

#### **4) Fees and Advertising**

- a) Marketing materials shall include registration fees and cancellation policy.
- b) The application packet shall include a brochure or ad for the program.

### *Educational Strategies*

#### **5) Presenter Qualifications**

- a) Each presenter shall submit a current vitae, which will be reviewed to ensure presenters have the appropriate background, expertise and credentials to present the proposed topic.
- b) If the presenters are not social workers, involvement of a credentialed social worker in the development of the curriculum, including name and address, shall be submitted in the application materials.

#### **6) Target Audience**

- a) The expected audience should be identified and described.
- b) The applicant should address how the make-up of the audience will affect or alter the way the curriculum is delivered.

#### **7) Appropriate Curriculum**

- a) The topic and its development should be appropriate and meaningful for professional social workers.
- b) The title of the workshop should reflect the content.
- c) How the content is relevant to social workers should be spelled out.
- d) There should be clearly stated learning objectives and educational format/methods (such as lecture or simulated learning situations) for achieving those objectives.
- e) The curriculum should be appropriate for the target audience.
- f) A time schedule for covering material in the offering should be included.

The above criteria is given to assist in submitting the necessary materials for approval of educational offerings for social workers.

Contact Helen Stavros at the number listed if further assistance is needed.