



**DEPARTMENT OF SOCIAL WORK
CO-SPONSOR APPLICATION**

The University of Findlay Social Work Department welcomes the opportunity to work closely with community organizations to sponsor continuing education programming for social workers. If you are interested in having your event sponsored for clock hours, please submit the following application prior to the event. Thank you for your interest in collaborating with us.

Contact Information:

Contact Name & Organization:
Email Address:
Phone:
Address:

Presenter(s) Information:

Presenter Name & Credentials:
License #:
Email Address:
Phone #:
Additional Phone #:
Address:



Program Information:

<u>Program Title:</u>
<u>Date:</u>
<u>Start & End Time (include breaks if applicable):</u>
<u>Location & Address of Event (facility must comply with the Americans with Disabilities Act):</u>
<u>Number of contact hours requested (60 minutes of program=1.0 contact hour):</u> *Contact Hours: These hours exclude refreshment breaks, receptions and other social gathering, and meals that do not include an acceptable program. The program is required to have a minimum duration of one clock hour.*
<u>Social Worker Focus Areas (check all that apply):</u> <input type="checkbox"/> SW Theory <input type="checkbox"/> SW Methods <input type="checkbox"/> SW Research <input type="checkbox"/> Human Development & Behavior <input type="checkbox"/> Social Welfare & Policy <input type="checkbox"/> SW Values & Ethics <input type="checkbox"/> Supervision <input type="checkbox"/> SW Administration <input type="checkbox"/> SW Practice for Special Populations <input type="checkbox"/> Other _____
<u>Brief explanation of program and how the content directly relates to the focus area(s) that are checked above:</u>
Instructional methods to be used: <input type="checkbox"/> Lecture <input type="checkbox"/> PowerPoint <input type="checkbox"/> Printed Materials <input type="checkbox"/> Panel <input type="checkbox"/> Interactive Exercises <input type="checkbox"/> Other (please explain) _____
<u>Target Audience:</u> MUST BE SOCIAL WORKERS



Agenda for Program:

What are the objectives for the program?

Specific educational or training objectives of the program:
1.
2.
3.

Please attach an electronic or paper agenda with complete goals & objectives or UF can provide an agenda template.

All agendas must include:

- Title of program/event
- Speaker’s name with credentials
- Times offered (must include break times or indicate “no breaks” if applicable)

Evaluation:

All programs are required to be evaluated by the audience. Co-sponsoring agencies must administer evaluations at the end of programming. Attendees need to complete an evaluation in order to receive social work clock hours. Please attach an electronic or paper evaluation or UF can provide co-sponsor with a template to fill in.

All evaluations are required to be maintained by the University of Findlay Social Work Department (Co-sponsor can make copies of evaluations prior to delivery to UF). Completed evaluations must be submitted to UF Social Work Department after event.

Marketing:

The co-sponsoring organization must submit all marketing materials and advertisement to sponsor for review and **approval**. Marketing may not indicate approval of contact hours until approved by UF Social Work Department.

Marketing materials must include the following language for social work CE:

- The University of Findlay Social Work Department is an approved provider of the Ohio CSWMFT Board. Social Work provider number: RSX011602
- Number of contact hours offered
- Approved for Social Workers



Co-Sponsorship Policy and Procedures:

- The University of Findlay Department of Social Work is an approved Provider from the Ohio CSWMFT Board. The Board's definition is as follows: "Provider Status" means an individual or entity granted approval to develop continuing education program offerings without prior approval from the board for each program offered. All continuing education offerings shall utilize the same provider authorization number assigned by the board. A licensed individual shall review each continuing education program as noted on the provider application or most recent renewal application on file with the board.
- The Board's definition of Co-Sponsor: "Co-sponsorship" means an approved provider works jointly with another entity to develop and offer a joint program by both entities. The continuing education program developed may use the approved provider's number and the approved provider shall keep all records as listed in paragraph (C) (6) (h) of this rule. Only the board may authorize a continuing education program when an entity with provider status has not been directly involved as a co-sponsor.
- A member of the UF Social Work Department needs to be involved in planning. This is a requirement of the Ohio CSWMFT Board.

Before the Event:

- In order to provide CE, all trainings must meet the Ohio CSWMFT Board's requirements for content area approval: <http://www.cswmft.ohio.gov/program.stm>.

Sign-In Sheet & Certificates of Attendance:

The UF Office will provide the sign-in sheet and certificates. These documents will be generated by UF and submitted to the co-sponsoring agency 1-2 days before event. Please inform us of an approximate number of attendees at least 24 hours prior to the program for certificates to be printed. The co-sponsor is required to give certificates of attendance to participants immediately following the event and evaluation is complete. Any unused certificates are to be shredded.

After the Event:

The co-sponsoring organization must submit original copies of the following to the Social Work Department:

- **Sign-in sheet with legible email addresses for participants**
- **Evaluations**

Check List for Approval:

- Timed agenda including title(s), presenter(s) names with credentials, goals/objectives, and breaks/meals as well as any breakout sessions
- Enclose Vita/Resume of each person presenting
- Handouts and materials (if any)
- Marketing or Advertisement
- Evaluation
- A logo of your Agency/Organization (this will be included on certificates)
- A check for \$25.00 made out to The University of Findlay with Social Work CEU Provider written in the memo portion (this is necessary for the paperwork that needs processed and maintained, as well as the liability that is incurred in offering the CEU's for your event)

Please return this information to:

Dr. Robin Walters-Powell, MSW, LISW-S

Email: walters-powell@findlay.edu **Phone:** 419-434-6955

Mail: The University of Findlay

Department of Social Work

1000 N. Main St. Findlay, Oh 45480

Office Location: UF Social Work House

215 W. Foulke Ave. Findlay, Oh

