



Dear Applicant,

The Utah Social Work Association has created this application process to assist you in applying for Continuing Education credits.

Please send your completed application to the CEU Liaison via email no later than 45 days prior to your event to allow for adequate processing and approval of your application. Attached you will find the application and requirements.

Sincerely,

Emmie Gardner, MSW, LCSW

CEU Liaison – UTAHSWA

www.utahswa.org

contact@utahswa.org



Continuing Education Approval Application

Date of Application: _____

Contact Information

Contact Person: _____

Organization: _____

Address: _____

Phone Number: _____

Email: _____

Event Details (for ease of completion, feel free to attach conference brochure)

Title of Event: _____

Date of Event: _____

Title of Presentation: _____

Presenter's Name: _____

CEU's requested: Total: _____ Number of Ethics CEUs: _____ Number of Suicide CEUs: _____

Description	Non-profit	For-profit
Seminar or conference up to 3 hours/3 CEUs or less	\$25.00	\$35.00
Half day to full day seminar or summit 4 hours or greater with single focus.	\$60.00	\$70.00
Multi-day seminar or summit with varying topics.	\$100.00	\$120.00
Monthly "Brown Bag" Series (up to 1.5 CEUs/month, 12 per year maximum)	\$120.00	\$150.00

Location of Event: _____

Please attach:

- Program for event with specific times of presentations provided
- Resume, Bio or Profile of Presenter showing credentials for providing training
- Objectives of Presentation and how they relate to the Social Work profession

Application Process

1. Send in application no later than 45 days before event.
 - a. Email is preferred (scanned copies are best) Please email CEU Liaison
2. Upon approval you will receive *from* UTAHSWA:
 - a. a registered CEU certification
 - b. an invoice for the event
3. After the event, please return to UTAHSWA:
 - a. your payment for the CEUs
 - b. a completed roster of attendees' signatures
 - c. any handouts provided by the speaker

Application Requirements

1. The maximum number of CEUs provided to an agency/organization is Twenty per calendar year.
2. All events should be open to the public.
3. Notices of the event will be sent out to our membership list if agreeable and put on our website calendar (when fully implemented and designed).