

Continuing Education Approval Program Policies and Procedures

Effective **July 1, 2018**
Updated **March 1, 2018**
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Background

The State of Hawai'i has designated the National Association of Social Workers - Hawai'i (NASW Hawai'i) Chapter as the approving body for continuing education (CE) activities in the state of Hawai'i. NASW Hawai'i Chapter offers organizations and individuals the opportunity to provide formal CE activities to social workers and receive social work continuing education (CE contact hour(s)).

Social workers who are licensed in the State of Hawai'i are required to complete CE hours during the triennium to maintain their license.

The NASW Hawai'i Chapter's Continuing Education (CE) Committee's mission is:

- To monitor re-licensure requirements established by the State of Hawai'i as they relate to CE;
- To provide a mechanism for approval of CE related to social work in the State of Hawai'i;
- Monitor the delivery of approved CE related to social work in the State of Hawai'i;
- Provide guidance on CE development and implementation; and
- Ensure CE in the State of Hawai'i are consistent with the statute and mission of social work.

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Continuing Education Application Process

Policy and Procedure

Policy

NASW Hawai'i Chapter Continuing Education (CE) Committee is responsible for the approval of applications for CE activities for social workers in the State of Hawai'i. Activities are reviewed and approved by committee members and evaluated for quality and effectiveness.

Procedure

1. All applications for CE approval must be submitted electronically through the NASW Hawaii Chapter website no less than **thirty (30) calendar days before** the start of the activity.
 - a. Applications not received within the required timeframe will not be reviewed.
 - b. The thirty day submission requirement is calculated utilizing the date and timestamp of when the completed application fee is paid.
 - i. Thirty days is calculated by subtracting thirty from the day the CE begins.
 - c. Print applications will not be accepted.
 - d. All applications must use the most recent application found at the NASW Hawai'i Chapter website.
 - i. Applications submitted using an outdated application will not be reviewed.
2. There is not an option for "post approval" of CE.
3. The CE Application is electronic and includes (but is not limited to) the following items:
 - a. Provider name and contact information
 - b. Name(s) of trainer(s) and credentials
 - c. Title, date, time, delivery modality, and location of activity.
 - d. Vision of the activity
 - e. Information used to determine the need of the activity
 - f. Specific focus area of social work
 - g. Intended audience
 - h. Learning objectives
 - i. Number of CE contact hours being requested
 - i. One (1) CE contact hour is one (1) hour (60 minutes in duration), fifty (50) minutes of which must be instruction.
4. The NASW Hawai'i Chapter CE Application requires the following attachments:
 - a. Agenda and CE Calculation Document (in approved format).
 - b. Evaluation for the activity
 - c. Resumes or CVs of instructors or presenters
 - d. Advertisement material
5. Additional materials and attachments may be requested by the CE Committee during the review process.
6. The Application Process includes Four Steps and all correspondence regarding the process occurs via email:

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- a. Step 1: Complete the electronic application found at the NASW Hawai'i website.
 - i. Submitted applications will receive an email confirmation and a copy of the application.
 1. The email confirmation includes directions on how to complete Step 2 (as outlined below) which requires payment of the application fee.
 - ii. Submitted applications are assigned a unique reference number unique to each application.
 - iii. The reference number should be included in all correspondence with the CE Committee.
 - iv. An application that has not completed Step 2 within 30 days after submission will be considered abandoned.
 1. Abandoned applications will have to restart the application process.
- b. Step 2: Pay the Application Fee.
 - i. Applications are only reviewed by the CE Committee after payment of the Application Fee is received.
 - ii. The Application Fee is non-refundable non-transferrable.
 - iii. An application that has not completed Step 4 within 60 days after submission of the Application Fee will be considered abandoned.
 1. Abandoned applications will have to restart the application process.
- c. Step 3: The CE Committee reviews your application.
 - i. The CE Committee reviews the application and responds to the application within ten (10) business days.
 - ii. Additional information may be requested by the CE Committee before making a final decision.
 - iii. The CE Committee will approve or deny the application.
 - iv. For denied applications the following process will occur.
 1. If the initial reviewer denies approval of the application, a second reviewer will also review the application. If the second reviewer disagrees with the initial reviewer's decision, a third reviewer will look at the application and make a final decision.
 - v. Decisions are based upon all information supplied in the application.
 - vi. Applications for CE that are deemed to be counter to the NASW Code of Ethics or are incomplete will be denied.
 - vii. Once an application is pre approved by the CE Committee, the application receives a "Conditional Approval Email" requesting the application to complete the per CE Payment Form.
- d. Step 4: CE Payment Form
 - i. Applicant completes the CE Payment Form via the link received in the "Conditional Approval Email."
 - ii. After payment is submitted, the applicant receives the final Approval Email with the activity number.
 1. This number must be included anytime the approval of the activity is mentioned.

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- iii. An application is not considered approved until after Step 4 has been completed.
 - 1. Failure to submit payment will result in revocation of approval and may limit approval of future CE.
- iv. An applicant that has not completed Step 4, within 60 days after submission, the Application Fee will be considered abandoned.
 - 1. Abandoned applications will have to restart the application process.
- 7. The applicant of the Approved CE Application is required to do the following:
 - a. Provide attendees a letter or certificate of completion.
 - i. Letters and/or certificates must include:
 - 1. Name of participant
 - 2. Activity title
 - 3. Name and titles of trainers
 - 4. CE activity session start and end date
 - 5. The number of CE earned by the participant
 - 6. Signature of the activity sponsor
 - 7. NASW Hawai'i Chapter CE authorization number and paragraph
 - b. Retain the following documents for seven years:
 - i. An attendee list which includes all attendees names and number of CEs they were awarded;
 - ii. Copy of sample session certificate to include the name of the CE training entity;
 - iii. The name/titles of the trainers;
 - iv. The CE session title and date(s)
 - v. The CE Certificate; and
 - vi. The Evaluation(s) of CE
 - c. Complete the CE Committee's post-event CE survey.
 - i. Survey includes information related to the number of social workers versus the number of non-social workers who were attended and were awarded credit.
- 8. The CE Committee will maintain a list of all approved and denied applications.
 - a. The list will include CE Title, Number of CE, Contact Information, Approval/Denial, and rationale for denial of an application.
 - b. This document will be reviewed by the CE Committee yearly for review of trends and assess unmet educational needs.
- 9. The CE Committee is committed to ensuring providers keep accurate documentation per this policy related to CE approved by the NASW Hawai'i Chapter.
 - a. The NASW Hawai'i Chapter reserves the right to conduct random audits on approved CE.
 - b. Organizations are required to respond to requests from the NASW Hawai'i Chapter CE Committee.
 - i. Failure to do so may result in suspension in an organization's, or individual's, ability to receive authorization for CE.
- 10. Social Work Continuing Education (CE) Contact Hours Defined

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- a. One (1) social work continuing education (CE) CE contact hour is defined as an educational activity that is one (1) hour (60 minutes) in duration and includes, at minimum, fifty (50) minutes of instruction.
- b. As of January 1, 2017, the NASW Hawai'i Chapter will approve half-hour (30 minutes) or 0.5 social work continuing education (CE) contact hour(s).
 - i. A half-hour (0.5 hour) social work continuing education (CE) contact hour is defined as an educational activity that is thirty (30) minutes in duration and includes, at minimum, twenty-five (25) minutes of instruction.
- c. Social Work continuing education (CE) contact hour(s) are assigned by the CE Committee.
 - i. The CE Committee reviews the educational activity agenda, which is submitted on the CE Application in one of two formats listed below. (Agenda's not submitted in the approved format will not be reviewed).
 1. The Agenda Tool found on the CE Application
 2. Approved Agenda Template document uploaded and attached to the CE Application
 - ii. The CE Committee reviews the agenda and assigns social work continuing education (CE) hour(s) using the following criteria:
 1. Each presentation listed on the agenda is evaluated independently.
 2. The shortest duration of any CE activity is thirty (30) minutes.
 3. Presentations cannot be combined in order to meet the minimum duration.
 - a. Examples:
 - i. Two fifteen (15) minute increments **cannot** be combined to create a half-hour or 0.5 social work continuing education (CE) contact hour.
 - ii. Two one-hour and fifteen-minute (1 hour 15 minutes or 75 minutes) **cannot** be combined to create a 2.5 social work continuing education (CE) contact hour(s).
 4. Presentations are rounded down to the nearest half-hour (0.5) social work continuing education (CE) contact hour(s).

11. Ethics Designation

- a. The ethic requirement outlined in HRS 467E requires that the presentation is related one or more of the following:
 - i. Ethic theory,
 - ii. Ethical reasoning,
 - iii. Ethical principles,
 - iv. Ethical dilemmas, and
 - v. Professional ethics.
- b. Objectives should be clearly outlined to connect to ethic theory, ethical reasoning, ethical principles, ethical dilemmas, and professional ethics.

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- c. For social work continuing education (CE) contact hour(s) designed to fulfill the Ethical Designation requirement, the attendees letter or certificate of completion should include the following statement:
 - i. This course has been designed to fulfill the definition of “ethic courses” outlined in HRS 467E.

Continuing Education Fees

Policy and Procedure

Policy

This policy sets forth the pricing structure for seeking designation as an approved CE from NASW-Hawai'i Continuing Education (CE) Committee.

Procedure

1. Fees
 - a. Each submitted application is assessed a \$25 administrative fee.
 - b. An approved application is assessed \$25 per number of approved CE.
 - i. Approved half-hour CE is assessed \$12.50.
 - ii. For activities that have multiple tracks, e.g. concurrent workshops, the fee is assessed per the number of approved CE hour(s)
 1. For example, two concurrent one hour workshops would be assessed \$50
 - c. Fees are non-refundable and non-transferrable.
2. Waivers
 - a. As of July 1, 2014, all previously negotiated fee waivers are no longer valid.
 - b. A fee waiver can only be approved with agreement by both the NASW Hawai'i Chapter Board President and the Executive Director.
 - i. Waivers may be granted in situations where
 1. There is no cost to the attendee for attending the CE and claiming CE credit.
 2. The CE is open to the public for registration.
 - ii. A waiver request is submitted through the Waiver Request Form found on the NASW Hawai'i Chapter website.
 - iii. A waiver request must be submitted 90 days before the schedule start date of the CE.
 - iv. The following must be submitted as part of the waiver request
 1. A conference budget.
 2. All advertisements and list of materials that will be publicized.
 - v. If approved for a waiver, all material publicizing event from date of waiver must include the course approved language as well as the following statement:

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1. Social Work continuing education contact hours has been made possible through the NASW Hawaii Chapter's CE Waiver approval program.

vi.

3. Payment

- a. Payment is collected in Step 2 and Step 4 of the application process via an online form.

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NASW Hawai'i Chapter Sponsored Continuing Education Opportunities Policy and Procedure

Policy

This policy sets forth the NASW Hawai'i Chapter sponsorship of social work continuing education (CE) contact hour opportunities.

Procedure

1. The NASW Hawai'i Chapter CE Committee is responsible for planning, developing, and implementing CE opportunities for the Chapter's members and the broader community.
2. The CE Committee provides the Chapter Executive Committee and Board of Directors a report of all proposed CE opportunities provided by the Chapter for approval.
3. The NASW Hawai'i Chapter both directly sponsors and hosts CE opportunities, as well as partners with other organizations to co-sponsor CE opportunities.
 - a. The CE Committee is responsible for all directly sponsored or co-sponsored CE opportunities.
 - b. The CE Committee submits to the Chapter Executive Committee and Board of Directors a report of proposed CE opportunities for approval.
 - i. The CE Committee can request, from the Executive Committee, that a directly sponsored or co-sponsored CE opportunity be assigned a sub-committee to plan, develop, and implement the CE opportunity.
 - ii. The Chapter President is responsible for appointing members to the CE Committee and subcommittees.
 - c. Chapter sponsored or co-sponsored CE opportunities must submit a proposed budget to the Chapter Executive Committee for approval.
 - i. Following the sponsored or co-sponsored CE opportunity, a reconciled budget must be submitted to the Chapter Executive Committee.
4. All Chapter sponsored or co-sponsored CE opportunities are required to follow the CE Approval Process for designation of social work CE contact hour(s).
5. A Chapter Branch Representative is able to plan, develop, and implement a sponsored CE opportunity for the representative's branch without needing to seek approval from the Executive Committee under the following conditions:
 - a. There is no financial risk to the Chapter,
 - b. The CE opportunity must be directly sponsored by NASW Hawaii Chapter and cannot be co-sponsored by another organization,
 - c. The CE opportunity must be made available free of charge to Chapter membership,
 - d. The CE opportunity must meet the standards outlined in the CE Approval Program Policies and Procedures, and
 - e. The Branch is required to follow the CE Approval Process for designation of social work CE contact hour(s).

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Definitions

Continuing Education (CE)	Education activities targeted towards social workers that include a needs assessment, planning document, educational objectives, and evaluation.
Continuing Education (CE) Contact Hour	Defined as an educational activity that is one (1) hour in duration and includes at minimum fifty (50) minutes of instruction.
Approved	An application met all approval criteria and has been assigned an approval
Denied	An application that has not met the approval criteria.
Conditional Approval	An application that has met most approval criteria but has not completed Step 4 of the Application Process.
Abandoned Application	An application that has not completed Step 2 within 30 days after submission or an application that has not completed Step 4 within 60 days after submission of the Application Fee Payment Form.