

University of Pittsburgh School of Social Work Continuing Education Program

Co-Sponsorship Policy

The Continuing Education office offers co-sponsorship for social work continuing education programs to organizations and institutions within our educational network* .

Programs eligible for co-sponsorship

Co-sponsorship for social work continuing education is offered for programming that:

- enhances the knowledge base of social work theory and practice;
- reflects the ethics and values of the social work profession;
- actively includes social work perspectives in its development and presentation;
- considers the educational goals and guidelines of the Council on Social Work Education, which accredits schools of social work and is the basis for schools of social work pre-approved provider status for social work continuing education for license renewal in PA;
- does not substantially replicate current or planned programs of the School's Continuing Education Program.

We will not provide co-sponsorship for the following programs:

- stress management (when applied to only the helping professional)
- time management or managing a private practice
- material which social workers were expected to learn in their MSW program (at the generalist social work foundation level required of all social workers)
- programs that are a part of a regular training series offered by an agency that are done primarily to raise funds for that agency and not part of an internal training program.

We can provide co-sponsorship only for LSW, LCSW, LMFT, and LPC continuing education hours.

*The School of Social Work's "educational network" represents other schools and divisions within the University Pittsburgh and its Medical Center, as well as field agencies and other organizations for which the School's faculty and staff serve in advisory, research, or governance capacity, or for which faculty and staff serve in key roles in planning and presenting training programs or conferences. These may include regional and national conferences for which the School's continuing education co-sponsorship may provide pre-approval for social workers in other states, which recognize CSWE-accredited schools of social work as pre-approved providers in that state. (Note: Social work CE providers vary from state-to-state.)

The School is interested in working with other agencies in the region to promote professional development in social work. We will consider co-sponsoring of CE hours for programs, which promote our region and state for conferences and trainings that may have a positive community economic impact.

Fees are negotiable and relate to our costs in co-sponsorship. Most agencies either build the CE certification fee into the registration cost, OR charge participants directly for the certification cost.

How CE hours are determined

CE hours are based on clock hours for related content, and are equal to the number of hours that the participants are actually in the classroom based on a 50-60 minute hour. Major breaks, meals (unless there is content during the meal) and networking time does not count in the total, but minor breaks may be counted. Programs must be a minimum of one hour*; after that hours can only be whole or ½ or .5 hour increments.

*Per Pennsylvania Board of Social Work Examiners effective 5-10-2016

What to submit for co-sponsorship

School of Social Work co-sponsorship will require the timely submission (60 days preferred) of the application packet by the sponsoring organizations to submit to the Continuing Education Office. The application packet includes:

- completed Co-Sponsorship Agreement and Application forms;
- required documentation-- outline of proposed program with a break-down of the times for each part of the program, brief bio on the presenter, goals and objectives for program (a copy of the program brochure/ notice is acceptable), and copy of evaluation form to be used;

The C.E. Office may request additional information if needed for determination and/or approval.

How to process for certificates (Please note the new timeliness policy detailed below)

At the program, the sponsoring organization will collect the following from each person requesting a social work certificate*:

- **name, address, phone number and email**
- summary evaluation of the program per attendees (see below)
- certification fee: \$15.00 per person/certificate (unless otherwise negotiated)

Promptly after the program, the sponsoring organization will submit to the Continuing Education office:

- a list of the persons requesting certificates, including: **names, addresses, phone numbers & emails;**
- the sponsoring organization will submit one check for the total of the certification fees. The check will be made out to the University of Pittsburgh. We will also accept an interdepartmental transfer of the certification fees. (Note: CE certification payment is required for issuing CE certificates.)
- a summary evaluation of the program, based on evaluations completed by participant as this is available – if a summary evaluation is not done, then copies of individual evaluations may be requested to satisfy this requirement (do not send unless requested).

All Social Work continuing education co-sponsorship programs must adhere to the following policy:

A list of attendees and payment in full for all co-sponsorships programs must be forwarded to Darlene Davis at 2117 Cathedral of Learning, Pittsburgh, PA 15260 within 30 days upon the completion of the training. No CE certificates will be issued until payment is received. If attendee lists and payment is received more than 90 after the completion of the program, the continuing education credits will not be awarded, and the payment will be returned. We appreciate your attention to this important policy (effective as of 7-17-14)

For Further Information

For more information or to obtain copies of the School of Social Work co-sponsorship application form and agreement letter, please contact the Continuing Education Office (412) 624-6902. OR, check out our web site at <http://www.pitt.edu/~pittssw/> and follow the link to the Continuing Education Co-Sponsorship page. You may download this policy statement as well as the co-sponsorship Application and Letter of Agreement.

PA Board of Social Workers, Professional Counselors, & Marriage & Family Therapists Examiners

Should your program not conform to this co-sponsorship policy, you may seek approval for your program through the State Board of Examiners in Harrisburg, which is the state mandated agency for approving social work continuing education in PA. The Board requires a 90-day minimum lead time to approve programs. Individual social workers may also request approval of a program through the State Board. If you would like to or need to contact the PA Board of Social Work Examiners regarding approval of your conference or training activities for social work continuing education, call 717-783-1839.

*CSWE-accredited Schools of Social Work are *PA pre-approved providers* of continuing education for LSW, LCSW, LMFT, and LPC biennial license renewal, as such our certificates *do not have a CE provider number*.

Revised 10/10/2016