

**MSBOESWMFT MS CE
Provider Audit Form**

Provider Name:	MSBOESWMFT SW CE Provider #
Date of Audit:	Method of Audit:
Audit completed by:	MSBOESWMFT SW CE Committee Member <input type="checkbox"/> MSBOESWMFT SW CE Staff <input type="checkbox"/> Other <input type="checkbox"/>
Course Title:	
# CE Credits:	
Course begin time:	Course end time:
Course Delivery Format:	
Course Date(s):	
REVIEWER: Please indicate if you are able to locate the following information and/or materials. Add comments where you think it is applicable.	
Course Promotional Materials and Advertising Practices	MSBOESWMFT SW CE Reviewer Comments
1. Course or session promotional materials, including website (flyer, etc.) if applicable	
2. Promotion and advertising of the activity conducted in an ethical and responsible manner?	
3. Email and telephone contact numbers readily visible?	
4. Accommodations for disability (ADA in US) statement clearly visible?	
5. Target audience clearly identified?	
6. Program goals and learning objectives specific, behavioral, observable and clearly identified?	
7. Course content pertinent to social work theory, methods, research and/or practice?	
8. Presenter/Author's name, credentials and experience clearly stated?	
9. Fees and refund policy clearly stated?	
10. Schedule/agenda/timeline of activity clearly outlined?	
11. Schedule adhered to?	
12. Course interactive features accurately indicated? (role play, discussion, practice)	
13. Specific topic designation (clinical, social work ethics) accurately identified ahead of time?	
14. The number of continuing education credits for activity clearly stated in advance? Was continuing education credit accurately calculated?	

15. Full description of participant requirements for successful completion of the activity?	
16. Provider number and contact number of approving organizations clearly visible on brochure or web?	
17. Complaint/Feedback contact information clearly stated?	
Course Evaluation	MSBOESWMFT SW CE Reviewer Comments
1. Evaluation addresses effectiveness of presentation?	
2. Evaluation includes program content?	
3. Evaluation lists and rates course learning objectives individually?	
4. Evaluation includes relevance to practice?	
5. Evaluation includes course appropriateness to participant's education, experience, and/or licensure level?	
6. Evaluation includes suitability of instructional materials to support participant learning?	
7. Evaluation includes course effectiveness, presentation and clarity of subject matter?	
8. Evaluation includes user-friendliness of course technology?	
9. Complaint/Feedback contact information clearly stated?	
Attendance/Certificate	MSBOESWMFT SW CE Reviewer Comments
1. Attendance login (sign-in)?	
2. Process for awarding certificate of attendance clearly stated?	
3. When/how were certificates distributed?	
4. Does the certificate indicate the following: <ul style="list-style-type: none"> • Name of the participant • Name of the organization offering the event • Social worker license/certification/registration number and license jurisdiction (if applicable) • Course title • Course location • Course date(s) • Total number of learning hours • Amount of credit awarded (# CE credits, CEUs) • Designation of special topic hours (clinical hours, cultural competence, social work ethics hours) if applicable • Organization(s) supporting the course • Signature of designated authority for the CE provider • MSBOESWMFT SW CE approval statement 	
5. Did participants sign-in and sign-out when entering and/or leaving the workshop?	
Course Content	MSBOESWMFT SW CE Reviewer Comments
1. Course outline	
2. Course learning objectives	
3. Bibliography or references	
4. Course materials (books, articles, slides, handouts)	

<p>5. Social work core content</p> <ul style="list-style-type: none"> a. Theories and concepts of human behavior in the social environment b. Social work practice, knowledge and skills <ul style="list-style-type: none"> Social work research, programs or practice evaluations Social work agency management or administration Development, evaluation and/or implementation of social policy Social work generalist practice Social work clinical practice Diversity and social justice c. Social work ethics d. Other/please specify: 	
<p>6. Social work practice areas</p> <ul style="list-style-type: none"> a. Knowledge base b. Engagement/relationship building c. Assessment d. Planning e. Intervention/treatment f. Evaluation g. Termination of treatment 	
<p>7. Methods apply to</p> <ul style="list-style-type: none"> a. Individuals b. Groups c. Organizations d. Communities e. Social Systems 	
8. Current issues in social work practice	
9. Course content applies to clinical social work	
10. Course content is non-clinical	
11. Course content applies to generalist social work	
12. Course content applies to other: Explain	
<p>13. Course targets skill levels</p> <ul style="list-style-type: none"> a. Beginning b. Intermediate c. Advanced 	
14. Content and presentation were consistent with social work ethics	
Other	MSBOESWMFT SW CE Reviewer Comments
1. Registration, payment, customer service	
2. Venue, facilities	
3. Contact person's ability, helpfulness, availability?	
4. Were materials current, appropriate, professional and readily available?	
5. Was the activity conducted in a manner consistent with social work ethics?	
Program Strengths	

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Program Weaknesses

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Recommended Follow-up

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