

**Mississippi Board of
Examiners for Social Workers
and Marriage & Family
Therapists**

***Social Work
Discipline Specific***

Continuing Education Guide

For Individual Presentations

And

Designated Providers

Instructions for Completing Designated Provider Applications and Individual Presentations for the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists

SOCIAL WORKERS

CE Application Guidelines for Continuing Education Providers

Guidelines, criteria and instructions for filing an application for approval status from the Social Work Continuing Education Sub-Committee of MBOESW MFT.

Guidelines listed are applicable to both Designated Providers and Individual Presentations, unless described otherwise.

The MBOESW MFT sees the approval of continuing education providers as a way to meet one of its goals, which is to raise the standard of knowledge, skills, and practice in social work in Mississippi. Through this program, CE providers can earn the recognition of social work organizations statewide and offer educational programs for continuing education (CE) credits for license renewal for Mississippi licensed social workers. This manual will list guidelines and criteria that MBOESW MFT SW CE Sub-Committee-Designated Providers must meet in order to be recognized by the program.

Consistent with the important public protection mission and responsibility of MBOESW MFTSW MFT, its Continuing Education staff and Sub-Committee both take very seriously the responsibility of reviewing the organization, staffing, and adherence to professional ethics and standards of all CE providers. Staff at MBOESW MFT will work with your organization if necessary to assist you in completing it, and in making any improvements that might be needed.

I. ELIGIBILITY

Any organization responsible for the overall development and implementation of continuing education in social work may apply for a MBOESW MFT SW CE Designated Provider approval number. Specific eligibility requirements include:

- *Applicant has been operational for a minimum of six months*
- *Applicant has a licensed social worker involved in the planning, implementation and monitoring of social work continuing education*
- *Applicant can supply evaluation and documentation of programs Standards for Continuing Education Designated Provider Status*
 - *DPs status is offered if the applying organization has demonstrated competence in three (3) distinct, previous quality continuing education programs*
 - *DPs can provide CE without submitting individual program applications for a period of 2 years.*
 - *DPs may apply for renewal by completing the application form.*
 - *DP status may be revoked if violations of procedures, regulations, & requirements exist.*
 - *DPs may not co-sponsor with other organizations.*
 - *DPs plan & conduct continuing education workshops & sessions and are responsible for the content.*

- *DP applications are reviewed by the MBOESW MFT SW Sub-Committee on Continuing Education.*

The following organizations are automatically approved for social worker continuing education and do not need to complete the DP application process:

- NASW national office or any state NASW Chapter.*
- American Association for Marriage & Family Therapy or any state chapter thereof.*
- Council on Social Work Education approved schools of social work.*
- Association of Social Work Boards or any state licensing board affiliated therewith.*
- International Association of Social Workers or any program approved by member countries.*
- International Federation of Schools of Social Work and member schools.*

II. APPROVAL

MBOESW MFT SW CE Sub-Committee cautions CE providers that MBOESW MFT is the final authority for recognizing any continuing education activity in Mississippi. Licensed social workers are responsible for contacting their individual board to review continuing education requirements for licensure renewal.

Materials submitted in the application process may not be returned. All application fees are non-refundable, covering application processing and the approval period, if granted.

In the event that MBOESW MFT SW CE Sub-Committee denies an application for initial approval or extension of approval, or terminates recognition, the applicant/provider may appeal the decision to the MBOESW MFT full board. Appeals must be made in writing to the Executive Director of MBOESW MFT at the board's current address.

III. REQUIRED RECORDS

Designated Providers and Individual are required to collect and maintain the following records:

- *Organizational changes*
- *Personnel records for social worker consultants*
- *Instructor information for each course offered*
- *Social worker attendance*
- *Participant evaluations*
- *Number of credits issued for each course*
- *Grievances and resolutions*

Requests made for accommodations for persons with disabilities and such services provided to participants

Applications must be reviewed and signed by your social work representative/consultant prior to submission to MBOESW MFT.

Depending on meeting schedules and the number of applications being processed, a decision on the application for Designated Provider Status usually takes at least three months, but less than six. Applications received outside of that three month window are not guaranteed approval within a short period of time.

The application form expires three months from the date you initially emailed it, or the date on the cover letter accompanying it. Please contact SW CE Sub-Committee at mboe@swmft.ms.gov for a current update.

Please review the following information carefully before completing the application.

1. Application form and all attachments shall be submitted. Incomplete applications cannot be considered.
2. Questions regarding applications & submissions can be sent to the CE Coordinator at mboe@swmft.ms.gov.
3. Submissions are preferred via electronic mail to the mboe@swmft.ms.gov address.
4. Submissions may be mailed to: Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists - Social Work Continuing Education Sub-Sub-Committee, P.O. Box 4508, Jackson, MS 39296-4508
Or faxed to: SW CE Coordinator @ 601-987-6808.
5. The applicable fee needs to be mailed to the above address with all required documents.
6. Review of the application will occur once the fee and all required documents are received.
7. All submitted documents need to be typed. The name, address, education degree, and license number shall be included for the licensed social worker involved in the planning and reviewing of the program.
8. The name, address, education degree, and any license or certification shall be included for the Continuing Education Director.
9. New applications shall also include:
 - (a) The titles, dates, and locations of at least three (3) distinct programs the organization has produced within the previous 12 months that were approved for social worker continuing education,
 - (b) The number of social workers in attendance at each of the programs,
 - (c) The objectives of the programs,
 - (d) The speakers' names and credentials for each program, and
 - (e) A sample evaluation form from each program.
10. Renewal applications need to contain the following:
 - (a) The titles, dates, and locations of the CE programs offered for social work CE credit since the previous DP approval,
 - (b) The programs' objectives,
 - (c) The speakers' names and credentials, and
 - (d) Sample evaluation form(s).

Please note: Applications that are received with missing components may or may not be returned to the applicant.

MBOESW MFT SW CE Designated Providers must submit summaries of these records *as requested* by MBOESW MFT SW CE Sub-Committee. Designated Providers who provide over 12 programs per year are considered "High Volume" and will be monitored through audit.

IV. CONTINUING EDUCATION STANDARDS

SECTION 1. Standards for Providers of Continuing Professional Education

Standard I: Providers of continuing professional education will include a written statement of mission and philosophy that reflects the values and ethics of the social work profession.

Continuing education is both a social work value (commitment to life-long learning) and requisite for effective protection of the public. For the provider, these standards set professional expectations to help plan continuing education events and to ensure that continuing education offerings cover timely and current issues in serving clients.

The applicant must provide a statement setting forth the organization's mission and goals for the provision and evaluation of continuing education.

Standard II: Providers of continuing professional education plan for an organized educational experience.

- *Content that will **not** be approved includes the following examples:*
 - *In-service training specific to a particular agency's procedures*
 - *Training that focuses on social work concerns but is geared to a broad audience or provides remedial information (Ex: time management, organization, staff morale, specific computer skills, etc.)*
- *Workshops and training sessions will not exclude participants based on gender, race, age, ethnic background, sexual orientation, physical abilities, religious persuasion, or other characteristics.*
- *Program Format and Instructional Methods should be diverse and encourage participation of the attendees through experiential exercises, role-playing, or other interactive methods (especially when presenting on skills from an evidence-based perspective). A variety of teaching techniques may be employed.*
- *Qualified instructors should present material, i.e. individuals with certifications, credentials, licenses, experience, or specialized knowledge would be appropriate for presentation of the subject matter.*
- *Program Evaluation is required for each continuing education session.*

Standard III: Providers of continuing professional education are responsible for administrative practices.

The continuing education coordinator must be a visible, identifiable authority, charged with ensuring that each program to be presented by the provider or presented under the provider's CE approval number meets the requirements of the MBOESW MFT SW Continuing Education Sub-Committee.

Administrative stability must be demonstrated. The applicant must demonstrate a procedure for the smooth and orderly transfer of administrative responsibilities from one individual to another in the event of an administrative change, including due notification to MBOESW MFT SW Continuing Education Sub-Committee of such changes. Care must be taken during transitional periods to assure that the new administrator is thoroughly familiar with MBOESW MFT SW Continuing Education Sub-Committee standards for CE-Designated Providers. The applicant must provide MBOESW MFT SW Continuing Education Sub-Committee with written notification, within 10 days, of any change in the continuing education director, address, web site address or telephone number.

Distance education provider applicants must include email and web site address on their CE application. Applicants must demonstrate that interactive web sites are secure. MBOESW MFT SW CE Sub-Committee will periodically monitor web site security.

Administrative practices include but are not limited to:

- *Providing accessible locations for the continuing education sessions*
- *Providing qualified instructors*
- *Maintaining records of each continuing education event*
 - *The continuing education certificate that is given to attendees*
 - *Financial information (cost of participation)*
 - *Registration & attendance records*
 - *Course outlines*
 - *Learning objectives and goals*
 - *Completed evaluation forms*
 - *Records need to be maintained for three (3) years*
 - *The attendance “sign-in” sheet needs to be submitted to MBOESW MFT SW Continuing Education Sub-Committee within two weeks of the event. This should be scanned and sent to mboe@swmft.ms.gov.*

SECTION 2. Notification of Approval, Rejection or Revocation

Applicants will receive notification of approval or rejection by electronic mail (preferred method), fax or U.S. Postal Service mail after the Sub-Committee review. If additional information is required, the applicant will receive notice of reason for delay of review and the application will be held for 30 days. If applicants are unable to supply additional information within the 30 day period, then a new application will need to be submitted.

Once a Designated Provider has been approved, the approval is valid for two years from the date of approval, unless otherwise noted by the CE Sub-Committee with reason specified. DPs will be notified in advance by the CE Sub-Committee of the need to submit a renewal application packet and applicable fee.

When a new individual presentation is approved, the approval is valid for a period of one year. The presenting organization/individual may re-apply for approval at that time.

Non-compliance with any of these procedures and standards may cause the DP status to be revoked. Complaints received by the MBOESW MFT regarding a program will be investigated.

SECTION 3. Appeal of Sub-Committee Decision

The following information is supplied to define the appeals process:

- *An applicant may request reconsideration of a decision made by the MBOESW MFT CE Sub-Committee.*
- *Requests should be made in writing within thirty (30) days of the initial review.*
- *Appeals will be considered in the order in which they are received.*

- *Applicants may wish to submit additional information for the Sub-Sub-Committee members to consider.*
- *In cases where there is not a satisfactory resolution, the appeal will be referred to the Social Work Discipline Specific Sub-Committee of the MBOESW MFT.*

SECTION 4. CE Credit Publication, Participant Certificates, and Record Keeping

CE Publication

Promotional materials or advertisements regarding the continuing education offering need to be sent to MBOESW MFT for publication through the Board's website. Promotional materials should address the following:

- *Goals & learning objectives*
- *Target audience and the practice level of the material*
- *Instructors' names and their qualifications for presenting the material (With 1-page Bio per instructor)*
- *A syllabus or agenda*
- *Number of CE credits to be awarded*
- *ADA accommodation information & grievance procedures (Example: "If you require special assistance, please contact the registrar of this event to inform us of your needs by calling 000-0000").*
- *Records of the event will be kept by the presenting organization for three years. Records may be audited by the MBOESW MFT.*

Participant Certificates

As outlined in the MBOESW MFT's Rules & Regulations, it is the responsibility of the organization providing the continuing education event to provide the attendee with a Certificate of Attendance which verifies completion of the offering. The certificate of attendance shall include:

- *Name of the participant*
- *Title of offering, date(s), & location*
- *Sponsor/organizer (designated provider) of the event*
- *Signature of the CEO/CE Director of the Designated Provider*
- *And this statement:*

"This organization (provider name and approval number) is approved as a provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists; Approval Period: _____ (dates). Social workers will receive _____ continuing education clock hours in participating in this course. (Clinical ___ /Supervision___ /Cultural Competency___ /Ethics ___ /General___) "

SECTION 5. CE Credit

The MBOESW MFT requires 40 continuing education credits for each license renewal period. A CE credit is one clock hour or 60 minutes of instruction. Time devoted to registration,

organizational business, meals, or other refreshments shall not be counted as instructional or continuing education credit time. When there is a luncheon speaker, only the amount of time of the speaker's presentation may be calculated for continuing education credit.

SECTION 6. Presenter CE Credit

Participation as the sole presenter, leader, or teacher of an approved workshop or conference shall be acceptable for three times the approved CE hours for the session. Participation as a panel member for an approved workshop or conference shall be acceptable for two times the approved CE hours for the session. Facilitating, moderating, or presiding over an approved workshop or conference shall be acceptable for the approved CE hours for the session.

V. PROGRAM DEVELOPMENT

Content

Course content must be pertinent to social work theory, methods and practice, reflecting current research and best practices*. Materials originally designed for audiences other than social workers must be carefully reviewed and modified as necessary. All continuing education courses, regardless of format, must meet MBOESW MFT SW CE requirements.

Applicants for MBOESW MFT SW CE approval are required to review the educational requirements of this board to determine if course offerings meet the needs of social workers in Mississippi.

The social work consultant must participate in the following:

- *Assessing the educational needs of social workers for the purpose of course development.*
- *Planning organization's continuing education courses.*
- *Administering organization's continuing education courses.*
- *Monitoring organization's continuing education courses.*
- *Assisting organization in infusing cultural diversity* and ethics in all programs.*

Identify the licensure categories and/or skill levels at which this program is targeted. Does the course offer a beginning, intermediate or advanced treatment of this particular topic? In the particular content area, course content must be appropriate as stated on materials, for beginning, intermediate, or advanced level practitioners of social work (MSW plus post degree experience). Course content may also be designed for LCSW Supervision in accordance with the Rules & Regulations that initially require 16 hours of training specific to Supervision and two additional hours every renewal period (*Note: Supervision courses must receive special approval from the CE Committee*). A syllabus or general outline of the course must be made available to participants at the beginning of each course offered.

Continuing education programs must include written educational goals and specific, measurable learning objectives as the basis for evaluation of course effectiveness. The use of a post-testing procedure is strongly encouraged to determine how effectively learning objectives were met. Post-tests are **required** in distance learning courses.

Instructional materials used (e.g. training manual, handouts, outlines, background materials, audiovisual aids, etc.) must enhance the participant's understanding of the topic(s). Include bibliographies and supplemental materials for additional reading by participants. If research is

referenced, study and source information must be provided. Appropriate equipment and quality materials must be used.

Include the Following Course Materials in the Application:

Include hard copy of web site, if applicable

- *Course or session promotional materials, including website flyer, etc. if applicable*
- *Course or session outline, including timeline (Objective 1 – 10 minutes, Objective 2 – 15 minutes)*
- *Course or session learning objectives*
- *Course or session presenter(s) including license information and/or credentials, experience and education*
- *All course or session handouts, including bibliography or references*
- *Pre or post tests, if applicable*

Definition of Clinical Social Work Practice

Clinical Social Work, Practice of: (ASWB, Model Social Work Practice Act. Pg. 13.)

A specialty within the practice of Master’s Social Work requiring the application of social work theory, knowledge, methods, ethics, and the professional use of self to restore or enhance social, psychosocial, or bio-psychosocial functioning of individuals, couples, families, groups, organizations and communities. The practice of Clinical Social Work requires the application of specialized clinical knowledge and advanced clinical skills in the areas of assessment, diagnosis and treatment of mental, emotional, and behavioral disorders, conditions and addictions.

Treatment methods include the provision of individual, marital, couple, family and group counseling and psychotherapy. The practice of Clinical Social Work may include private practice and the provision of clinical supervision.

CE providers may designate clinical content on the course certificate of completion and promotional materials:

You may designate “clinical hours” if the below criteria is met:

1. *The content of coursework meets the definition of clinical social work practice (above).*
2. *Clinical social worker/consultant has affirmed that the content meets criteria.*

For online courses: In addition to the materials listed above, provide instructions, including passwords and codes, to allow reviewers to access the online course material, pre and/or post-tests, and evaluation for course submission.

Distance Education

Distance education* is an alternative method to face-to-face contact for the delivery of continuing education for social workers. All CE approval criteria apply. In addition to meeting CE approval requirements, distance education providers must:

- *Provide a field-tested *method of determining credit hours*
- *Provide scheduled access* to a contact person*
- *Provide scheduled interaction* between instructor and participant*
- *Have the capacity for completed assignments to be faxed, mailed, or e-mailed to qualified*

instructors for correction, grading, comment, and subject matter guidance

- *Return corrected assignments to participants in a timely manner*
- *Provide a method for verifying that the individual participated in the continuing education activity, and that all work was done by the person awarded the credit*
- *Employ electronic security measures, and reliable technology*
- *Post-tests, containing questions appropriate to content and credits are required in distance learning courses.*
- *Provide e-mail and website address information on CE application*

Instructors

The quality of continuing education courses and the value of those courses depend on the ability and the expertise of instructors. Instructors for each continuing education course must have professional qualifications in good standing with their professional regulatory board, if applicable, and meet one or more of the following:

- *Be a faculty member of an undergraduate or graduate school of social work*
- *Have received specialized graduate or postgraduate level training in the subject taught in the program*
- *Have extensive experience to include no less than five years of practical application or research involving the subject taught in the course*

Instructors providing social work ethics courses must be licensed social workers* in good standing or include a licensed social worker as a co-presenter.

In the CE application, applicants providing distance education course work must document instructor availability to participants. Applicants/instructors must possess the technical expertise to communicate their subject matter effectively.

Evaluation

An evaluation is an important component of continuing social work education. Effective continuing education courses must be professionally relevant. Relevancy is assessed on three levels: 1) by individual participant evaluation, 2) by course evaluation, and 3) by program evaluation.

The applicant must develop and implement participant evaluations; both course and program evaluations are recommended.

1) Participant Evaluation

The CE Provider/Designated Provider is required to collect an evaluation document from each participant who expects to receive CE credit. This evaluation must include the following elements:

- *Learning goals and objectives*
- *Course appropriateness to participant's education, experience, and licensure level*
- *Effectiveness of the presentation*
- *Relevance to practice*
- *Currency of information*
- *Instructor's knowledge of subject matter, and clarity of delivery*
- *Instructor's responsiveness to participants*

- *Instructor's ability to utilize course-appropriate technology to support participant learning*
- *Suitability and/or usefulness of instructional materials*
- *Instructions for requesting accommodations for disability*
- *Location, facilities, technology, administration of the program*

2) Distance Learning Evaluation (In addition to requirements stated above, distance learning course evaluations must include:)

- *Author or course effectiveness, presentation, and clarity of subject matter*
- *Was the technology appropriate to support participant learning?*
- *(For online courses) User-friendliness of course technology*
- *(For online courses) Was the technology responsive to participants?*
- *(For online courses) Rate the technology overall*
- *Accessibility for distance learning consultation (Were your questions or problems addressed effectively and in a timely manner?)*

3) Course Evaluation

CE providers are expected to use educationally sound methods to evaluate courses. Evaluations may be analyzed, summarized, interpreted and used to improve the provider's continuing education courses.

4) Program Evaluation

Course quality reflects program quality. The CE provider is expected to make modifications based on course evaluation information.

VI. RECORD KEEPING

CE approval for Designated Provider Status is contingent on providing MBOESW MFT SW CE Sub-committee with a summary report(s) for review and approval by the SW CE Sub-Committee per request of the committee.

The following information must be maintained by the provider for at least three years:

- *Personnel records must be kept for continuing education directors and social worker consultants (paid or volunteer). Names and resumés of continuing education directors and social work consultants**
- *Participant name, profession, and (if applicable) license/certification/registration number from appropriate jurisdiction*
- *Course title, date, location and credits awarded*
- *Course outline/syllabus and learning objectives*
- *Course instructor's qualifications and professional affiliations*
- *ADA requests and services provided*
- *Grievances and resolutions*
- *Course evaluations*

CE providers must allow full access to this information upon request by MBOESW MFT SW CE Sub-Committee. The CE Sub-Committee retains the right and authority to audit and/or monitor

programs and review provider records and course materials. All audit requests must be met within 21 days of receipt of request.

The CE provider must allow participants access to information about their course participation.

VII. ATTENDANCE

For on-site and distance learning courses, CE providers must have procedures for documenting participation; e.g. an attendance roster, sign-in log, and program evaluations completed by attendees.

The CE provider must issue a completed and signed certificate verifying attendance and credit awarded to each participant who completes the course. These certificates may only be provided after the participant has completed the course, and must be provided within 30 days after the event. Duplicate or replacement certificates must be clearly marked as “replacement copy” or “duplicate copy.”

Certificates of credit and/or other means of documenting credit must include:

- *Name of the participant, (if applicable) social work license/certification/registration number and license jurisdiction (Mississippi)*
- *Title, location, date(s) of the course*
- *Amount of credit awarded*
- *Designation of clinical hours (CEs) or social work ethics hours, if applicable*
- *Designated Provider sponsoring or supporting the course*

MBOESW MFT SW Continuing Education Sub-Committee approval statement

“This organization (provider name and approval number) is approved as a provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists; *Approval Period:* ____ (dates). *Social workers will receive ____ continuing education clock hours in participating in this course. (Clinical ____/ Supervision ____ /Cultural Competency____/ Ethics ____/General ____)* ”

VIII. ASSIGNING CREDIT

Providers must adhere to a uniform system for assigning credit based on the continuing education hour, defined as a 60-minute hour of uninterrupted instruction. The number of continuing education credits must be determined before the course is offered.

Instructors must adhere to the published time schedule in order for full credit to be given.

Distance learning courses must be field-tested* to determine credit hours.

IX. PROMOTION AND ADVERTISING

CE providers must promote and advertise each course in keeping with social work ethical conduct and core values (e.g. as defined under applicable state and federal laws).

Adequate and accurate advance information must be provided to prospective participants. Promotional materials (e.g. brochures, advertisement, memoranda, web sites or other announcements) must include the following:

- *Educational goals and specific learning objectives of the course*

- *Course target audience*
- *Targeted social work practice levels, e.g. entry-level, intermediate level, or advanced level social workers*
- *Instructors and their credentials*
- *Course fees, including what is covered, and deadlines for cancellations and refunds*
- *Course syllabus, outline or agenda*
- *Continuing education hours offered*
- *CE provider number, approval statement and expiration date*
- *Instructions for requesting accommodations for disability**
- *Course completion requirements; e.g. completing a course evaluation, participating in all sessions, etc.*
- *Statement of when and how certificate will be awarded*
- *Where both educational and non-educational sessions are offered, the courses for credit must be clearly identified*
- *Instructions for addressing grievances; contact information*
- *REGARDING SPONSORING: DP's/Individual Presentations may sponsor the educational offerings, however all materials must bear the name of the Sponsor with support from (ie, Mississippi Alliance on Positive Humanity (Designated Provider) presents "Making a Way Forward" with support from Mississippi Empowerment (promoting organization))*.

Note to Independent Contractors

Applicants acting as independent contractors to present courses through organizations or agencies are responsible for following guidelines.

Include the following information in your promotional materials:

- *Contact information for independent contractor/instructor*
- *Contact information for agency offering the course*

Provide a statement informing participants who to contact for assistance for specific issues. (Example: "If you have questions or concerns about the course content, references, or content evaluation, contact (Your email address) Instructor@info.net. If you have questions or concerns about registration, facilities or course administration, contact (the contracting agency) independentmgtcorp@info.net).

Providers should advertise offerings on www.swmft.ms.gov. These offerings must be emailed to mboe@swmft.ms.gov no later than one (1) month prior to the scheduled course offering.

X. PARTICIPANT GRIEVANCES

CE providers must respond to all complaints received by the provider or MBOESW MFT SW CE Sub-Committee in a timely and ethical manner.

The Designated Provider must have policies and procedures for grievance management: eg: refund requests, complaints about course content and/or facilities, non-receipt of certificates, etc. These policies must be in a written format to assure due process for all complainants.

The social worker consultant must be involved in all grievance resolutions.

XI. EXPLANATION OF TERMS

The following terms are found throughout the CE application and CE provider guidelines.

Designated Provider an organization or individual offering continuing education to social workers, which has successfully completed the MBOESW MFT SW CE application process and meets all requirements.

Accommodations For Individuals With Disabilities

MBOESW MFT SW CE providers must ensure that individuals with disabilities are not excluded from services, programs, and courses because of existing disabilities. Programs viewed in their entirety must be readily accessible to and usable by individuals with disabilities.

Accessibility Accommodations may apply to circumstances other than wheelchair access.

MBOESW MFT SW CE providers offering home study and online courses must consider visual and/or auditory impairments, and options available for providing assistance to course participants. Instructions for requesting Accessibility Accommodations or services must be clearly stated in the registration section of the CE providers promotional brochure and on the provider's web page.

Accessibility Accommodations Policy CE providers must publish a statement, in promotional brochures and other material disseminated to the public, instructing potential participants on how to request accommodations. An example of this statement:

“If you require special assistance please contact the registrar to inform her of your special needs by calling 000-0000.”

ADA U.S. Federal legislation titled *The Americans with Disabilities Act of 1990 (ADA)*, establishing parameters under which accommodations must be made available to individuals with disabilities by state and local governments, as well as public and private entities. This legislation mandates the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services for an applicant seeking accommodations under the ADA.

Audit The MBOESW MFT SW CE Sub-Committee retains the right and authority to audit and/or monitor programs and review provider records and course materials. All audit requests must be met within 21 days of receipt of request. In- person audits may be performed by individuals designated by the board to assess quality of offerings. These auditors may arrive unannounced and are expected to be admitted to offerings without charge. An audit may consist of a review of records in all aspects of provider programming for a specific period, or a review on a smaller scale, such as a specific course.

Best Practices Clinical, practical, educational and/or research services based on appropriately documented and accountable professional scientific materials, services provided within the context of a defined professional role and within the boundaries of competence based on education, training, and appropriate professional experience/licensure.

Clinical Social Work, Practice of: (ASWB, Model Social Work Practice Act. Pg. 13) A specialty within the practice of Master's Social Work requiring the application of social work theory, knowledge, methods, ethics, and the professional use of self to restore or enhance social, psychosocial, or bio-psychosocial functioning of individuals, couples, families, groups, organizations and communities. The practice of Clinical Social Work requires the application of specialized clinical knowledge and advance clinical skills in the areas of assessment, diagnosis and treatment of mental, emotional, and behavioral disorders, conditions and addictions. Treatment methods include the provision of individual, marital, couple, family and group counseling and psychotherapy. The practice of Clinical Social Work may include private practice and the provision of clinical supervision.

CE providers may designate clinical content on the course certificate of completion and promotional materials if this criteria is met:

1. The content of coursework meets the definition of clinical social work practice (above).

Continuing Education Education and training oriented toward maintenance, improvement or enhancement of social work practice.

Code of Conduct/Practice Standards: Rules and Regulations of the Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists (Title 30, Part 1901, Chapter 1 – 5).

Code of Ethics An explicit statement of the values, principles, and rules of a profession, regulating the conduct of its members, See also *NASW Code of Ethics*.

Core Values of Social Work The mission of the social work profession is rooted in a set of core values. These core values are:

- *SERVICE*
- *SOCIAL JUSTICE*
- *DIGNITY AND WORTH OF THE PERSON*
- *IMPORTANCE OF HUMAN RELATIONSHIPS*
- *INTEGRITY*
- *COMPETENCE*
- *ETHICAL CONDUCT*

Course A lecture or a number of lectures, seminars, workshops, home study or other means of providing continuing education, consists of a period of not less than one hour in length, with clearly defined and outlined learning objectives, ending with an evaluative measure; a series of courses constituting a curriculum.

Course Delivery Methods

- *Workshop/seminar: lecture, discussion, role-play, debate, presentation*
- *Multi-media presentation: Presenter communicates information using various media.*
- *Readings, article, online study: Interaction includes questions and answer, links to*

content and/or post test

- *Web enhanced presentation and/or discussion: presentation and interaction online. Interactive online presentation.*
- *Video or audio conference: Presentation by an individual or discussion by a panel is observed by participant. Discussion takes place through online postings, telephone, video or by moderator.*

Course Materials

Submit the following required materials for review with your application. Within the body of your application, where appropriate, indicate where in the materials each item can be found.

- *Include hard copy of web site, if applicable*
- *Course or session promotional materials, including website (flyer, etc.) if applicable*
- *Course or session outline, including timeline*
- *Course or session learning objectives*
- *Course or session presenter(s) including license information and/or credentials, experience and education*
- *All course or session handouts*
- *Pre or post tests*

For online courses: Provide instructions, including passwords and codes, to allow reviewers to access the online course material, pre and/or post-tests, and evaluation for course submission.

Cultural Diversity Cultural Diversity in social work continuing education implies a heightened consciousness of how people experience their uniqueness and deal with their differences and similarities within the larger social context. Courses may reflect:

- *Understanding of diversity between and within cultures*
- *Consciousness of the dynamics inherent when cultures interact*
- *Understanding of how personal and professional values may conflict with or accommodate the needs of diverse clients*
- *Understanding of history, traditions, values, family systems and artistic expressions of diverse cultural groups*
- *Methodological approaches, skills and techniques reflecting understanding of the role of culture in CE course content*
- *Information in language appropriate to participants*

Distance Education The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies. Instructors and students remain at different locations and are linked by a communications medium. an alternative method to face-to-face contact for the delivery of continuing education, distance education includes home study through studying a book, audio or video tape and completing a test, as well as interactive course work completed using the internet.

Diversity Differences in and among societal groups based on race and/or ethnicity, gender, age, physical/mental abilities, sexual orientation, religion, size and other distinguishing characteristics. in social organizations the term usually refers to the range of people who more accurately represent minority populations and people from varied backgrounds, cultures, ethnicities and viewpoints.

Ethical Conduct Behavior meeting a community’s positive moral standards, distinguishing right from wrong and adhering to the right. for professional social workers, ethical conduct also involves adhering to the profession’s code of ethics, providing the highest and most skillful level of service to clients possible and relating to colleagues, other professionals, all people and society in an honorable manner. The definition of “good moral character” is grounded in public protection, based on the public’s right to expect the highest degree of integrity from members of the social work profession.

Field Test Process used to determine the length of time it takes a participant to complete a workshop or course by presenting the course in its entirety to a sample group of participants. this method is used by a continuing education provider to assign an accurate number of continuing education credits based on the number of hours required to complete the course. Fifty instructional minutes per sixty-minute hour is the standard for assigning continuing education credits.

Grievance Any complaint made by a participant, potential participant or former participant about a continuing education provider’s course offering(s), promotional or educational materials, course site, facilities or technological resources is considered a grievance. the provider must document all grievance reports, whether the complaint was made to the provider, MBOESW MFTSW MFT or another source. In addition, the provider must keep a record of all actions taken by the provider to address the grievance.

Jurisdiction The geographical limits or territory within which specific power, rights or authority may be exercised. This designation applies to the State of Mississippi as regulated by MBOESW MFT.

Learning objectives The provider must have clear and concise written statements of intended goals or outcomes reflecting what learners will gain from a course or courses. These reflect skills, knowledge, and/or attitudes a learner should be able to demonstrate following the learning experience. Learning objectives are the foundation for planning, instruction and assessment of a learning experience.

Licensed social worker An individual who has met the requirements to practice social work as defined by MBOESW MFT, and is currently in good standing with regulatory board (LSW, LMSW, or LCSW).

Licensure “Licensure” as used in these materials applies to the granting of authorization to practice social work or to identify oneself as a regulated practitioner of social work in the State of Mississippi or other state/territory. Typical requirements for licensure are that the individual has submitted a written application in the form prescribed by the board, has attained the age of majority, is of good moral character, has graduated and received the Bachelor’s, Master’s or Doctorate degree in social work from an approved social work program, has successfully passed an examination or examinations prescribed by MBOESW MFT and has paid all applicable fees specified by the Board relative to the licensure process.

Scheduled access The publication of scheduled written or verbal access for communication

between an instructor (or knowledgeable staff) and student(s), for the purpose of subject matter guidance, correction, grading, comment, or problem resolution. This is especially important in distance education courses, when students remain at different locations and are linked to course and others by a communications medium.

Scheduled interaction The scheduling of written or verbal interaction between an instructor (or knowledgeable staff) and student(s), for the purpose of subject matter guidance, correction, grading, comment, or problem resolution. This is especially important in distance education courses, when students remain at different locations and are linked to course and others by communications medium.

Social Work Mission The primary mission of the social work profession is the enhancement of human well-being, helping to meet the basic human needs and empowerment of people who are vulnerable, oppressed, and living in poverty.

Social Worker Consultant The social worker consultant to an MBOESW MFT SW CE Sub-Committee approved continuing education provider participates in and monitors the planning and Implementation of educational goals, learning objectives, instructional materials, learning needs assessment, course evaluations and promotional materials. **This individual is licensed, has been or is currently practicing social work privately or within an institutional setting, and is in good standing with appropriate regulatory boards.**

If there are questions not resolved by referring to this resource or the Rules and Regulations governing the practice of social work in the State of Mississippi, submit your specific question to mboe@swmft.ms.gov.

For Additional guidance See:

ASWB Continuing Education Program
<http://www.aswb.org/ACE/ACEProgram.asp>

NASW Standards for Continuing Education
<http://www.socialworkers.org/practice/standards/NASWContinuingEdStandards.pdf>

Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists
[http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/\\$FILE/clean%20rules%202014-12%20for%20web.pdf?OpenElement](http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/$FILE/clean%20rules%202014-12%20for%20web.pdf?OpenElement)

