

**Mississippi Board of Examiners for Social Workers and  
Marriage and Family Therapists  
Social Work Continuing Education Committee**

**Designated Provider Status Application Process & Eligibility  
for NEW Applicants**

DESIGNATED PROVIDERS (DPs) are organizations or institutions determined by the Social Work Continuing Education (SW CE) Committee of the MS Board of Examiners to meet the standards for continuing education. These organizations hold standing by application, review, and approval for a two (2) year period of time during which they must consistently comply with all requirements. Complaints and audits by SW CE Committee, MBOE members or their designees may result in removal from the status at any time and may prohibit renewal. Organizations which are approved for this status shall have their DP number and dates of approval on all documentation and will be listed with this information for public review and continuing education resources on the MS Board of Examiners website ([www.swmft.ms.gov](http://www.swmft.ms.gov)) and any publications therein. Organizations interested in applying for DP status must complete the attached application and submit required documentation to the CE Committee of the MS Board of Examiners. Only those organizations that have previously held three successful programs approved for social worker continuing education by the CE Committee may apply for DP status.

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

- a. Any program approved by the National Association of Social Work (NASW), or any NASW Chapter,
- b. American Association for Marriage and Family Therapy or any of its state Chapters,
- c. Any state Chapter of Council on Social Work Education approved schools of social work (in order for continuing education offerings to be approved by this type of designated provider, the school of social work must be actively engaged in the planning and presentation of the offering),
- d. Association of Social Work Boards or any state licensing board affiliated with,
- e. International Association of Social Workers or any program approved by member countries or,
- f. International Federation of Schools of Social Work and member schools.

Organizations that are approved for Designated Provider status must be actively engaged in the planning, development, and presentation of the continuing education programs they provide. Co-Sponsorships will not be accepted.

**MS Board of Examiners for Social Workers and  
Marriage and Family Therapists**

**Social Work Continuing Education Committee**

**Continuing Education Designated Provider Status Application  
New Applicants**

**Section I:**

Agency/Organization Name:

Address (City, State, Zip):

Director of Agency/Organization:

Phone:

Fax:

Email:

Name of agency/organization representative in charge of the process of application, review and approval of CE applications:

If different from agency information, please complete address, phone, fax, and email below:

Phone:

Fax:

Email:

**Section II:**

Which of the following best describes the agency/organization's affiliation with the social work profession?

\_\_\_\_\_ Social Work Agency

\_\_\_\_\_ Council on Social Work Education Accredited School of Social Work

\_\_\_\_\_ Social Work Organization

\_\_\_\_\_ Other – please describe: \_\_\_\_\_

**Section III:**

Continuing Education Procedures Description for Your Agency.

- 1) Describe the agency/organization protocol for receiving and reviewing applications for Continuing Education Approval.
  
- 2) Describe the process in which approval/disapproval determinations will be made.
  
- 3) Describe the process for evaluation of any CE offerings your agency will sponsor.
  
- 4) How will social workers be included in the planning and review of CE offerings?
  
- 5) Describe the learning management system or software platform (Zoom, Teams) being utilized by your organization for the CE offering.

**Section IV:**

**Required Documentation:**

Please attach all information (agenda/promotional material, goals/objectives, speaker bio/resume, summary of evaluations, copy of a completed certificate) of three (3) previously approved CE programs. The combined programs must have been at least a total of 8 approved SW CEs.

**Section V:**

**Agency/Organization Attestation:**

I certify that the agency/organization will abide by the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists Standards for Continuing Professional Education and the NASW Code of Ethics. I understand that if the agency/organization fails to comply with these standards, the agency/organization's designation as a provider for Social Work Continuing Education Credits may be revoked.

Agency/Organization Director:

Date:

Agency/Organization CE Representative:

Date:

**Instructions for Submittal:**

Applications may be submitted online at [mboe@swmft.ms.gov](mailto:mboe@swmft.ms.gov) . The application fee for NEW DESIGNATED PROVIDER status is:

\_\_\_\_\_ Initial Application     \$550.00

You may mail cashier's check or money order to:

Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists  
P.O. Box 4508  
Jackson, MS 39296-4508

If approved, the Designated Provider status will be valid for two years.