



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

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Examiners for Social Workers and
Marriage & Family Therapists**

***Social Work
Discipline Specific***

Continuing Education Guide and Application

***For Designated Providers -- ONLY
(NOT for Individual CE Presentations)***

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Purpose:

The MBOESWMFT 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 (SW) in Mississippi. Through this program, Continuing Education (CE) providers can earn the recognition of social work organizations statewide and offer educational programs for continuing education credits for license renewal for Mississippi licensed social workers. Continuing education is defined as *education and training oriented toward maintenance, improvement or enhancement of social work practice*.

This guide will list guidelines and criteria that Designated Providers must meet in order to be recognized by the MBOESWMFT as a CE Designated Provider (DP). Consistent with the important public protection mission and responsibility of MBOESWMFT, its Continuing Education staff and Sub-Committee both take very seriously the responsibility of reviewing the organization/agency/institution, staffing, and adherence to professional ethics and standards of all CE Designated Providers.

Staff at MBOESWMFT can answer questions related to your application, if needed.

MBOESWMFT MFT SW CE Sub-Committee cautions CE providers that MBOESWMFT 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.

I. Definitions

A. Licensed Social Worker (LSW) The entry level of social work practice usually includes a wide range of direct services under the supervision of a Licensed Master Social Worker or other qualified professional. The LSW generally provides basic problem-solving interventions. Professional tasks may include data gathering, assessment, planning and contracting, various generalist interventive methodologies, conducting educational and supportive groups and evaluation of own practice. LSWs should not provide clinical social work services, psychotherapy, or engage in autonomous practice.

B. Licensed Master Social Worker (LMSW) The LMSW may provide services to individuals, couples, families, organizations and communities. Such services shall be guided by knowledge of social work theory, social resources, social systems, human behavior, ethics, and methods to restore or enhance social, psychosocial or bio-psychosocial functioning. Scope of practice includes, but is not limited to, assessment, treatment implementation and evaluation, case management, information and referral, mediation, education, psychotherapy, advocacy, supervision of employees, consultation, research, community organization and development, administration of social policies, programs, and activities.

A LMSW may provide clinical social work services within a recognized setting such as social, medical and governmental agencies and organizations only when under the supervision of a LCSW or other licensed or certified clinical professions such as a psychiatrist, or PhD, or PsyD level clinical psychologist. A LMSW may only work as an employee in an agency or organizational setting and cannot engage in autonomous practice.

Supervision of a LMSW for LCSW certification can only be provided by a LCSW as specified in Rules and Regulations, Rule 2.3 Profession and Supervision Requirements for LCSW License. LMSWs must not provide unsupervised clinical services and cannot hold him/herself out as a Licensed Clinical Social Worker.

C. Licensed Certified Social Worker (LCSW) The LCSW is qualified to perform all services included in the LMSW scope of practice in Section B above and those specified for the LCSW herein. The LCSW shall be qualified to function independently and shall demonstrate special knowledge and skill in his/her practice areas.

Clinical Social Work, Practice of: (ASWB, Model Social Work Practice Act, Pg. 6, www.aswb.org/wp-content/uploads/2020/12/Model-law-for-web.pdf)- 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 biopsychosocial 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.

The LCSW specializing in clinical practice may independently engage in the use of a variety of psychotherapeutic techniques. The clinician is legally and ethically bound to practice only in the parameters of his/her expertise, based on education, training, experience, and competency. The LCSW in macro practice shall demonstrate skills in supervision and management at the macro level. Macro Social Work Practice focuses on changing larger systems, such as communities and organizations. It encompasses a broad spectrum of practice, including planning, program development, community organizing, policy analysis, legislative advocacy, program evaluation, task-oriented group work, community education, and human services management. The Clinical Social Worker encompasses macro practice skills as long as the person is practicing within their scope of expertise, based on education, training, experience, and competency.

Source: Rule 3.3 Miss. Code Ann. §§73-53-1, 73-53-11(1)(c), (k), (2) and (3) and 73-53-13

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.

Designated Provider Representative The Designated Provider CE Representative must be a Mississippi Licensed Social Worker defined within the context of the Mississippi Code Ann. 73-53-7.

II. Standards for Continuing Professional Education

- A. *Standard I: Applicants of continuing professional education will embody the mission and philosophy of 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 applicant, 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.

Course content must be pertinent to social work theory, methods, and practice, reflecting current research and best practices. Best practices are 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.

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

Scope of Practice:

Per MBOESWMFT 2020 Amended Rules and Regulations, Rule 3.2 GUIDELINES OF PRACTICE (See also MS Code Annotated, 1972, Sections 7354- 1 et seq.), it is the legal and ethical responsibility of each licensed social worker to limit the scope of professional practice to the parameters of the licensee's competencies. Client systems for all levels of licensure may be individuals, groups, families, organizations, and communities. See LSW, LMSW, LCSW in Section I. Definitions.

- B. *Standard II: Applicants of continuing professional education plan for an organized educational experience.*

Sponsor and Co-Sponsorship

As an individual applicant who is wanting to provide Social Work Continuing Education Hours for an event, you will need to understand the difference between Sponsor, Co-Sponsor, and "Blindly Approving an Event."

Sponsor means that the organization or agency which is hosting the event is paying 100% of the costs involved to hold the event. The organization or agency IS the planning committee (with a Mississippi Licensed Social Worker from that organization or agency participating from the beginning). Event planning meeting minutes support the involvement of the Mississippi Licensed Social Worker. The presenters may be from another organization, but the sponsoring organization found the speakers, decided on the topic, advertised, and is hosting the event. Per the Social Work

Rules and Regulations, Part 1902, Chapter 4, Rule 4.1, section 2.f, “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.”

Sponsorship when there are multiple agencies or organizations involved: This sponsorship is a **joint event**. It is when two or more organizations or agencies are working **together** in order to host an event. Each participating organization or agency have a person represented on the planning committee, develop the agenda and speakers together, advertisements display all organizational or agency names as hosting the event. The identification of who pays for the events and the percent of funding is involved in determining co-sponsor versus sponsor. The Mississippi Licensed Social Worker works for one of the organizations or agency and is part of the planning committee from the beginning. Event planning meeting minutes support the involvement of the Mississippi Licensed Social Worker. Just contributing funding and approving for CEs **is not** sponsorship. Just providing funding and approving CEs is “blindly approving an event.”

- Applicants who fall within this category, **MUST** adhere to caution by reviewing their engagement in the joint event, to ensure that it is not “co-sponsorship” or “blindly approving an event”.

Co-Sponsorship or “Blindly Approving an Event” does not support the Standard II, where the applicant is supporting a professional educational plan for an organized educational experience. This is when the applicant does not sit on the planning committee, does not participate in the identification of speakers and/or topics, does not contribute funding and their name may or may not be on the advertisement materials. The Mississippi Licensed Social Worker may be identified but does not attend the planning committee meetings, does not have input into the speakers, objectives, or presentations.

Per the Social Work Rules and Regulations, Part 1902, Chapter 4, Rule 4.1, section 2.f, “Co-Sponsorship will not be accepted.”

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

Responsibility of the DP CE Representative

The Designated Provider CE Representative must be a Mississippi Licensed Social Worker (preferably a LMSW/LCSW) defined within the context of Mississippi Code Title 73. Per Miss. Code Ann. § 73-53-7 (1) A person, corporation, association or business entity shall not use, cause to be used or advertise in connection with that person's or party's name or the name or activity of the business the words, “social worker,” “licensed social worker,” “licensed master's social worker,” “licensed certified social worker,” “licensed clinical social worker,” the letters “SW,” “LSW,” “LMSW,” “LCSW” and/or any words, combination of words, abbreviations, or insignia indicating or implying directly or indirectly that social work services are provided or supplied unless those services are provided by a person holding a valid and current license issued under this chapter or under the supervision (as provided by board rule) of a licensed certified social worker with a valid and current license issued under this chapter. A person who does not hold a valid and current

license issued by the board shall not practice social work, nor advertise the performance of that practice.

The Designated provider continuing education representative must be a visible, identifiable authority, charged with ensuring that each program to be presented by the applicant or presented under the DP's CE approval number meets the requirements of the MBOESWMFT.

Administrative stability must be demonstrated. The Designated Provider 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 MBOESWMFT of such changes. Care must be taken during transitional periods to ensure that the new administrator is thoroughly familiar with MBOESWMFT SW Continuing Education standards.

The Designated Provider must provide MBOESWMFT with written notification, within ten (10) days of any change in the continuing education director, address, web site address or telephone number. Distance education applicants must include email and web site address on their CE application. Applicants must demonstrate that interactive web sites are secure. MBOESWMFT 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 (hard copy or electronic) of each continuing education event such as
 - The continuing education certificate given to participants
 - Financial information (cost of participation)
 - Registration and attendance records
 - Course outlines
 - Learning goals and objectives
 - Completed evaluation forms
 - Maintaining records for three (3) years

The Designated Provider 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.

MBOESWMFT SW CE Designated Providers must submit summaries of these records *as requested* by MBOESWMFT SW CE Sub-Committee. All Designated Providers will be audited each renewal period or any time the MBOESWMFT SW CE Sub-Committee feels it is necessary.

III. Program Development

A. Content of Presentations

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 MBOESWMFT SW CE requirements. Applicants for MBOESWMFT 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.

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 MBOESWMFT CE Discipline Committee*). A syllabus or general outline of the course must be made available to participants at the beginning of each course offered.

B. Assigning CE Credit to Presentation

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

Due to the Licensing and Reporting Systems (LARS), continuing education can only be granted in 60 or 30-minute increments. No 15-minute increments can be included. For example, a presentation from 9:00am – 10:15am would only receive 60 minutes of continuing education.

If the DP Provider has approved the SW CE event, the CE event may be hosted for 12 months from the date of approval without needing to be “reapproved” by the DP Provider CE Committee.

C. Content Not Approved

Content that will not be approved for continuing education include, but not limited to, the following:

- 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 that exclude participants based on gender, race, age, ethnic background, sexual orientation, physical abilities, religious persuasion, or other characteristics.
- Program format and Instructional Methods that do not adhere to appropriate teaching methods. Program format and instruction 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.
- Presentations that do not have qualified instructors. Only qualified instructors should be presenting material (Ex: Individuals with certifications, credentials, license, experience, or specialized knowledge in the subject matter is considered appropriate.) **ETHICS presentations must include a Mississippi licensed social worker as a presenter or co-presenter.**
- Presentations that are not evaluated. Every presentation must have an evaluation. (See Part III – Program Development, I. Evaluation, page 11 for what must be included on the evaluation).
- Time devoted to registration, organizational business, meals, or other refreshments shall not be counted as instructional or continuing education. When there is a luncheon speaker, only the amount of time of the speaker’s presentation may be calculated for continuing education credit.

D. Planning Committee

The Planning Committee must include a Mississippi Licensed Social Worker (preferably a LMSW/LCSW), as defined by Mississippi Code Title 73. Professions and Vocations § 73-53-7. The Mississippi Licensed Social Worker takes part in determining the scope and content of the program, helps recruit presenters applicable to social work, coordinate keynote sessions, organize sessions on the agenda, and ensures goals/objectives are relevant to social work. In addition, the Mississippi Licensed Social Worker must also assess the educational needs of social workers for the purposes of course development, planning, administration, and monitoring of continuing education program.

E. Presenters

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

Presenters providing social work ethics courses must be **Mississippi Licensed Social Workers** in good standing or include a licensed social worker as a co-presenter, as defined within the context of the Mississippi Code Ann. 73-53-7.

F. **Goals/Objectives** (See Appendix A for Writing Clear Learning Objectives)

Using the MBOESWMFT “Program Objectives and Content”, presentation topics **must** build on the foundations of social work education and **must** clearly fall within the scope of practice for social workers and be directly applicable to social work practice, relating (but not limited to) to one or more of the following social work educational areas. If you have multiple presentations within a program, please use one form per presentation. (See Definitions Section for more information.)

- Theories and concepts of human behavior in the social environment
- Social work practice, knowledge, and skills
- Social work research, programs, or practice evaluations
- Development, evaluation, and implementation of social policy
- Social work generalist practice
- Social work clinical practice
- Diversity and social justice
- Social work ethics
- Social work that promotes cultural awareness and understanding of diversity and inclusion

Presentation 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 programs, regardless of format, must meet MBOESWMFT CE requirements.

Per MBOESWMFT Rules and Regulations, see Part 1902, Chapter 4, Rule 4.1 and 4.2 B. The MBOESWMFT requires 40 continuing education credits for each license renewal period. A CE Credit is one clock hour or 60 minutes of instruction. The breakdown of the 40 credits are as follows:

For each license (LSW, LMSW, LCSW) the following must be included in the total 40 hours of credits for each renewal period:

- Four (4) hours of approved professional ethics
- Two (2) hours of cultural competency awareness
- Beginning 7/1/2020, one (1) hour of Mandated Reporting (as defined by the Social Work Rules and Regulations, see Part 1902, Chapter 4; Rule 4.1: C 5-7).

Due to the Licensing and Reporting Systems (LARS), continuing education can only be granted in 60 or 30-minute increments. No 15-minute increments can be included. For example, a presentation from 9:00am – 10:15am would only receive 60 minutes of continuing education.

Unused hours: Continuing Education (CE) hours that were completed within the 3 years prior to the current expiration date of a license that have not been submitted for previous license renewal may be carried over from one renewal to the next. Provided however, ethics and cultural diversity hours may not be carried over. All unused CE hours must be maintained by the licensee and not by the Board.

G. Timed Agenda

A timed agenda must be included with the continued education program. It must specify the following:

- Name of Program
- Location
- Date
- Time of each session
- Title of each session
- Presenter(s) for each session

*See Appendix B for “Sample of Timed Agenda”

H. Attendance

For on-site and virtual courses, Designated Providers must have procedures for documenting participation, e.g. an attendance roster, sign-in log, and program evaluations completed by attendees.

For virtual courses, attendance should include time logged in and logged out – whether this is obtained by a scribe or electronic.

I. Evaluation

An evaluation is an important component of continuing social work education. In multi-session conferences, evaluations are to be for each individual CE approved session – evaluating each presenter and session. One evaluation for a multi-session is not acceptable.

Applicants 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.

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

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

- 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, software programs/platform utilized, administration of the program

** See Appendix C for “Sample of Evaluation”

J. Certificate

The DP Provider must issue a completed and signed certificate verifying attendance and credit awarded to each participant who completes the program. The certificates may only be provided after the participant has completed the program’s completed evaluations for each session and must be provided to the participant within 30 days after the event.

Duplicate or replacement certificates must be clearly marked as “replacement copy” or “duplicate copy.”

Certificates must include:

- Name of the participant
- Social work license/certificate/registration number
- Title, location, date(s) of the course
- Amount of credit awarded
- Designation of type of hours (clinical, supervision for LCSW Supervisor, cultural competency, ethics, mandatory reporting, ethics, general)
- Signature of the CE Coordinator for the Applicant Agency

The following MBOESWMFT approval statement must be on the participant's certificate:

“This organization (provider name and DP number) is approved as a provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists. *Social workers will receive ____ continuing education clock hours in participating in this course. (Clinical ___/ Supervision ___ /Cultural Competency___/ Ethics ___/General___/ Mandatory Reporting___) ”*

Note regarding presenters and awarding CE Certificates: 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.

** See Appendix D for “Sample of Certificate”

IV. Record Retention

It is the responsibility of the Designated Provider to maintain records after the program. The following information must be maintained by the applicant for at least three years:

- Original CE Application
- Planning Committee Members information
- Time Agenda and/or Program Book
- Presenter's Resume
- Goals/Objectives for each course offered
- Evaluation (Evaluation summaries may be requested by MBOESWMFT)
- Social worker attendance (sign-in sheet/online verification of attendance)
- Summary report of evaluations
- Example of CE Certificate
- Number of credits issued for each course
- Agenda or promotional material of each course offered
- Any requests made for accommodations for disabilities
- Any grievances and resolutions

V. Advertisement

A. Brochures, Flyers, Social Media, etc.

DP Provider must promote and advertise each program 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
- Program target audience
- Targeted social work practice levels, e.g. entry-level, intermediate level, or advanced level social workers
- Instructors and their credentials
- Program fees, including what is covered, and deadlines for cancellations and refunds
- Program syllabus, outline or agenda
- Continuing education hours offered
- CE provider approval statement including DP number
- Instructions for requesting accommodations for disability
- Program 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
- Provide a statement informing participants who to contact for assistance for specific issues.

Language to include on Promotional Material (one of these statements)

(Name of organization) is an approved provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists; DP (number). Social Workers will receive up to (# of hours) of continuing education for (Type) for participation in this program. Attendance verification and program evaluations will be required in order to receive continuing education credit. (Statement explaining how certificates will be received.) (Statement if full attendance will be required.)

If you require special accommodations, please contact the organizer of this program by calling (#). If you have questions or concerns about the program content, references or content evaluation, registration, facilities or program administration, please contact the organizer of this program by calling (#).

B. Optional Advertising of Promotional Material

Designated Providers have the option to advertise offerings on www.swmft.ms.gov. These offerings must be emailed to mboe@swmft.ms.gov using the form called “Optional Posting of Continuing Education Events”. This form must be submitted no later than thirty (30) days prior to the event (*fifteen (15) days for any individual applicant who submitted their application sixty (60) days in advance for MBOESWMFT approval.*) - See MBOESWMFT form called “Optional Posting of Continuing Education Events” for more details.

VI. Grievances

The Designated Provider must have policies and procedures for grievance management, e.g., refund requests, complaints about course content and/or facilities, non-receipt of certificates, etc. These policies must be in a written format to ensure due process for all complainants. The social worker consultant must be involved in all grievance resolutions.

Any complaint made by a participant, potential participant, or former participant about a continuing education provider’s CE activity/event, promotional or educational materials, CE activity/event site, facilities or technological resources is considered a grievance. The applicant must document all grievance reports, whether the complaint was made to the provider, MSBOESWMFT, or another source. In addition, the provider must keep a record of all actions taken by the provider to address the grievance.

All complaints received by any participants must be addressed in a timely and ethical manner. The CE activity/event organizer must have policies and procedures for grievance management, including but not limited to:

- refund requests,
- complaints about CE activity/event content and/or facilities,
- non-receipt of certificates,
- other issues that may arise

The grievance should allow for consistent due process for all complaints and is to be used for all CE events approved under this DP Provider’s provider status. Each DP Provider should have a committee which will review any grievances. The decision is to be made democratically. This information would be used for future events to be held by this DP Provider and future grievance. The DP Provider is to respond to the participant in writing and keep a copy of all documentation.

VII. Audits

The MBOESWMFT SW CE Sub-Committee retains the right and authority to audit and/or monitor programs and review provider records and CE activity/event 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 CE activity/events. These auditors may arrive unannounced and are expected to be admitted to CE

activity/events without charge. An audit may consist of a review of records in all aspects of DP Provider programming for a specific period, or a review on a smaller scale, such as a specific CE activity/event.

MBOESWMFT SW CE Designated Providers must submit summaries of these records *as requested* by MBOESWMFT SW CE Sub-Committee. All Designated Providers may be audited each renewal period or any time the MBOESWMFT SW CE Sub-Committee feels it is necessary.

VIII. Notification of Approval, Rejection or Revocation

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 reasons specified.

Non-compliance with any of these procedures and standards may cause the DP status to be revoked.

****Complaints received by the MBOESWMFT regarding a program will be investigated.**

NOTE: Once the DP Provider status as EXPIRED, no Social Work Continuing Education hours may be approved by this DP Provider or under this DP Provider number until the renewal application has been approved by MBOESWMFT.

A. Appeal of Sub-Committee Decision

The following information is supplied to define the appeals process:

- An application may request consideration of a decision made by the MBOESWMFT 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 CE 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 MBOESWMFT.

In the event that MBOESWMFT Social Work Discipline Specific Committee denies an application for initial approval or extension of approval, or terminates recognition, the applicant/provider may appeal the decision to the MBOESWMFT full board. Appeals must be made in writing to the Executive Director of MBOESWMFT at the board's current address.

B. What happens when MBOESWMFT full Board denies application

If a Designated Provider initial or renewal application is declined, then the perspective organization or individual applying for Designated Provider must start the process over. They are to host eight (8) hours of SW CE Events through three (3) or more Social Work Continuing Education Events. This is to occur over the next eighteen (18) months. The applicant is to refer to and follow the Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists, Social Work Discipline Specific, Continuing Education Guide and Application for Individual CE Presentations (not for Designated Providers) guidance. Only after eighteen months AND eight hours within three or more Social Work CE events are successfully approved and executed, may the applicant re-apply for Designated Provider.

IX. Application Renewal

Each DP Provider MUST send in their renewal application 60 days or more from the expiration date in order to provide the MBOESWMFT time to review the application. If an DP Provider renewal application is sent in 59 days or less, the MBOESWMFT may not be able to process the renewal application in time to provide the DP Provider a disposition letter before the expiration date.

NOTE: Once the DP Provider status as EXPIRED, no Social Work Continuing Education hours may be approved by this DP Provider or under this DP Provider number until the renewal application has been approved by MBOESWMFT.

X. Application Packet

See the supplemental document for Designated Applications for guidelines.

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 MBOESWMFT SW CE application process and meets all requirements.

Accommodations For Individuals with Disabilities MBOESWMFT 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. MBOESWMFT 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 accommodations, please contact the registrar to inform them 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 MBOESWMFT 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. 6 - www.aswb.org/wp-content/uploads/2020/12/Model-law-for-web.pdf). 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 if this criterion is met:

- You may designate “clinical hours” if the below criteria are 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.*

Continuing Education Education and training oriented toward maintenance, improvement or enhancement of social work practice. For more information regarding the definition of continuing education as defined by the Social Work Rules and Regulations, see Part 1902, Chapter 4: B1 – definitions.

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, articles, online study: Interaction includes questions and answer, links to content and/or posttest.
- 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 posting, 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*

Designated Providers (DP) For information regarding the definition of designated providers as defined by the Social Work Rules and Regulations, see Part 1902, Chapter 4: Rule 4.1; B2 – definitions.

Designated Provider Representative Designated Provider CE Representative must be a Mississippi Licensed Social Worker defined within the context of the Mississippi Code Ann. 73-53-7.

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, MBOESWMFT, 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 MBOESWMFT.

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 MBOESWMFT, and is currently in good standing with regulatory board (LSW, LMSW, or LCSW). A Licensed Social Worker is defined within the context of the Mississippi per Mississippi Code Ann. 73-53-7.

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 required by MBOESWMFT 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 MBOESWMFT 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.**

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](http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/$FILE/clean%20rules%202014)
[http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/\\$FILE/clean rules 2-14-12 for web.pdf?OpenElement](http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/$FILE/clean%20rules%202014for%20web.pdf?OpenElement)

Appendix

A

Writing Clear Learning Objectives

A learning objective states what the learner/participant will be able to do upon completion of the continuing education event. It states the “desired” outcome of the educational offering.

Learning objectives should begin with the phrase:

“At the end of this training session, participants will be able to...” then state the verb (see chart below for examples) and state clearly what they will be able to do upon completion of the event.

Sample Verbs by type:

<i>Knowledge</i>	<i>Comprehension</i>	<i>Application</i>	<i>Analysis</i>	<i>Evaluation</i>
Define	Classify	Apply	Analyze	Assess
Identify	Compile	Demonstrate	Classify	Critique
List	Conclude	Develop	Compare	Decide
Name	Discuss	Perform	Contrast	Determine
Recall	Describe	Practice	Determine	Establish
Recognize	Explain	Predict	Differentiate	Evaluate
Relate	Identify	Report	Distinguish	Justify
Select	Recognize	Use	Examine	Recommend

Examples of Correct Learning Objective:

- At the end of this training session, the participants will be able to explain evidence-based practices to support individuals living with dementia in community-based care settings.
- At the end of this training session, the participants will be able to list who mandated reporters are based on the Mississippi law.
- At the end of this training session, the participants will be able to identify different types of physical and emotional elderly abuse and when to report it.
- At the end of this training session, the participants will be able to identify spiritual barriers to hospice care based on cultural beliefs.
- At the end of this training session, the participants will be able to identify human trafficking-related risk factors associated with youth in foster care.

*****Ensure that each objective is very specific and detailed enough to know exactly what the participants will learn from the training session.**

Examples of Incorrect Learning Objectives:

- At the end of this training session, the participants will be able to learn about social work.
- At the end of this training session, the participants will be able to describe case management.
- At the end of this training session, the participants will be able to identify child abuse.

*****These objectives are too vague and general to be approved for credit.**

Appendix B

Annual Animal Assisted Therapy Conference ~Thursday, September 7, 2023
Conference Inn ~ Mojo, MS
AGENDA

Continuing Education and Attendance certificates awarded only to those with corresponding evaluation sheets.

7:30 am - 8:30 am	Registration/Vendor Exhibits Open
8:30 am - 9:00 am	Welcome and Introduction – Cinderella, LCSW, Ph.D.
9:00 am- 10:30 am	Keynote Address – Integrating Theory, Practice, and Research into Animal Assisted Therapy – Tian, LCSW and Tinker Bell, LCSW
10:30 am- 11:00 am	Break - Vendor Exhibits Open
11:00 am - 12:00 pm Breakout Sessions	<p>Ethical Considerations to Ensuring Patient Safety and Privacy When Using Animal Assisted Therapy – Mickey Mouse, LCSW</p> <p>A Look into Behaviors in Human-Animal Bond and Interactions – Donald Duck, BCBA, LBA</p> <p>Animal Assisted Play-Therapy – Ariel Faye, PhD, BCBA, LBA</p>
12:00 pm - 1:00 pm	Lunch (provided)
1:00 pm - 2:00 pm Breakout Sessions	<p>How Animal Language and Body Language Impact Mental Health – Elsa Reed, LMSW, LMHT</p> <p>Animal Welfare in Animal Assisted Therapy and How it Relates to a Safe Practice - Rapunzel, LMSW, BCBA, LBA</p> <p>Human Rights and Animal Assisted Therapy - Pluto, PhD, BCBA, LBA</p>
2:00pm – 2:30pm	Break - Vendor Exhibits Open
2:30pm – 3:30pm	Closing Address – Competencies Needed for Animal Assisted Therapy and other Animal Assisted Services – Belle Chase, LCSW, Ph.D., BCBA

Appendix C

EVALUATION

Title:
 Date:
 Time:
 Speaker:
 _____ hours _____ (Type) CEU

Social Worker Name:

 Social Worker License #:

 Social Worker Email Address:

Please fill in one response per line:

If you require special accommodations during the conference session, please contact the moderators. Fifty (50) instructional minutes per sixty (60) minute hour is the standard for assigning continuing education credit.

This event is: ___ Face-to-Face ___ Virtual

1. This speaker was: knowledgeable, organized and effective in presentation.	High or excellent 5	4	3	2	Low or poor 1	N/A
Speaker 1:						
Rate the speaker knowledge on the subject discussed						
Rate the speaker clarity of delivery during the presentation						
Rate the speaker ability to support participant learning						
Speaker 2:						
How would you rate your level of knowledge about this topic <i>BEFORE</i> the training?						
How would you rate your level of knowledge about this topic <i>AFTER</i> the training?						
	High or excellent 5	4	3	2	Low or poor 1	N/A
2. The content related to the session objectives.	Objectives add or delete depending on number					
By the end of the session:						

(Objective #1). The Social Worker will be able to						
(Objective #2). The Social Worker will be able to						
(Objective #3). The Social Worker will be able to						
(Objective #4). The Social Worker will be able to will be able to						
(Objective #5). The Social Worker will be able to be able to						
	High or excellent				Low or poor	N/A
	5	4	3	2	1	
3. The content was relevant to the objectives.						
4. Rating of the value of the program to participants.						
5. I can apply the information learned in the session to my practices/service setting.						
6. To what extent were the teaching/learning strategies appropriate?						
7. The physical facilities were appropriate.						
What suggestions do you have for topics or speakers for future programs?						
Please make any additional comments here:						

Appendix D

CERTIFICATE OF TRAINING

EVENT/SETTING:
 DATE(s): June 21-23, 2024
 PRESENTED BY:

NAME: _____ SW LICENSE NUMBER: _____

Social work CE credit is awarded only for the sessions listed below and only for those in which workshop moderators verified the participant's attendance for the entire virtual session AND a completed evaluation for the session which identified the participant's name, SW license number, and email address was submitted.

SESSION	TITLE	#/type of hours approved	ATTENDANCE VERIFIED	EVALUATION SUBMITTED	CE CREDIT AWARDED
Tuesday, June 21, 2024					
3:30 – 4:15 pm	TITLE HERE	1 General	YES	YES	1
Wednesday, June 22, 2024					
9:15 – 10:05 am	TITLE HERE	1 General	YES	YES	1
10:45 – 11:30 am	TITLE HERE	1.5 General	YES	YES	1.5
Thursday, June 23, 2024					
12:30 – 1:15 pm	TITLE HERE	1.5 General	YES	YES	1.5
9:15 – 10:00 am	TITLE HERE	1 Cultural Competency/Diversity	YES	YES	1
TOTAL CE CREDITS (Should not exceed = 6)					6

Issued by: _____ Issue Date: 7/1/2024

DP Name Here | _____

The your agency name here (provider DP-#SWBxxxxxx) is approved as a designated provider for continuing education for licensed social workers by the Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists. Approval Period: 10-22-22 to 10-22-24.

Appendix E



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

***Social Work
Discipline Specific***

**Designated Provider Status Application Process & Eligibility
for NEW Applicants (Social Work ONLY)**

DESIGNATED PROVIDERS (DPs) are organizations/agencies/institutions determined by the Social Work Continuing Education (SW CE) Committee of the MS Board of Examiners for Social Workers and Marriage and Family Therapists (MBOESWMFT) to meet the standards for continuing education. Organizations/agencies/institutions interested in applying for DP status must have been operational for at minimum of six (6) months, previously held three MBOESWMFT approved Social Work Continuing Education events within the past eighteen (18) months where the total Social Work Continuing Education hours provided equals a total of eight (8) SW CEs, complete the attached application, and submit required documentation to the MBOESWMFT. This information will be reviewed by the MBOESWMFT Social Work CE Sub-Committee.

Remember: *Only those organizations/agencies/institutions that have previously held three programs within the past 18 months, approved for social worker continuing education by the CE Committee, may apply for DP status.*

The following organizations/agencies/institutions events are automatically approved for social work continuing education by the MBOESWMFT and do not need to complete DP application process for program approval:

- a. Any program/event 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 (ASWB) 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.

Approved DP organizations/agencies/institutions hold standing by application, review, and approval for a two (2) year period of time during which they must consistently comply with all requirements outlined in the MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers.

Organizations/agencies/institutions 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) and any publications therein.

Organizations/agencies/institutions 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. Refer to the MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers for more details.

Designated Provider Representative The Designated Provider CE Representative must be a Mississippi Licensed Social Worker defined within the context of the Mississippi Code Ann. 73-53-7.

Complaints and audits by SW CE Committee, MBOESWMFT members or their designees may result in removal from the status at any time and may prohibit renewal. Refer to the MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers for more details.

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

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

Instructions for Submittal:

The application fee for NEW DESIGNATED PROVIDER status is:

_____ Initial Application \$550.00 (cashier’s check or money order ONLY)

When submitting your application, supporting documents, and cashier’s check or money order, mail to:

Mississippi Board of Examiners for Social Workers and
Marriage & Family Therapists
Attn: Social Work Continuing Education Committee
5 Old River Place, Suite 205
Jackson, MS 39202

Applications may NOT be submitted online.

Remember, if approved, the Designated Provider status will be valid for two years from the date of your approval letter.

Instructions to completing the Continuing Education Designated Provider Status Application For New Applicants

All information must be completed.

Section I

Section I:		
Agency/Organization Name: <input style="width: 100%;" type="text"/>		
Address (City, State, Zip): <input style="width: 100%;" type="text"/>		
Director of Agency/Organization: <input style="width: 100%;" type="text"/>		
Phone: <input style="width: 150px;" type="text"/>	Fax: <input style="width: 150px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>
Name of agency/organization representative in charge of the process of application, review and approval of CE applications: <input style="width: 100%;" type="text"/>		
If different from agency information, please complete address, phone, fax, and email below: <input style="width: 100%;" type="text"/>		
Phone: <input style="width: 100px;" type="text"/>	Fax: <input style="width: 100px;" type="text"/>	Email: <input style="width: 100px;" type="text"/>

Section I Instructions:

The FULL name of the agency/organization/institution is to be completed here. Not an abbreviation.

The FULL address – street, City, State and Zip. Not a PO BOX. The Director of the agency/organization/institution, which may be different than the representative* in charge of the CE process. Include Director's phone#, fax# and email. Include the Representatives phone#, fax# and email. If the representative's address is different than Directors, include it. Not a PO Box.

*Representative is a Mississippi Licensed Social Worker per Mississippi Code Ann. 73-53-7.

Section II

Section II:
Which of the following best describes the agency/organization's affiliation with the social work profession?
<input type="checkbox"/> Social Work Agency
<input type="checkbox"/> Council on Social Work Education Accredited School of Social Work
<input type="checkbox"/> Social Work Organization
<input type="checkbox"/> Other – please describe: _____

Section II Instructions: (Check which applies)

Section III

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 III Instructions:

Under each question, in full paragraph form, answer as thoroughly as possible each of the questions listed in Section III.

Do not skip a question.

You may pull information from any internal policies, but DO NOT attach a policy as the answer to these questions.

Section IV:

Section IV:
Required Documentation:
Please attach all information (Timed agenda/promotional material, SMART goals and objectives, speaker bio/resume, copy of evaluation(s), sign-in sheets from each program, and copy of certificates) of three (3) previously approved CE programs from the last twelve (12) months. The combined programs must have been at least a total of 8 approved SW CEs.

Section IV Instructions:

From the past eighteen (18) months, attach only three (3) previously approved CE program’s material. For each program, include copy of:

- Timed Agenda
- Promotional Material(s)
- SMART Goals and Objectives
- Speaker Bio/resume(s)
- Copy of evaluation(s)
- Sign-in sheets
- Copy of certificate

See MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers for review of each of the items above.

The combined programs must total at least eight (8) approved SW CEs.

Section V

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: _____

Section V Instructions:

This form is to be signed by both the Agency/Organization/Institution’s Director and CE Representative*. **If they are the same person, then this person is to sign both spots – director and representative.**

A date is to be included beside each signature.

*Representative is a Mississippi Licensed Social Worker per Mississippi Code Ann. 73-53-7.

**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:

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 (Timed agenda/promotional material, SMART goals and objectives, speaker bio/resume, copy of evaluation(s), sign-in sheets from each program, and copy of certificates) of three (3) previously approved CE programs from the last eighteen (18) months. 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:

The application fee for NEW DESIGNATED PROVIDER status is:

_____ Initial Application \$550.00 (cashier's check or money order ONLY)

When submitting your application, supporting documents, and cashier's check or money order, mail to:

Mississippi Board of Examiners for Social Workers and
Marriage & Family Therapists
Attn: Social Work Continuing Education Committee
5 Old River Place, Suite 205
Jackson, MS 39202

Applications may NOT be submitted online.

Appendix F



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

*Social Work
Discipline Specific*

**Designated Provider Status Application Process & Eligibility
for RENEWAL Applicants (Social Work ONLY)**

DESIGNATED PROVIDERS (DPs) are organizations/agencies/institutions determined by the Social Work Continuing Education (SW CE) Committee of the MS Board of Examiners for Social Workers and Marriage and Family Therapists (MBOESWMFT) to meet the standards for continuing education. These organizations/agencies/institutions hold standing by application, review, and approval for a two (2) year period of time during which they must consistently comply with all requirements outlined in the MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers.

Organizations applying for RENEWAL DP status must complete the attached application and be audited by submitting the required documentation outlined in the application to the CE Committee of the MBOESWMFT.

Points for DPs to remember:

- Approved DP organizations/agencies/institutions hold standing by application, review, and approval for a two (2) year period of time during which they must consistently comply with all requirements outlined in the MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers.
- Organizations/agencies/institutions 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) and any publications therein.
- Organizations/agencies/institutions 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. Refer to the MBOE Social Work Discipline Specific Continuing Education Guide for Designated Providers for more details.
- Complaints and audits by SW CE Committee, MBOESWMFT members or their designees may result in removal from the status at any time and may prohibit renewal. Refer to the MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers for more details.
- Please note: Applications that are received with missing components may or may not be returned to the applicant.
- **Designated Provider Representative** The Designated Provider CE Representative must be a Mississippi Licensed Social Worker defined within the context of the Mississippi Code Ann. 73-53-7.

Instructions for Submittal:

The application fee for RENEWAL DESIGNATED PROVIDER status is:

_____ Renewal Application \$275.00 (cashier’s check or money order ONLY)

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

When submitting your application, supporting documents, and cashier’s check or money order, mail to:

Mississippi Board of Examiners for Social Workers and
Marriage & Family Therapists
Attn: Social Work Continuing Education Committee
5 Old River Place, Suite 205
Jackson, MS 39202

Applications may NOT be submitted online.

Remember: if approved, the Designated Provider status will be valid for two years from the date of your approval letter.

Instructions to completing the Continuing Education Designated Provider Status Application For RENEWAL Applicants

All information must be completed.

Section I

Section I:		
Agency/Organization Name: <input style="width: 100%;" type="text"/>		
Address (City, State, Zip): <input style="width: 100%;" type="text"/>		
Director of Agency/Organization: <input style="width: 100%;" type="text"/>		
Phone: <input style="width: 20%;" type="text"/>	Fax: <input style="width: 20%;" type="text"/>	Email: <input style="width: 60%;" type="text"/>
Name of agency/organization representative in charge of the process of application, review and approval of CE applications: <input style="width: 100%;" type="text"/>		
If different from agency information, please complete address, phone, fax, and email below: <input style="width: 100%;" type="text"/>		
Phone: <input style="width: 20%;" type="text"/>	Fax: <input style="width: 20%;" type="text"/>	Email: <input style="width: 60%;" type="text"/>

Section I Instructions:

The FULL name of the agency/organization/institution is to be completed here. Not an abbreviation.

The FULL address – street, City, State and Zip. Not a PO BOX. The Director of the agency/organization/institution, which may be different than the representative* in charge of the CE process. Include Director’s phone#, fax# and email. Include the Representatives phone#, fax# and email. If the representative’s address is different than Directors, include it. Not a PO Box.

Section II

Section II:
Which of the following best describes the agency/organization’s affiliation with the social work profession?
<input type="checkbox"/> Social Work Agency
<input type="checkbox"/> Council on Social Work Education Accredited School of Social Work
<input type="checkbox"/> Social Work Organization
<input type="checkbox"/> Other – please describe: _____

Section II Instructions: check which one applies

Section III

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?

Section III Instructions:

Under each question, in full paragraph form, answer as thoroughly as possible each of the questions listed in Section III.

Do not skip a question.

You may pull information from any internal policies, but DO NOT attach a policy as the answer to these questions.

Section IV

Section IV:

Required Documentation:

Please attach the following information for all events provided during the two year application period.

- Timed agenda
- Promotional materials and advertising practices
- Copy of course evaluation
- Copy of course certificate
- Course content (SMART goals and objectives, speaker bio/resume/credentials)
- Sign-in sheet

Section IV Instructions:

From the past two (2) years, attach all approved CE program's material. For **each program**, include copy of:

- Timed Agenda
- Promotional Material(s)
- SMART Goals / Objectives
- Speaker Bio/resume(s)
- Summary of evaluation(s)
- Sign-in sheets
- Copy of certificate

See MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers for review of each of the items above.

Section V

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:

Section V Instructions:

This form is to be signed by both the Agency/Organization/Institution's Director and CE Representative*. **If they are the same person, then this person is to sign both spots – director and representative.** A date is to be included beside each signature.

*Representative is a Mississippi Licensed Social Worker per Mississippi Code Ann. 73-53-7.

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

Social Work Continuing Education Committee

**Continuing Education Designated Provider Status Application
Renewal 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:

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?

Section IV:

Required Documentation:

Please attach the following information for all events provided during the two year application period.

- Timed agenda
- Promotional materials and advertising practices
- Copy of course evaluation (summaries)
- Copy of course certificate
- Course content (SMART goals and objectives, speaker bio/resume/credentials)
- Sign-in sheet

See MBOESWMFT Social Work Discipline Specific Continuing Education Guide for Designated Providers for review of each of the items above.

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:

The application fee for RENEWAL DESIGNATED PROVIDER status is:

_____ Renewal Application \$275.00 (cashier's check or money order ONLY)

When submitting your application, supporting documents, and cashier's check or money order, mail to:

Mississippi Board of Examiners for Social Workers and
Marriage & Family Therapists
Attn: Social Work Continuing Education Committee
5 Old River Place, Suite 205
Jackson, MS 39202

Applications may NOT be submitted online.

Remember: if approved, the Designated Provider status will be valid for two years from the date of your approval letter.

Appendix G

**Mississippi State Board of Examiners for Social Workers
Optional Posting of Continuing Education Events**

This form is optional for any approved *or waiting approval* Social Work Continuing Education Events. It may be used by Designated Providers, individually approved applications, and distance learning events. It provides a record of each upcoming continuing educational session. In order to have the event posted on the Mississippi State Board of Examiners webpage, the following information should be completed and submitted at least thirty (30) days prior to the event for Designated Providers (*fifteen (15) days for any individual applicant and distant learning events who submitted their application sixty (60) days in advance for MBOE approval.*) Complete the sections below which apply and fill out the final section completely.

Information about the Designated Provider:

Agency/Organization Name _____ DP Number: _____
Contact Person: _____ DP Renewal Date: _____
Contact phone # and email: _____

Information about the Individual Applicant/Application:

Agency/Organization Name _____
Contact Person: _____ Date app. sent to MBOE: _____
Contact phone # and email: _____

Information about the Distant Learning Event:

Agency/Organization Name _____
Contact Person: _____ Phone #: _____
Email: _____ Are you a DP or Individual Applicant/Application**? _____

** Complete the above section which corresponds
to this answer.

MUST COMPLETE THIS ENTIRE SECTION

Information about the Continuing Education Event:

Name of Event: _____ Date(s): _____
Circle: Single or Multi Session Virtual or In-Person or Hybrid Cost: _____
Weblink for registration: _____
Deadline to register: _____ Approved for - circle: LSW LMSW LCSW
If applicable: physical address of event: _____
City: _____ State: _____ Zip: _____
Total # & Type of CE hours available: _____
CE Hours approved or waiting approval: _____

CE Publication on the MBOESWMFT Website

Promotional materials or advertisements regarding the continuing education offering may be sent to MBOESWMFT for publication through the Board’s website for any offering open to the public social work audience.

Promotional materials to be posted should address the following:

- Title of event
- Location of the event
- Weblink for registration
- Number of CE credits to be awarded and Type (General, Mandatory Reporting, Diversity, Ethics, Clinical – LCSW only, Supervision)
- ADA Accommodation information and grievance procedures (Example: “If you require special accommodations, please contact the registrar of this event to inform them of your special needs by calling 000-000-0000”).

If this event has been approved by a MBOESW MFT Designated provider, provide the following additional information:

- Goals and Objectives
- Presenter information
- DP number

Records of the event will be kept by the presenting organization for three years. Records may be audited by the MBOESWMFT.