



**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)***

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Purpose:

Continued Education Guidelines for individual applicants seeking continuing education (CE) approval.

Please note: This guidance does not apply to designated providers. Please see Mississippi Board of Examiners for Social Workers and Marriage and Family Therapist (MBOESWMFT) Discipline Specific Continued Education Guide for Designated Providers.

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

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.

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 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.

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

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, and 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 agencies 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: Applicants of continuing professional education are responsible for administrative practices.

Responsibility of CE Applicant Representative

The CE Representative must be a Mississippi Licensed Social Worker 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 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 applicant’s CE approval number meets the requirements of the MBOESWMFT.

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 MBOESWMFT 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 MBOESWMFT Continuing Education standards.

The applicant 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 objectives and goals
 - Completed evaluation forms
 - Maintaining records for three (3) years
 - Attendance sign-in sheets need to be submitted to MBOESWMFT within two (2) weeks of the event. This should be scanned and emailed to mboe@swmft.ms.gov

The applicant 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.

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 Disciplinary 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.

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.)
- Presentations that are not evaluated. Every presentation must have an evaluation. (See Part III Program Development, J. 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, 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. Preferably, the Mississippi Licensed Social Worker is a LMSW or LCSW.

E. When to Submit Application

The completed application and related documents must be received by MBOESWMFT office no later than 60 days prior to the program date.

For example, if the program day is March 18th, then the application and related

documents must be received by the MBOESWMFT office no later than January 18th. Applications not received by due date will not be accepted. If you have any questions regarding the completion of this application or continuing education, please contact MBOESWMFT staff.

If application for CE event is approved, the CE Applicant may host this same event for twelve (12) months from the date of approval without having to go back through the MBOESWMFT for approval.

F. 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 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 Mississippi licensed social worker as a co-presenter, as defined within the context of the Mississippi Code Ann. 73-53-7.

G. 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).
- To obtain your LCSW Supervisory credential, the LCSW must complete a 16-hour minimum LCSW Supervisor Training program, and each renewal year, participate in two (2) MBOESWMFT Approved Continuing Education Hours regarding supervision

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.

H. 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 Timed Agenda”

I. Attendance

For on-site and virtual courses, CE applicants 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.

J. Evaluation

An evaluation is an important component of continuing social work education. In multi-session conferences, evaluations are to be utilized for each individual CE approved 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 CE Applicant 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"

K. Certificate

The CE applicant 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 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 Supervisors, 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) is approved as a provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists; Application # _____ (this is given by the MBOESWMFT once approved). Social workers will receive _____ continuing education clock hours for participating in this course. (Clinical ___/ Supervision for LCSW Supervisor ___/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 applicant 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.

CE applicant 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 application 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)

If you have applied but not been approved yet:

(Name of organization) has applied for (# hours) of continuing education for (Type Credit) for this event pending approval. 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 assistance, please contact the organizer of this event 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 (#).

If you have applied and received your approval including application number from MBOESWMFT:

(Name of organization) has been approved as a provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists; Application (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 assistance, 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

CE Applicants 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”, 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

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 applicant’s provider status. Each applicant 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 applicant and future grievance. The applicant is to respond to the participant in writing and keep a copy of all documentation.

VII. Audits

The MBOESWMFT 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 applicant programming for a specific period, or a review on a smaller scale, such as a specific CE activity/event.

VIII. 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.

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

A. Appeal of Sub-Committee Decision

The following information is supplied to define the appeals process:

- An applicant 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 the Social Work Discipline Specific Sub-Committee of the MBOESWMFT 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. Rejection of CE Application

If additional information is required, the CE applicant will receive notification of reason for delay of review and the application will be held. If a CE Application needs clarification or corrections, those amendments must be received by the MBOESWMFT within ten (10) days of receipt of the request for clarification/corrections. Should clarification/corrections not be received within required timeframe, the applicant approval will be determined from the original submitted application/documentation.

IX. Application Packet

A. General Information

Process MBEOSWMFT uses for application of approval:

Your completed application and relevant documentation will be forwarded to the Chair and Co-Chair of the MBOESWMFT CE Sub-Committee. The Chair or Co-Chair will then send to at least two sub-committee reviewers. Reviewers have up to three weeks to review program. Once the review is received, an approval/denial email is sent to the MBOESWMFT. The MBOESWMFT will then send applicant an email containing approval or denial, and if approved, the application #.

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

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

Options on submitting your application to MBOESWMFT

Options for submitting application	Address to use	Information about submitting payment
Email	PJohnson@swmft.ms.gov	A copy of the check MUST be included in the application packet if emailed. The application packet will not be reviewed until the check has arrived via mail or walked into the office.

Mail	Attn: Designated Provider Application 5 Old River Place, Suite 205 Jackson, MS 39202	The check MUST be included with the application packet mailed to the office.
Walk into the office	5 Old River Place, Suite 205 Jackson, MS 39202	The check MUST be included in the application packet walked into the office.

B. Application Information Explanation of Terms (Please see end of guide for full application.)

Section I: Target Audience – Please identify, by profession or role, who, besides social workers, are targeted for attendance. For example, nurses, psychologists, recreational therapists, licensed professional counselors, consumers, clergy, caregivers, etc.

**SOCIAL WORK CONTINUING EDUCATION
APPLICATION FOR PRE-APPROVAL OF CE HOURS FOR INDIVIDUAL PRESENTATIONS**

<input type="checkbox"/> Single Session Program <input type="checkbox"/> Multi-Session Program

<input type="checkbox"/> Virtual <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid
--

Title of Full Event _____

Date(s) of Program _____ Location of Program _____

In addition to social workers, who is your target audience? _____

Section II: Primary Sponsoring Organization – This is the agency or organization who is holding the major role in developing, presenting, and/or keeping records.

Sponsoring or Supporting Agencies – Collaborating agencies with secondary and/or funding roles.

Primary Sponsoring Organization _____
Address _____

Phone _____ Fax _____ Email _____

Contact Person and Title _____
Phone _____ Email _____

Other Sponsoring/Supporting Agencies (include address and phone)
1. _____

2. _____

Section III: Records – Please list person and contact information that is responsible for Certificates, Evaluations, and Recordkeeping.

Records

Person responsible for certificates.

Name/Title _____
Address _____
Phone _____ Email _____

Person responsible for evaluations.

Name/Title _____
Address _____
Phone _____ Email _____

Person responsible for recordkeeping

Name/Title _____
Address _____
Phone _____ Email _____

Section IV: Continuing Education Hours

Program Total - Please include the total numbers of hours you are requesting.

Breakdown – Of the total hours requested, please list how many of each type next to the applicable category.

<p>Continuing Education Hours Requested</p> <p>____ <i>PROGRAM TOTAL</i></p> <p><i>Breakdown:</i></p> <p>____ <i>Ethics</i></p> <p>____ <i>Cultural Competency</i></p> <p>____ <i>Clinical</i></p> <p>____ <i>Mandatory Reporting</i></p> <p>____ <i>General</i></p> <p>____ <i>Supervision for LCSW Supervisors</i></p>
--

Section V: Application Checklist – Please review your entire application and use this checklist as a guide to ensure you have included all requirements in the application before submission.

Application Checklist

- Application
- Program Objectives
- Presenter resumes or curriculum vita – limited to four pages each presenter
- Program evaluation – must be objective based
- Agenda or program
- Application fee

Application Fee: **Individual application (less than or equal to 8 CE hours).....\$55.00**
 Individual application (greater than 8 CE hours).....\$110.00

Payment Method: Money Order: _____ Cashier’s Check: _____ AMT paid: _____
Make cashier’s check or money order payable to: MBOESWMFT, P.O. Box 4508, Jackson, MS 39296-4508

Application fees are nonrefundable.

Section VI: Social Worker Involvement – The program development must include a **Mississippi Licensed Social Worker**, as defined by Mississippi Code Title 73. Professions and Vocations § 73-53-7 that was actively involved as described in Part III, D. Planning Committee, page 8. Active involvement is important and especially vital if the sponsoring organization is not social work based, (e.g., medical, law, etc.). Continuing education hours are approved for those programs that present social work skills, knowledge, and values. Please ensure the social worker signing the application is a **Mississippi Licensed Social Worker** and has been actively involved in planning the program. Preferably, the Mississippi Licensed Social Worker is a LMSW or LCSW.

SOCIAL WORKER INVOLVEMENT	
A MISSISSIPPI LICENSED SOCIAL WORKER, in good standing, must be a consultant or member of the planning committee for this program.	
Social Worker Name _____	License _____
Agency/Employer _____	
Address _____	
Phone _____	Email _____
I served as an active consultant or member of the program’s planning committee. I have read each objective for this continuing education program. I approve each objective as relevant to social work knowledge, skills, and/or values. I understand that I may be asked to clarify objectives and/or content regarding social work relevance.	
Signature: _____	Date: _____

Section VII: Program Objectives and Content

Presentation Title – If the title does not indicate the topic of the presentation, please add a topic.

Objectives – Please adhere to the following form (See form included in full application.) Each presentation must have a minimum of **three (3)** SMART objectives (measurable). Begin each objective with an action verb that will complete the following sentence: “At the end of this activity, the participant will be able to _____.” Please see Appendix A for Writing Clearing Learning Objectives.

Content – Please give a description of the information that will be presented in order to achieve stated objective.

Time Frame – This refers to how much time will be spent on this objective. Hours can only be approved in 60 or 30-minute increments. No 15 or 45-minute

increments can be allowed due to the LARS Reporting System. For example, if the presentation is 1:00pm – 2:15pm, the only amount of credit possible is one hour. If the presentation is 1:00pm – 2:45pm, the only amount of credit possible is 1.5 hours.

Presenter – Include the presenter’s name and degree and/or license. **If the presentation is seeking Social Work ETHICS, the presenter is required to be a Mississippi Licensed Social Worker**, as defined by Mississippi Code Title 73. Professions and Vocations § 73-53-7. (See Part III Program Development, F. Presenters, Page 9.)

Teaching Strategies/Resources – Identify the teaching method such as lecture, group activity, PowerPoint, Panel Discussion, etc.

CE Type – Please indicate what type of CE credit is being requested such as General, Ethics, Cultural Competency, Mandatory Reporting, or Clinical, Supervision for LCSW Supervision.

Event Title: Animal Assisted Therapy Conference

Presentation Title: Integrating Theory, Practice, and Research into Animal Assisted Therapy

Obj. #1 – Conduct reviews of Animal Assisted Therapy Literature
Content: Identify best practices and areas needing further investigation within specific populations.
Time Frame (# of hours/minutes): 30 minutes
Presenter, License/Credential: Tiam, LCSW and Tinker Bell, LCSW
Teaching strategies/resources: <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Handouts <input checked="" type="checkbox"/> Discussion/Q&A
CE Type: <input checked="" type="checkbox"/> General <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Ethics <input type="checkbox"/> Mandated Reporting <input type="checkbox"/> Clinical Supervision for LCSW Supervisors
Obj. #2 – Develop assessment tools for measuring the Animal Assisted Therapy outcomes
Content: Explain how to use assessment instruments to document changes in client behaviors, emotions, and functional abilities during Animal Assisted Therapy interventions
Time Frame (# of hours/minutes): 30 minutes
Presenter, License/Credential: Tian, LCSW and Tinker Bell, LCSW
Teaching strategies/resources: <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Handouts <input checked="" type="checkbox"/> Discussion/Q&A
CE Type: <input checked="" type="checkbox"/> General <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Ethics <input type="checkbox"/> Mandated Reporting <input type="checkbox"/> Clinical Supervision for LCSW Supervisors
Obj. #3 - Enhance clinical decision-making through research-informed practice
Content: Demonstrate the use of research to guide selection of Animal Assisted Therapy activities that are relevant to treatment goals
Time Frame (# of hours/minutes): 30 minutes
Presenter, License/Credential: Tian, LCSW and Tinker Bell, LCSW
Teaching strategies/resources: <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Handouts <input checked="" type="checkbox"/> Discussion/Q&A
CE Type: <input type="checkbox"/> General <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Ethics <input type="checkbox"/> Mandated Reporting <input checked="" type="checkbox"/> Clinical Supervision for LCSW Supervisors

****REMINDER: Each presentation must have at least three (3) SMART Objectives (measurable).**

Section VIII: Evaluation – The goal is informative feedback for the sponsoring agency and presenters. One of the best methods of feedback is the extent to which the participants believed they have been given the information to achieve the objectives. See page 11 for more detail. See Appendix B for sample.

Section IX: Time Agenda – All applications must include a timed agenda. The agenda must include the name of the program, date, and location as well as each sessions name, time, and presenter’s name. The agenda must follow the format of the program. See page 10 for more detail. See Appendix C for sample.

Section X: Presenter Resume or Curriculum Vita (CV)

Please provide either a resume or CV for each presenter. If submitting a bio, it must include 1) presenter’s education/degrees, 2) all of presenter’s work experience, and 3) any licenses the presenter holds. If a session has more than one

presenter, you must submit a resume or CV for each presenter for that session. Some CVs are extremely lengthy due to the presenter's long list of articles written and presentations made. **You may limit each resume or CV to four (4) pages but make sure to include education, experience, and any expertise related to the presentation within those four (4) pages.** Please refer to Part III. Program Development, F. Presenters, page 9 for speaker criteria.

Section XI: Certificate

All certificates given to participants must contain the following statement that includes the organization, application number (assigned by MBOESWMFT), number of hours, and type of hours.

This organization, (organization name), is approved as a provider for continuing education by the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists, Application # (number here). Social Workers will receive up to (number of hours here) for the following type CE:
___ General ___ Mandatory Reporting ___ Cultural Competency ___ Ethics
___ Clinical ___ Supervision for LCSW Supervisors

X. Additional Offerings of an Approved Program

When an individual CE activity/program is approved, the approval is only valid for the dates listed on the original application. Should the date of the activity/program need to be rescheduled, please notify the MBEOSWMFT immediately.

XI. Thinking About Becoming a Designated Provider

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

- Applicant has been operational for a minimum of six (6) months.
- Applicant has a Mississippi 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 through the following:
 - a) DP status is offered if the applying organization has demonstrated competence in three (3) previously approved continuing education programs – the combined programs must have been at least a total of 8 approved SW CEs within an 18-month period.
 - b) DPs can provide CE without submitting individual program applications for a period of 2 years

- c) DPs may apply for renewal by completing the renewal application along with submission of required documents
- d) DP status may be revoked if violations of procedures, regulations, and requirements exist
- e) DPs may not co-sponsor with other organizations for CE approval.
- f) DPs plan and conduct continuing education workshops and sessions and are responsible for the content.

Please see the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists Social Work Discipline Specific Continuing Education Guide for Designated Providers for a full detail and instructions on becoming a designated provider.

XII. 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 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 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:

1. 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 per 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%202-14](http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/$FILE/clean%20rules%202-14)
[http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/\\$FILE/clean rules 2-14-12 for web.pdf?OpenElement](http://www.swmft.ms.gov/swmft/web.nsf/webpages/rrPage_rrPage/$FILE/clean%20rules%202-14-12%20for%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-#SWBxxxx) 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.

XIII. Optional Posting of CE Events Application

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 **? _____

*** 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.

XIV. SW Continuing Education Application for Individual Presentation

SOCIAL WORK CONTINUING EDUCATION APPLICATION FOR PRE-APPROVAL OF CE HOURS FOR INDIVIDUAL PRESENTATIONS

INSTRUCTIONS

Please refer to the Guide above to ensure application is completed appropriately and meets criteria.

Remember: The program development **must include a Mississippi Licensed Social Worker**, as defined by Mississippi Code Title 73. Professions and Vocations § 73-53-7. Active involvement is important and especially vital if the sponsoring organization is not social work based (e.g., medical, forensic). Continuing education hours are awarded for those programs that present social work skills, knowledge, and values.

DUE DATE

The completed application must be received by the MBOESWMFT office no later than 60 days PRIOR to the program date. (Example, for a program date of March 18th, the application must be received no later than January 18th.) APPLICATIONS NOT RECEIVED BY DUE DATE WILL NOT BE ACCEPTED.

If you have any questions regarding the completion of the application or any other question regarding continuing education, please contact MBOESWMFT Staff.

*****Note: Please refer to page 16 of 42 to review steps if application is denied.**

**SOCIAL WORK CONTINUING EDUCATION
APPLICATION FOR PRE-APPROVAL OF CE HOURS FOR INDIVIDUAL PRESENTATIONS**

<input type="checkbox"/> Single Session Program <input type="checkbox"/> Multi-Session Program

<input type="checkbox"/> Virtual <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid
--

Title of Full Event _____

Date(s) of Program _____ Location of Program _____

In addition to social workers, who is your target audience? _____

What fees are being charged for the program? _____

Primary Sponsoring Organization _____

Address _____

Phone _____ Fax _____ Email _____

Contact Person and Title _____

Phone _____ Email _____

Other Sponsoring/Supporting Agencies (include address and phone)

1. _____

2. _____

Records

Person responsible for certificates.

Name/Title _____

Address _____

Phone _____ Email _____

Person responsible for evaluations.

Name/Title _____

Address _____

Phone _____ Email _____

Person responsible for recordkeeping

Name/Title _____

Address _____

Phone _____ Email _____

Continuing Education Hours Requested

____ PROGRAM TOTAL

Breakdown:

____ *Ethics*

____ *Cultural Competency*

____ *Clinical*

____ *Mandatory Reporting*

____ *General*

____ *Supervision for LCSW Supervisors*

Application Checklist

- Application
- Program Objectives
- Presenter resumes or curriculum vita – limited to four pages each presenter
- Program evaluation – must be objective based
- Agenda or program
- Application fee

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

Application Fee: **Individual application (less than or equal to 8 CE hours).....\$55.00**
 Individual application (greater than 8 CE hours).....\$110.00

Payment Method: Money Order: _____ Cashier's Check: _____ AMT paid: _____
Make cashier's check or money order payable to: MBOESWMFT, P.O. Box 4508, Jackson, MS 39296-4508

SOCIAL WORKER INVOLVEMENT

A MISSISSIPPI LICENSED SOCIAL WORKER, in good standing, must be a consultant or member of the planning committee for this program.

Social Worker Name _____ **License** _____

Agency/Employer _____

Address _____

Phone _____ **Email** _____

I served as an active consultant or member of the program’s planning committee. I have read each objective for this continuing education program. I approve each objective as relevant to social work knowledge, skills, and/or values. I understand that I may be asked to clarify objectives and/or content regarding social work relevance.

Signature: _____ **Date:** _____

Official Use

Date Received: _____

Approved: _____

Amount Paid: _____

Denied: _____

Application #: _____

Date Letter of Approval/Denial Sent: _____

SOCIAL WORK CONTINUING EDUCATION PROGRAM OBJECTIVES AND CONTENT

Event Title: _____

Presentation Title: _____

Obj. #1
Content:
Time Frame (# of hours/minutes):
Presenter, License/Credential:
Teaching strategies/resources: <input type="checkbox"/> Lecture <input type="checkbox"/> PowerPoint <input type="checkbox"/> Handouts <input type="checkbox"/> Discussion/Q&A
CE Type: <input type="checkbox"/> General <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Ethics <input type="checkbox"/> Mandated Reporting <input type="checkbox"/> Clinical <input type="checkbox"/> Supervision for LCSW Supervisors
Obj. #2
Content:
Time Frame (# of hours/minutes):
Presenter, License/Credential:
Teaching strategies/resources: <input type="checkbox"/> Lecture <input type="checkbox"/> PowerPoint <input type="checkbox"/> Handouts <input type="checkbox"/> Discussion/Q&A
CE Type: <input type="checkbox"/> General <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Ethics <input type="checkbox"/> Mandated Reporting <input type="checkbox"/> Clinical <input type="checkbox"/> Supervision for LCSW Supervisors
Obj. #3
Content:
Time Frame (# of hours/minutes):
Presenter, License/Credential:
Teaching strategies/resources: <input type="checkbox"/> Lecture <input type="checkbox"/> PowerPoint <input type="checkbox"/> Handouts <input type="checkbox"/> Discussion/Q&A
CE Type: <input type="checkbox"/> General <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Ethics <input type="checkbox"/> Mandated Reporting <input type="checkbox"/> Clinical <input type="checkbox"/> Supervision for LCSW Supervisors

****REMINDER: Each presentation must have at least three (3) SMART Objectives (measurable).**