

NORTH DAKOTA BOARD OF SOCIAL WORK EXAMINERS
APPLICATION FOR APPROVED PROVIDER STATUS
(03/11)

FOR OFFICE USE ONLY
Date Received:
Fee Received:
Date Issued:
Date Expire:
Provider No.:
CE Monitor:

I. CONTACT INFORMATION

Provider/Organization Name			
Address	City	State	Zip
Provider Contact Person	Phone Number	Email	

II. QUALIFICATIONS OF INSTRUCTOR(S)

Describe the criteria for selection of instructors for your programs.

III. PROGRAM CONTENT

List the various areas of content your programs provide. *Continuing education content must relate to theories and concepts of human behavior and the social environment, social work knowledge and skills, social work research or practice evaluation, social work ethics, or cross disciplinary courses directly relevant to social work practice or specialty.*

IV. EVALUATION

Identify the methods of evaluation that will be used to determine behavioral objectives have been met by the participants.

V. ATTENDANCE

Explain procedures for documenting participation; e.g. an attendance roster, sign-in log, etc.

VI. ATTENDANCE REPORTING

The provider shall submit the following to the NDBSWE no later than 30 days after the program date:
1. Typed sign-in sheet containing: provider number, program title, program date, names and license numbers of attendees, and total number of contact hours each attendee earned.

VII. ATTACHMENTS

Include the following:
1. Instructor resumes or curriculum vitas.
2. List of programs to be offered along with brief outlines and learning objectives for each program.
3. \$100 Approved Provider fee.

VIII. SIGNATURES

I/We hereby apply for Approved Provider status for continuing education. I/We hereby attest that I/We have reviewed the guidelines and criteria regarding continuing education and agree to present programs that meet the North Dakota Board of Social Work Examiner’s criteria governing continuing education for social workers.

Administrator

Continuing Education Coordinator

Date

**Send to:
NDBSWE
PO Box 914
Bismarck, ND 58502-0914
ndbswe@aptnd.com
701-222-0255**