

The Institute for Clinical Social Work

Continuing Education Policies and Procedures

The mission of the Institute for Clinical Social Work (ICSW) an institution of higher education, is to prepare scholars and practitioners to advance the knowledge and quality of practice in the fields of clinical social work and counseling and to serve diverse communities through professional and academic contributions.

The Institute for Clinical Social Work's continuing education and professional development programs are designed to promote a deeper understanding of the psychodynamic theories, principals, and values that form the work. Continuing Professional Education provides social workers, professional counselors, psychologists, and other human service professionals meaningful opportunities to expand their knowledge and skills to meet the needs of their clients and organizations more effectively.

I. Policies and procedures for professionals who are interested in presenting a training program for ICSW participants that will offer CEUs.

A. Continuing Education Unit (CEU)

The Institute for Clinical Social Work is licensed by the State of Illinois Department of Finance and Professional Regulation: Division of Professional Regulation to provide CEUs to licensed social workers and psychologists.

The Continuing Education Committee creates several presentations per year in which CEUs may be awarded. All workgroups, workshops, seminars, and conferences that will offer CEUs must answer the questions below and submit them within 30 days in advance of any proposed event, to Elree C. Smith, Events and Administrative Coordinator at esmith@icsw.edu. After receiving notification, she will confirm within seven business days whether the event will qualify for ICSW CEUs. Once the presentation is approved, Ms. Smith will proceed with assisting in promoting the event and setting up a payment link.

B. Presentation Questions

Please submit your responses to these question to Ms. Elree C. Smith, esmith@icsw.edu, **30 days in advance of any proposed event.**

- 1) Title of the workgroup, workshop, training, or conference;
- 2) Description of workgroup, workshop, training, or conference;

- 3) Goals and objectives to use on the evaluation – there must be two to three;
- 4) Name and brief bio of facilitator/trainer listing their qualifications to deliver this continuing professional education event;
- 5) What is/are the date(s) and time for the program. If a workshop/workgroup how many times a year the group meets and time;
- 6) What is the proposed fee for workshop, workgroup, training, or conference; and
- 7) Proposed total number of CEU credits offered.

C. Registration & CEU Process:

1. Registration can be made via ICSW's secured electronic system;
2. All individuals attending must **register and pay in advance** of the event, workshop, or workgroups. Payment can be made online or via check prior to the event, made payable to ICSW and mailed to 1345 W. Argyle, Chicago, IL 60640 attention: Elree C. Smith. Please list the reason for payment in the memo of the check;
3. Attendance must be taken by the organizer, listing first and last names, date(s) for each session, license number, and e-mail address for each attendee; and,
4. Ms. Elree C. Smith will send the evaluation link to all attendees at the end of the event, workshop, or workgroup. Attendees will have two weeks after the event, workshop, or workgroup to complete the evaluation for CEUs, after that, **the link will be closed**. CEUs will not be issued to individuals who have not completed the evaluation within the above specified timeframe.

II. Out of State Attendees

Out of state registrants seeking CEUs from ICSW must check with their local licensing board to ensure that Illinois CEUs can be used in their state.

III. Attendance - In Person and Zoom

- A. In Person Attendees – will be asked to sign in and out; attendance will be collected at the beginning and at the conclusion of the event. Paper evaluations will be given to attendees to submit before departing the event to receive CEUs.
- B. Zoom Attendees - attendance is taken via Zoom once the attendee signs into the presentation. An evaluation link will be sent to attendees at the end of the presentation. The attendance report will be pulled from Zoom. For accurate attendance, when signing into Zoom attendees must sign in with their name and an e-mail, especially if using a phone.

IV. Reissuing of CEUs

Individuals wishing to replace lost certificates must send the request in writing. Please allow two weeks from the date of the request to receive a replacement.

V. Payment

- A. Payment for a presenter must be agreed upon prior to presentation by the academic dean and ICSW.
- B. At the completion of the presentation, it is up to the presenter to submit an invoice or if a faculty member, complete an instructor payment invoice and indicate the presentation you took part in.
- C. ICSW will not honor any CEU's without following these procedures