



Dear Applicant,

The Utah Chapter of the Society for Social Work Leadership in Health Care has created this application process to assist you with our Continuing Education Program in a timely manner. Please ensure your completed application is sent to the President of the Chapter *before* the 2<sup>nd</sup> Tuesday of the month in order to be reviewed. The board will make a decision and contact you shortly after their monthly meeting. Attached you will find the application and requirements.

Sincerely,



Jessica Woods, CSW

Utah Chapter – President

[jwoods@utahhospitalists.com](mailto:jwoods@utahhospitalists.com)

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# USSWLHC

Utah Society for Social Work  
Leadership in Health Care

## CEU APPLICATION

Date of Application: \_\_\_\_\_

### Contact Information

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Details

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Presenter's Name: \_\_\_\_\_

Total Number of CEUs: \_\_\_\_\_ Number of Ethics CEUs: \_\_\_\_\_

Fee:  \$25 Non-profit     \$75 For-profit

Location of Event: \_\_\_\_\_

Please attach:

- Agenda for event with specific times of presentations provided
- Resume or Profile of Presenter showing credentials for providing training
- Objectives of Presentation and how they relate to the Social Work profession



## **Application Process**

1. Send in application before the 2<sup>nd</sup> Tuesday of the month
  - a. Email is preferred (scanned copies are best)
  - b. Mail to:
    - i. PO Box 58547, SLC, UT 84158
    - ii. Must arrive by the 2<sup>nd</sup> Tuesday of the month
2. Upon approval you will need *from* USSWLHC:
  - a. a registered CEU certification
  - b. a blank roster for CEU attendees' signatures
  - c. an invoice for the event
3. After the event, please return to USSWLHC:
  - a. your payment for the CEUs
  - b. a completed roster of attendees' signatures
  - c. any handouts provided by the speaker

## **Application Requirements**

1. The maximum number of CEUs provided to an agency/organization is TEN per calendar year.
2. All events should be open to the public.
3. Notices of the event will be sent out to our membership list and put on our website calendar.
4. During the month of our annual conference, we will *not* sponsor any other event.