



April 16, 2019

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 CEU Liaison via email by the last Tuesday of the month. The Board will review during the monthly meeting the 1st Thursday of the month. You will be notified shortly after the monthly board meeting. Attached you will find the application and requirements.

Sincerely,

Emmie Gardner, LCSW

CEU Liaison - USSWLHC

mmlgmsw@gmail.com

(801) 599-3203



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/CEU for Non-profit(not to exceed \$75)

\$75/CEU for For-profit(not to exceed \$225)

Location of Event: _____

Please attach:

- Agenda for event with specific times of presentations provided
- Resume, Bio 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 by the last Tuesday of the month
 - a. Email is preferred (scanned copies are best) Please email CEU Liaison
2. Upon approval you will need *from* USSWLHC:
 - a. a registered CEU certification
 - b. 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.