

# INSTRUCTION SHEET

## Illinois Social Work Continuing Education Sponsor Application

In order for Licensed Social Workers/Clinical Social Workers to obtain credit for attendance at continuing education (C.E.) programs, the program must be provided by an approved sponsor. The sponsoring entity must:

1. Complete and submit an Illinois Social Work Continuing Education Sponsor Application. The application which you submit is valid for 3 years from date of receipt.
2. Forward a fee of \$500, in the form of a check or money order made payable to the Department of Financial and Professional Regulation; (State agencies, State colleges and State universities in Illinois are exempt from payment of the fee.)
3. Enclose a sample "Certificate of Attendance," which contains the following:
  - a) The name, address and license number of the sponsor;
  - b) The name, address and license number of the participant;
  - c) A brief statement of the subject matter;
  - d) The number of clock hours actually attended in each program;
  - e) The date and place of the program; and
  - f) The signature of the person responsible for (C.E.) programs.
4. Enclose a sample C.E. program with course materials, (i.e., outline of program and brief biography of instructors).

Sponsor means a person, firm, association, corporation, or any other group which has been approved to coordinate and present continuing education courses or programs.

Upon receipt of the sponsor application and all required documentation, it will be reviewed by the Illinois Social Workers Examining Committee. Subsequent to Committee review, you will be advised of their recommendation.

1. Renewal applicants will be required to have a total of 30 hours of C.E. which must be obtained during the applicable prerenewal period. The prerenewal period is the 24 months preceding November 30 of each odd-numbered year.
2. It shall be the responsibility of the sponsor to provide each participant in an approved program with a certificate of attendance as outlined above.
3. The sponsor shall maintain attendance records containing all of the above information and course materials for not less than five years.
4. The sponsor shall be responsible for assuring that no renewal applicant shall receive C.E. credit for time not actually spent attending the program.
5. All courses and programs shall:
  - a) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of social work;
  - b) Provide experiences which contain scientific integrity, subject matter, and course material relevant to social work;
  - c) Be developed and presented by persons with education and/or experience in the subject matter of the program;
  - d) Specify the course objectives, course content, and teaching methods to be used; and
  - e) Specify the number of C.E. hours that may be applied to fulfilling the Illinois C.E. requirements for license renewal.
6. All programs given by approved sponsors shall be open to all licensed Social Workers/Clinical Social Workers and not be limited to members of a single organization or group.

**IMPORTANT NOTICE:** Completion of this form is necessary for consideration for licensure under 225 of the Illinois Compiled Statutes. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:  
 STATE OF ILLINOIS  
 DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
 ATTN: DIVISION OF PROFESSIONAL REGULATION  
 320 West Washington Street, 3rd Floor  
 Springfield, Illinois 62786

**For Official Use Only**  
 \_\_\_\_\_ Approved  
 \_\_\_\_\_ Denied  
 \_\_\_\_\_ Deferred  
 \_\_\_\_\_ Date

## Social Work Continuing Education Sponsor Application

***Each participant must be supplied with a "Certificate of Attendance." Please enclose a sample certificate.***

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION	2. TELEPHONE NUMBER (Include Area Code)
3. ADDRESS (Include Street, City, State, ZIP Code, and County)	4. FEIN OR SOCIAL SECURITY NUMBER
5. NAME OF PERSON(S) RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S) - Include curriculum vitae(s).	6. TITLE / LICENSE NUMBER(S)
7. ADDRESS (Include Street, City, State, and ZIP Code)	8. EMAIL ADDRESS (REQUIRED)

9. SPONSOR IS:

A University or College     
  A Professional Association     
  A Corporation  
 Individual     
  Other \_\_\_\_\_ Describe: \_\_\_\_\_

10. SPONSOR'S BACKGROUND IN SOCIAL WORK EDUCATION

***NOTE: It is necessary to attach course description(s) with the application.***

11. STATE HOW THIS SPONSOR WILL CONTRIBUTE TO THE ADVANCEMENT, EXTENSION, AND ENHANCEMENT OF PROFESSIONAL SKILLS AND SCIENTIFIC KNOWLEDGE IN THE PRACTICE OF SOCIAL WORK:

12. DESCRIBE METHOD FOR RECORDING AND VERIFYING ATTENDANCE (Supply forms used)

13. a) Specify length of time Sponsor maintains records: \_\_\_\_\_ (Records must be maintained for at least 5 years.)  
 b) Location where records will be maintained: \_\_\_\_\_

14. Does your organization agree to periodic monitoring of your programs by the members of the Social Work Examining and Disciplinary Committee?       Yes       No

***NOTE: All programs given by Approved Sponsors will be open to all registered Social Workers and not be limited to members of a single organization or group.***

Signature of Person Submitting Application	Title
Type or Print Name of Person Submitting Application	Date

My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

### Affidavit

I hereby certify that I am the individual responsible for the continuing education (C.E.) program(s) and course(s) offered by this sponsor and:

1. That all courses and programs offered by this sponsor for C.E. credit will comply with the criteria in 68 Ill. Adm. Code, Section 1470.95(c)(3) and all other criteria in 68 Ill. Adm. Code, Section 1470.95; and
2. That this sponsor will be responsible for verifying attendance at each course or program, and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, Section 1470.95(c)(10).
3. All programs shall be developed and presented by persons with education and/or experience in the subject matter of the program to be presented.
4. All programs shall specify the course objectives, course content, and teaching methods to be used.
5. Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of social work.
6. Specify the number of C.E. hours that may be applied to fulfilling Illinois C.E. requirements for licensure renewal.
7. Provide experiences which contain scientific integrity, relevant subject matter, and course material.
8. Be open to all licensed social workers and not be limited to members of a single organization or group.
9. I shall verify attendance at each C.E. course or program and keep records of such attendance for no less than 5 years.
10. I will give each successful participant a certificate of attendance or participation at the end of the course or program. The certificate will include the name and address of the participant and of the sponsor, a brief statement of the subject matter, the number of hours attended in each program, and the signature of the sponsor.
11. That upon request by the Department, this sponsor will submit such evidence as is necessary to establish compliance with the requirements of 68 Ill. Adm. Code, Section 1470.95; and
12. That this sponsor is aware that failure to comply with the Rules of the Department of Financial and Professional Regulation (68 Ill. Adm. Code, Section 1470.95) may result in disapproval of this sponsor by the Department; and
13. That this sponsor is aware that disapproval by the Department will result in no credit being accepted by the Department of Financial and Professional Regulation by this sponsor subsequent to such disapproval.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date