**New Mexico State University School of Social Work**

**Social Work Continuing Education Event Approval Request**

Social work continuing education credits can only be requested for events that the School of Social Work sponsors or co-sponsors. A New Mexico licensed social worker must be part of the planning committee. Participants who will receive a Continuing Education Certificate must sign in and out at the event and receive contact hours only for the time they actually attended. Certificates should not be given out until the end of the training. A completed sign-in sheet must be submitted to the School of Social Work within one week of the training

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| **Event Information** | |
| Title: |  |
| Date/Time: |  |
| Location: |  |
| Trainer Name and Credentials: |  |
| University Sponsor: |  |
| Is this a Field Education Event? |  |
| If not, what grant requirement or academic initiative does this event address? |  |
|  | |
| **Continuing Education Credits Requirements** | |
| Number of Hours Requested: | 3 |
| Are both the content and learning objectives for this event in the subject area of Cultural Awareness? | Yes |
| Is a NM licensed social worker on the planning committee for this event? | Yes |
| Requirement Checklist. Please ensure the following is attached to this request: | Presenter curriculum vitae or resume  Workshop agenda  Method of instruction  Measurable learning objectives  Evaluation  Copy of Sign In/Out Sheet |

Submitted by: Date:

Approved by: Date: \_\_\_\_\_