
Office of Community Engagement

The Ohio State University College of Social Work Continuing Education Program works closely with community organizations to co-sponsor continuing education programing for CEUs. If you are interested in co-sponsorship, please submit the following information at least **60 days** prior to the event. Thank you for your interest in collaborating with us.

Contact Information:

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| Contact Name & Organization: |
| Email Address: |
| Phone: |
| Address: |

Presenter Information:

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| Presenter Name & Credentials: |
| License #: |
| Email Address: |
| Phone #: |
| Additional Phone #: |
| Address: |

Program Information

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| Program Title: |
| Date: |
| Start & End Time: |
| Target Audience: |

Brief Program Description: (Please include information regarding any breakout sessions.)

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Program Objectives: (By the end of this training, participants will be able to…)

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| 1. |
| 2. |
| 3. |

Please check all applicable topics that pertain to your program. Topics are subject to final review by OSU, College of Social Work.

 🗖 Administration and Management 🗖 Aging 🗖 Alcohol, Tobacco & Other Drugs 🗖 Case Management 🗖 Children, Youth & Families 🗖 Clinical 🗖 Community Organization & Social Policy 🗖 Ethics 🗖 Health 🗖 Mental Health 🗖 Mind & Body/Wellness 🗖 Private Practice 🗖 School Social Work 🗖 Social and Economic Justice & Peace

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| Other: |

The Ohio State University, College of Social Work is an approved provider of State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board. The college is approved for Counselors, Social Workers and Marriage and Family Therapists.Social Work & MFT Provider number: RST111002. Counselor Provider number: RCX011401.

**Co-Sponsorship Policy**

* The sponsoring organization must inform our department **60 days** prior to the training date of the wish to establish co-sponsorship and complete the co-sponsorship application. The college is not able to provide CEUs within a shorter time frame.
* A member of the OSU College of Social Work Continuing Education Office must serve on the event planning committee. This is a requirement of the Ohio CSWMFT Board.
* In order to provide CEUs, all trainings must meet the Ohio CSMFT Board’s requirements for content area approval: <http://www.cswmft.ohio.gov/program.stm>.
* The sponsoring organization must submit all marketing materials for review and approval.
* Marketing materials must include the following language for social work CEUs:
	+ The Ohio University College of Social Work is an approved provider of the Ohio CSWMFT Board. Social Work provider number: RST111002
	+ Target Audience: social workers and community members
	+ List the number of CEUs offered
* Marketing materials must include the following language for social work, MFT and counselor CEUs:
	+ The Ohio University College of Social Work is an approved provider of the Ohio CSWMFT Board for social workers, counselors and MFTs . Social Work & MFT provider number: RST111002. Counselor Provider number: RCX011401.
	+ Target Audience: social workers, MFTs, counselors and community members.
	+ List the number of CEUs offered
* The CSW Continuing Education Office will create the sign-in sheet, evaluation tool and certificates. These will be submitted to the sponsoring organization electronically.
* Following the event, the sponsoring organization must submit the following via email:
	+ Sign-in sheet with legible email addresses for participants
	+ Evaluations
* CEU certificates will be sent via email 2 weeks after the sponsoring organization has submitted the completed sign-in sheet and evaluations to the CSW CE office.
* The fee for co-sponsorship is: $100 per 3 CEU training and $200 per 6 CEU training. The check should be made out to OSU.

**Check List**

* Timed Agenda for the presentation including breaks/meals as well as any breakout session titles, presenter names and credentials.
* Enclose Vita/Resume of each person presenting
* Handouts and materials

Please return this information to by email to cswce@osu.edu.

If you would prefer to mail your information, please submit to:

OSU College of Social Work

Attn: Continuing Education

400 Stillman Hall

1947 College Road

Columbus, Ohio 43210