University of Pittsburgh School of Social Work Continuing Education Program

Co-Sponsorship Policy

The Continuing Education office offers co-sponsorship for social work continuing education programs to organizations and institutions within our educational network*

Programs eligible for co-sponsorship

Co-sponsorship for social work continuing education is offered for programming that:

- enhances the knowledge base of social work theory and practice;
- reflects the ethics and values of the social work profession;
- actively includes social work perspectives in its development and presentation;
- considers the educational goals and guidelines of the Council on Social Work Education, which accredits schools of social work and is the basis for schools of social work pre-approved provider status for social work continuing education for license renewal in PA;
- does not substantially replicate current or planned programs of the School’s Continuing Education Program.

We will not provide co-sponsorship for the following programs:

- stress management (when applied to the helping professional)
- time management or managing a private practice
- energy field work (except in certain evidence-based situations)
- material which social workers were expected to learn in their MSW program (at the generalist social work foundation level required of all social workers)
- programs that are a part of a regular training series offered by an agency that are done primarily to raise funds for that agency

We can provide co-sponsorship only for LSW, LCSW, LMFT, and LPC continuing education hours.

*The School of Social Work’s “educational network” represents other schools and divisions within the University Pittsburgh and its Medical Center, as well as field agencies and other organizations for which the School’s faculty and staff serve in advisory, research, or governance capacity, or for which faculty and staff serve in key roles in planning and presenting training programs or conferences. These may include regional and national conferences for which the School’s continuing education co-sponsorship may provide pre-approval for social workers in other states.

The School is interested in working with other agencies in the region to promote professional development in social work. We will consider co-sponsoring of CE hours for programs, which promote our region and state for conferences and trainings that may have a positive community economic impact.

Fees are negotiable and relate to our costs in co-sponsorship. Most agencies either build the CE certification fee into the registration cost, OR charge participants directly for the certification cost.

How CE hours are determined

CE hours are based on clock hours for related content, and are equal to the number of hours that the participants are actually in the classroom based on a 50-60 minute hour. Major breaks, meals (unless there is content during the meal) and networking time does not count in the total, but minor breaks may be counted.

Programs must be a minimum of 2 hours, and after that, hours are given in ½ hour increments.
What to submit for co-sponsorship

School of Social Work co-sponsorship will require the timely submission (60 days preferred) of the application packet by the sponsoring organizations to submit to the Continuing Education Office. The application packet includes:

- completed Co-Sponsorship Agreement and Application forms;
- required documentation-- outline of proposed program with a break-down of the times for each part of the program, brief bio on the presenter, goals and objectives for program (a copy of the program brochure/notice is acceptable), and copy of evaluation form to be used;

The C.E. Office may request additional information if needed for determination and/or approval.

How to process for certificates

At the program, the sponsoring organization will collect the following from each person requesting a social work certificate*:

- name, address, phone number and/or email;
- evaluations of the program as completed by attendees
- certification fee: $10.00 per person/certificate (unless otherwise negotiated)

After the program, the sponsoring organization will submit to the Continuing Education office:

- a list of the persons requesting certificates, including their names, addresses, phone numbers/emails;
- the sponsoring organization will submit one check for the total of the certification fees. The check will be made out to the University of Pittsburgh. We will also accept an interdepartmental transfer of the certification fees.
- a summary evaluation of the program, based on evaluations completed by participant as soon as this is available – if a summary evaluation is not done, then copies of individual evaluations may be requested to satisfy this requirement.

Certificates will not be mailed out to participants until we have received the participant list and check.

For Further Information

For more information or to obtain copies of the School of Social Work co-sponsorship application form and agreement letter, please contact the Continuing Education Office (412) 624-3711. OR, check out our website at http://www.pitt.edu/~pittssw/ and follow the link to the Continuing Education page. You may download this policy statement as well as the Application and Letter of Agreement.

PA Board of Social Workers, Professional Counselors, & Marriage & Family Therapists Examiners

Should your program not conform to this policy, you may seek approval for your program through the State Board of Examiners in Harrisburg, which is the state mandated agency for approving social work continuing education in PA. The Board requires a 90-day minimum lead time to approve programs. Individual social workers may also request approval of a program through the State Board. If you would like to or need to contact the PA Board of Social Work Examiners regarding approval of your conference or training activities for social work continuing education, call 717-783-1839.

*CSWE-accredited Schools of Social Work are PA pre-approved providers of continuing education for LSW, LCSW, LMFT, and LPC biennial license renewal.

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