



Criteria for Approving Social Work Continuing Education Offerings

Dear Sponsoring Agency:

Thank you for your commitment to social workers and those they serve. We commend you for seeking to assure that social workers attending your event will receive education that is pre-approved for acceptance by the Louisiana Board of Social Work Examiners upon annual renewal of their social work license.

All CEU Pre-Approval Organizations, including Hospice Associates, are bound to using the same qualifying criteria as set forth by LABSWE. Approval is for pre-approval only and programs cannot be approved post-event.

Sponsor applicants shall adhere to LABSWE Guidelines for Approving Continuing Education. Please view and print from the LABSWE website: http://labswe.org/pdf/Guidelines_for_Approving_CE_Programs.pdf

Sponsor applicants shall submit only the LABSWE authorized application. Please view and print the application from LABSWE website <http://labswe.org/approvalorgs.html>. At the bottom of the page, click on the link ***“The application to have an educational offering considered for social work continuing education.”***

Completed signed application, required documentation and application fee shall be submitted at least six (6) weeks prior to the proposed event. Approval will be determined within fourteen (14) days of receipt of the required materials. A letter will be mailed indicating the approval status, the number of contact hours approved and the educational category for which the program qualifies. Programs are approved for 12 months from approval date and may be repeated if presented in accordance with original application.

Application Fees:

- Note: Fee is for application and review process. Fee is not refundable if application is incomplete or does not qualify in accordance with LABSWE criteria.
- \$50 Single topic, 1 day or less with a maximum of 3 presenters
- \$75 Multi-topic event, multi-day event, conference, event with breakout sessions, more than 3 presenters, etc.
- \$25 Additional qualified presenters may be added following original approval if circumstances warrant a change.
- Fees shall be made payable to Hospice Associates (check or money orders only)

Submit completed signed application, required documentation and corresponding fee to:

Hospice Associates
Attn: Hope Himel-Benson, LCSW
3941 Houma Blvd, Suite 1-A
Metairie, LA 70006

For added convenience, application may be faxed or e-mailed; but notification of approval will not be provided until payment is received. Fax: 504.457.2207 or E-mail: hhimelbenon@hospiceassociates.com

Thank you for choosing Hospice Associates as your CEU approval organization. As an agency that operates with deep social work roots, values and services, we value agencies who aim to provide quality education to the social work community. Also, we want you to know that 100% of your application fees go directly to our non-profit hospice foundation to benefit patients and families.

Sincerely,

Hope Himel-Benson, LCSW
Director of Specialty Services

3941 Houma Blvd., Suite 1-A, Metairie, LA 70006
Phone: 504.457.2200 Fax: 504.457.2207
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