**AGREEMENT FOR CO-SPONSORSHIP**

**OF CONTINUING EDUCATION WORKSHOPS FOR SOCIAL WORKERS**

**BETWEEN**

***Commonwealth Educational Seminars***

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person

This document constitutes an agreement between Commonwealth Educational Seminars (CES), 1020 Osterville West Barnstable Rd, Marstons Mills, MA 02648 and

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**Contact Person’s Name and Business Name**

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**Address**

regarding co-sponsorship of a Continuing Education program.

As the ACE Approved Continuing Education provider, CES maintains responsibility for the program.

1. CE programs will be developed in conjunction with the co-sponsoring organization.
2. During the pre-planning stages, the program will be reviewed in terms of type of program, content, course description, objectives, length, and instructor’s qualifications.
3. CES’s social worker, Saralee Perel, LICSW is responsible in the course development and course monitoring and ensures that the course is relevant to social work practice. The CE program and instructor must minimally meet the basic criteria designated by the ASWB ACE Continuing Education Sponsor Approval System in order to be proposed as a CE program, including all record keeping and promotional material.

These include the following:

* 1. Learning objectives must be clearly outlined for each activity
	2. A description of the workshop, including content and objectives and faculty biography must be included on the application
	3. A clearly stated cancellation policy.
	4. The activity needs to be at least one hour in length
	5. CE credits, not CEUs or CMEs are granted
	6. Participants are to be appropriate for the topic and level of training (post-graduate)
	7. Attendance sign-in, with license for identification
	8. A grievance policy, which is on Commonwealth Educational Seminars website, refund/cancellation policy, fees, schedule and format, and number of CE credits offered must be clearly stated.
	9. Participants must complete a course and presenter evaluation
	10. Faculty CV must be submitted to CES.
	11. We retain your records for seven years.
	12. You must provide accommodations for disabled participants. Please provide this statement:

**ACCOMODATIONS FOR THE DIFFERENTLY ABLED:** CES training facilities are handicap accessible. Special accommodations will be made available upon request. Individuals needing special accommodations, or for any other questions regarding training, please contact:

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**Contact Person and Phone Number**

1. *CES* will be responsible for the overall administrative functioning of the CE program. CES maintains regular, consistent, timed oversight over development, presentation, monitoring and administration of material to insure ACE requirements are followed. **Contact Person**  agrees to provide CES, upon request, with any and all records, including copies of completed Post-tests, Evaluation Forms, Certificates, numbers of participants, and promotional material, and it will ensure quality control.
2. **Contact Person**  will be responsible for the following financial payments: Presenter’s fee. Promotional materials, location rental fees, refreshments, equipment rental. The contact person will provide CES an approval fee of $100 for co-sponsorship for face-to-face programs. $150 for co-sponsorship for live online programs. $50 to include the category of Social Workers.
3. CE credit hours will be awarded by CES on the basis of one credit per hour of workshop length. Credits will be awarded in whole or half credits only. The Certificate will be provided only after completion of the entire course. The documentation will include the name of both CES and the presenter(s), and will include the program title, date, hours, presenter(s) name(s), and the following ASWB CE statement:

Commonwealth Educational Seminars (CES) #1117, is approved as a Provider for Social Work Continuing Education by the Association of Social Work Boards (ASWB) [www.aswb.org](http://www.aswb.org) through the Approved Continuing Education (ACE) Program. CES maintains responsibility for the program. ASWB Approval Period: 10/5/15-10/5/18. Social workers should contact their regulatory board to determine course approval for continuing education credits.

Social Workers participating in this course will receive (number will be inserted) (Clinical or Social Work Ethics will be inserted) continuing education clock hours.

By signing this document you agree to the above statements and requirements:

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 Contact person signature