



## Obtaining Continuing Education Units

A **Continuing Education Unit (CEU)** is a nationally recognized way to measure the time spent in non-credit professional development activities. CEUs are also known as Continuing Education Credits (CECs).

The purpose of CEUs are to help professionals maintain their licenses, keep skills current, advance careers, and demonstrate commitment to professional development.

Before you request CEUs:

- Gather Workshop Summaries complete with Goals and Objectives prior to attempting to apply
- Gather Resumes or Brief Biographies detailing the credentials, education, skills, work experiences, and expertise of presenters prior to applying
- Draft the agenda, run of show, workshop certificate, and workshop evaluation prior to applying (it is required for certain associations)
- Ensure that the aim of the workshop(s) is aligned with the mission of the Associations that you are applying to

### Continuing Education Authorizing Organizations

#### Department of Early Care and Learning (DECAL)

DECAL has developed and maintains the Georgia Professional Development System (GaPDS). An [Approved Sponsor Organization \(ASO\)](#) is a training organization that has been approved by DECAL to provide training for early care and education professionals in Georgia. There are 3 pathways to becoming an Approved Sponsor Organization (ASO) in the Georgia Professional Development System (GaPDS).

Resilient Georgia is an ASO and has to submit paperwork annually to keep ASO status. Currently we have Community Resiliency Model and Mindful Self-Compassion (both in person and virtual) as a part of the trainings that we have DECAL approved training hours for. If you are interested in providing these specific trainings, please contact the RG Team for more details on how to be added to our trainer list if you are an [Approved Trainer](#). The application can take up to 10 days for approval.

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## Georgia Association for Marriage and Family Therapy

The Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists recognizes GAMFT as an appropriate organization to approve continuing education programs for licensed marriage and family therapists. Multiple offerings of the same workshop may be submitted on a single application if all the offerings are within one year of the application date and the dates are included in the application. Similarly, workshops that are part of a series may be submitted on one application if all the offerings are within one year of the application date and if each workshop in the series is fully described in the application.

The following non-refundable processing fees must be submitted with each application:

- a. \$100.00 per offering if a fee is charged for attending the workshop/conference.
- b. \$50.00 per offering if no fee is charged for attending the workshop/conference.
- c. Add \$25.00 for each additional presentation (up to \$100.00) for multiple offerings of the same workshop or for a series of workshops within one year of the application date.
- d. Add a \$25.00 late fee for applications submitted less than six (6) weeks prior to the presentation.

## Georgia Peace Officers Standards and Training Council (POST)

POST provides CEs for law enforcement, peace officers, and criminal justice professionals. **NOTE:** POST is in the process of updating all applications and forms. To ensure you have the latest version of any form, please download a fresh copy from the website. For POST Credit, organizations:

- Must obtain approval and course number prior to date of event
- Must obtain the Officer's OKEY number when they sign into the workshop
- C-12 form must be completed after the event and returned to the POST Council with all of the Law Enforcement Officer OKEY numbers or they will not receive credit for attending

### Training Forms and Policies

- [POST Course Recognition Request \(POST Form R4\)](#)
- [Training Submission Cover Sheet](#)

## Georgia Society for Clinical Social Work

The Georgia Society for Clinical Social Work (GSCSW) has been appointed by the State Licensing Board to approve continuing education programs by which social workers can meet licensing requirements. GSCSW does not approve continuing education programs in excess of 20 hours.

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Approval of your program through GSCSW means that social workers participating in your program receive core CE hours. GSCSW will approve programs which are relevant to the field of clinical social work, provide an outline of specific goals and objectives to be covered and taught by licensed professionals. Evaluation forms must be given to all program attendees to assess whether educational goals and objectives were met. Program facilities must be accessible to persons with disabilities and ethical standards must be maintained.

The application fees for GSCSW members, non-members -non-profit organizations, and for-profit organizations are outlined on the CE Application and range from \$25 - \$200. You can download a fillable pdf below or a Word document: Word: [CE Application](#), PDF: [CE Application](#)

## Licensed Professional Counselor Association of Georgia

LPCA is a recognized professional association that has been authorized by the GA Composite Board to approve Continuing Education (CE) hours for clinical workshops. ALL SUPERVISION CE Applications must indicate the [REQUIRED CONTENT AREA](#): Independent study, on-demand, or asynchronous. LPCA approval indicates that the CE workshop content & presenter qualifications meet or exceed the requirements set by the GA Composite Board, Rule 135-9. CE Guidelines are periodically updated for compliance. There is member and non-member pricing structure for each of the content area applications.

## National Association of Social Workers

Organizations eligible to offer continuing education programs for professional social workers must submit an application for each program for CE approval. Program types include workshops, conferences, and symposiums. Applications must be submitted no later than 30 business days prior to the scheduled start date of the program. Please submit only one application per email. Organizations may submit up to 5 applications per week. Applications must be submitted 30 days in advance. Submit applications to NASW via email to [CEU@Socialworkers.org](mailto:CEU@Socialworkers.org). Please review the application materials and guidelines before you apply. **Use the checklist to ensure your application is complete.** Incomplete applications are not accepted. **NASW reserves the right to deny CE approval and will provide feedback to the provider as to the reason.** Small % discounts are given for 5 or more program titles - [see payment form](#).

- Workshop rate: \$200
- Conference rate: \$325
- Symposium Rate: \$1,250
- Single Use Seal: \$100
- Annual Use Seal: 300
- Expedited fee - \$100
- Late fee (less than 30 days before program start date) - \$300

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## National Board for Certified Counselors

The Approved Continuing Education Provider (ACEP) Application allows you to seek approval to offer NBCC credit for live programs and/or home study programs (on-demand) as an ACEP.

If you submit an ACEP Application and are approved as an ACEP, you can add new programs and make changes to programs without consulting NBCC. It is the responsibility of the ACEP to ensure that all programs offered for NBCC credit satisfy NBCC Continuing Education Provider Policy (Provider Policy) requirements.

The Single Program (SP) Application allows you to seek approval to offer NBCC credit for a specific and fully developed, live program you plan to offer in the future. **Small program** (17 or less sessions) applications must be received **60 days prior to program date, with a \$300 application fee**. **Large program** (18 or more session) applications must be received **90 days in advance of the program date, with a \$500 application fee**. Rush applications are available at least 30 days prior.

## University of Georgia

The University Of Georgia School Of Social Work supports quality continuing education learning experiences in Georgia under the auspices of the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists. Education opportunities are offered throughout the year that fulfill continuing education requirements for licensing in various professions in Georgia, such as social work, professional counseling, pastoral counseling, and marriage and family therapy, among others.

**Address questions to Continuing Education, Attn: Jennifer Abbott, Email: [swconted@uga.edu](mailto:swconted@uga.edu).**

They welcome applications from professionals who wish to present short courses and workshops that meet the requirements for continuing education credit. Applications must be submitted at least **30 days prior to the program**. See the forms below for details.

- [CEU Application Policies and Procedures](#)
- [CEU Application Form-Course Description](#)
- [CEU Application-Presenter Profile](#)
- [CEU Evaluation Form](#)
- [Definitions of CEU Types](#)

**Resilient Georgia** is dedicated to healing adversity and promoting resiliency in children and families. We do this through the prevention and early intervention of ACEs and sharing best practices. We all have a role to play in providing better futures for children.

