

INSTRUCTIONS FOR COMPLETING THE CONTINUING EDUCATION APPROVAL FORM

1. Please fill out form completely and legibly.
2. Forms must be filled out completely; forms having "See Attached" will not be reviewed.
3. Courses wishing to be approved to meet the Ethics for Renewal Requirement must be done on the Kentucky Board of Social Work Code of Ethical Conduct as codified by 201 KAR 23:080. This course must be done in person by a live presenter and must be at least 3 hours.
4. A copy of the certificate you will present and the evaluation form must accompany each request.
5. Please include your email address as requested.
6. Courses approved are valid for a period of one (1) year from the approval date and may be given as often as required as long as no changes are made in the content or presenters.
7. All forms shall be mailed to the board office unless otherwise directed.

Brief Description of Course: _____

Objectives of Course: _____

Teaching Method(s): _____

Content Outline: _____

Method of Evaluation: _____

Name of person submitting application: _____

(Please Print)

Signature

Date

Address

City

State

ZIP Code

Email Address