Overview
November 19, 2012 New Jersey passed regulations which require social work licensees or certificate holders to obtain continuing education (CE) credits from courses which have been pre-approved. The Association of Social Work Boards (ASWB) has been authorized as a CE course approving entity by the New Jersey State Board of Social Work Examiners and the New Jersey Division of Consumer Affairs (Board). ASWB administers this approval program to identify courses which are eligible to provide CE credits for New Jersey social workers.

Criteria for evaluating course approval are established by the Board and form the basis of this application. The following highlights key requirements. All applicants must review New Jersey Administrative Code (NJAC) Title 13 Chapter 44G Subchapter 6 to ensure an understanding of New Jersey regulations governing social work CE.

NJAC 13:44G-6.3 Content Areas for CE Credit
a. Courses must be directly related to social work practice and advertised and available on a non-discriminatory basis.
   b. Acceptable content areas:
      1. Theories and concepts of human behavior and the social environment;
      2. Social work practice, knowledge and skills;
      3. Social work research, program evaluation or practice evaluation;
      4. Management/administration/social policy; and
      5. Social work ethics, including, but not limited to, topics in boundary relationships, conflicts of interest, confidentiality, and recordkeeping.
   c. Unacceptable content areas:
      1. Personal development
      2. Supervisory sessions
   d. The Board shall maintain a list of all approved programs, courses and seminars at its offices.
   e. Courses intended to meet the social and cultural competence CE requirement must be Board approved.

NJAC 13:44G-6.4 Sources of CE and Credit-hour Calculations
a. Courses must be at least one hour long with no less than 50 minutes of content within the hour.
   b. A licensee or certificate holder must be able to verify course completion.
   c. Items 1 through 15 identify preapproved activities and organizations.
   d. Course approving entities may be recognized by the Board pursuant to N.J.A.C. 13:44G-6.7.

NJAC 13:44 G-6.5 Documentation of CE credit
a. Records of attendance are required and must be retained for 5 years following the renewal period. They must be submitted if requested by Board.
b. Records of attendance must include:
   1. Date, location, title, specific content designation
   2. Name and license/certificate number of attendee
   3. Credits awarded
   4. Name and signature of responsible party
   5. Number of CE hours

c. Specifications for how the licensee or certificate holder must verify individual activities.

Application Fees
Application fees for course approvals are listed on the application payment form. Fees must be submitted with the application. Acceptable methods of payment are check, money order or credit card (VISA, MasterCard or Discover). All fees are payable to ASWB in U.S. dollars only, are non-refundable and are subject to change.

Application Instructions
The application is the same for new or renewal applications. It consists of three forms: Section I - Application Cover Page, Section II – Individual Course Application and Section III – Application Payment Form. ALL SECTIONS ARE REQUIRED. The forms are available on the ASWB website under the New Jersey CE course approval program. Complete Section I to identify the applicant and provide required contact information. Complete Section II for each course to be approved. Provide a response to each question requested in the application cover page and course application form. Include all required attachments; clearly number and label attachments according to item numbers identified in Section F of the individual course application. Be sure to update the sample course certificate with the required approval language as stated in the application.

Applications and supporting documentation should be submitted electronically to cecourseapproval@aswb.org. FOR SECURITY PURPOSES DO NOT SEND PAYMENT FORM VIA EMAIL. The payment form must be sent via mail (if check), faxed to 540-423-3677, or called in to 800-225-6880, ext. 3064. A confirmation will be sent upon 24 hours of ASWB’s receipt of application materials; please contact ASWB if a confirmation is not received.

In order to complete the forms, click on a file, conduct a “file, save as” and save each file to your desktop. Follow simple naming conventions such as “Provider name application”, “Provider name Course 1” when saving files to be shared electronically.

ASWB Approved Continuing Education (ACE) Program
The ASWB New Jersey CE Course Approval Program is separate from the ASWB ACE program. ASWB initiated the program for New Jersey to support a new requirement in which CE courses have to be reviewed and approved individually according to requirements prescribed in NJAC Title 13 Chapter 44G Subchapter 6. CE offered to New Jersey social workers is only acceptable by the New Jersey Board of Social Work Examiners if approval has been granted through the ASWB NJ CE Course Approval Program or another recognized entity pre-approved by New Jersey.

Although the New Jersey CE Course Approval Program is separate from the ACE Program, the ACE Program supports strong standards in continuing education; as such providers with courses being submitted for approval by the ASWB NJ CE Course Approval Program are expected to comply with ACE standards. Detailed
information is available on the ASWB ACE Program website. In particular, providers’ courses approved through the New Jersey CE Course Approval Program are expected to comply with standards outlined in pages 8 – 15 of ACE Application Guidelines including: course content, development of distance education courses, instructors, evaluation, attendance and certificates of credit, assigning credit, promotion and advertising, record keeping, and grievance policy.

ACE maintains a number of resource documents that can be found at the ASWB ACE Program website and are available to provide further assistance. These include:

- ACE Application Guidelines
- ACE glossary of defined terms
- Assigning credit
- Course development checklist
- Cultural competence and diversity in social work education
- Developing evaluations
- Developing learning objectives
- Distance learning
- Grievance Policy Guidelines
- Guide to social work ethics course development
- Guidelines for developing posttest questions
- Online security
- Promotion and advertising requirements
- Record keeping requirements
- Sample certificate of attendance
- Using a reference list or bibliography

Important Items to Note

- ACE Provider courses are not eligible to be offered for CE credit for New Jersey social workers unless applications for each course are submitted and approved by the New Jersey CE Course Approval Program.
- A course cannot be approved after it has been presented.
- Each session offered in an event that includes sessions running concurrently must be submitted as an individual course for approval.
- Allow 60 days for a course to be reviewed for approval.
- A course is valid for two years from the date of approval.
- Incomplete applications or applications submitted without the appropriate fee will not be accepted.
- Applicants will be notified in writing when the application has been approved or disapproved.
- Applicants are required to comply with NJAC Title 13 Chapter 44 G Subchapter 6 and best practices for continuing education as described in ASWB ACE Program guidelines and resource documents.

If you have any questions about the NJ CE Course Approval Program, contact ASWB at 800-225-6880 ext. 3064, between 8:30 a.m. to 5:00 p.m. Eastern time, Monday-Friday, or by email: cecourseapproval@aswb.org. Our mailing address is:

Association of Social Work Boards
NJ CE Course Approval Program (NJ CE CAP)
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Culpeper, VA 22701