

CE Program Policies and Procedures

Course completion requirements: To receive continuing education contact hours (CECHs) for programs listed in this catalog, you must arrive by the advertised starting time, and you must stay until the end of the program. In the event that you encounter an unforeseen emergency that causes you to arrive late or leave early, partial credit may be awarded at the sole discretion of the continuing education committee (and in compliance with the rules promulgated by the State of Michigan Board of Social Work and regulations of Association of Social Work Boards). If you object to the program provider's decision regarding the award of CECHs, you are entitled to file a grievance form provided by program staff upon request within two weeks of the program end date.

Payment: Payment must be made by check or money order payable to: Michigan State University. Credit cards are accepted. Cash is not accepted at this time. Payment cannot be accepted by fax or e-mail at this time, as these methods are not secure. Payment must be received prior to attending the workshop; payment will not be accepted on the day of the program. MSU's federal identification number is: 38-6005984.

Refunds and cancellations: Cancellations received in writing one week prior to the course start date will be refunded and are subject to a 20% administrative fee. To request a refund, please download the refund/cancellation form from our website, www.socialwork.msu.edu/ceu, or contact (517) 432-6171 to obtain this form. If we do not hear from you one week prior to the class for which you are registered, you are responsible for full payment. You may transfer your registration to another person if you contact the Continuing Education Program a minimum of one day **prior** to the program start date. The University reserves the right to cancel or modify any MSU School of Social Work Continuing Education workshop advertised. Contact (517) 432-6171 or e-mail swkce@msu.edu.

Continuing education credit for social workers: Throughout the catalog, CECH refers to Continuing Education Contact Hours for social workers. Michigan State University School of Social Work (Provider No. 1136)

is approved by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program: www.aswb.org; 1-800-225-6880. Michigan State University School of Social Work maintains responsibility for the programs in this catalog. ASWB ACE-approved programs are recognized in Michigan. In addition, Wisconsin, Illinois, and Indiana recognize ACE-approved providers. Social workers should verify recognition of ACE approval with their state boards.

Confirmations: Confirmations for events will be sent one week prior to the event via **e-mail only**.

Directions: Directions for events are available on our website: www.socialwork.msu.edu/ceu.

Accommodation needs: Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with special needs may be requested by contacting us two weeks prior to the seminar you plan to attend. Requests received after this date will be honored whenever possible.

Lifetime learning tax credit: Individuals may qualify for an educational tax credit for tuition and fees paid for undergraduate, graduate, and continuing education courses. For detailed information, consult IRS Publication 970, Tax Benefits for Higher Education, which can be obtained at any IRS office or at: <http://www.irs.gov/publications/>.

Satisfaction guarantee: If you are not satisfied for any reason, please contact us at (517) 432-0174 or (517) 353-8620 or e-mail us at swkce@msu.edu within 30 days of the program. To view additional options, visit www.socialwork.msu.edu/ceu.

Who should attend: Professionals practicing in human service and healthcare fields will benefit from attending programs described in this catalog. Courses have been designed for the Licensed Master's level social worker; however, all of our workshops are open to LLBSWs, LBSWs, LLMSWs, and LMSWs practicing in both clinical and macro roles. All programs are open to the public.

Phone: (517) 432-0174 or (517) 432-6171 or (517) 353-8620.