

## Policies & Procedures

**Who should attend your continuing education workshops?** Each course listing includes a skill level box, indicating if a course is intended for a beginning, intermediate, or advanced level Master of Social Work practitioner unless otherwise indicated. In addition, Macro, Clinical, or both will be listed to identify the focus of the primary content. 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 except where noted. All courses are open to LLBSWs, LBSWs, LLMSWs, and LMSWs practicing in both clinical and macro roles. The general public is invited to attend any of the programs listed in this catalog.

**Will I earn Social Work Continuing Education Credit if I attend a program described in this catalog?** MSU School of Social Work is an (ASWB) Approved Continuing Education (ACE) – Provider #1136 (approval period: June 2016–June 2019). To contact ASWB ACE, write to 400 South Ridge Parkway, Suite B, Culpeper, VA 22701, or visit [aswb.org](http://aswb.org). ASWB ACE approval is recognized by the State of Michigan Board of Social Work Examiners as acceptable for social workers in Michigan.

### What are course completion requirements?

- **Face-to-face or live video/audio webinars or conferences:** 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.** For webinars, you additionally need to pass a post-test with 75% accuracy to receive credit. 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.
- **Online On-Demand Continuing Education Credit:** To receive credit for an online continuing education course, you must watch the video in its entirety and complete the attendance record, evaluation, and pass a post-test with 75% accuracy. If you do not pass, you will be able to retake one additional time. Once all materials are submitted and a passing score is obtained, your certificate for the course will be made available for you to print immediately. You have access to material for the time period the class is scheduled. We are unable to offer additional CECHs for extra time you spend with the course material. These courses are ONLINE CECHs; check with your state's social work regulatory body to see how these may count toward required CECHs.
- **School Social Work Competency Courses:** Details can be found online: [socialwork.msu.edu/ceu/catalog.php](http://socialwork.msu.edu/ceu/catalog.php). The course will include readings, discussion board postings, and quizzes which must be passed by **80% overall**. Once we receive your passing score and you complete a survey that will be emailed to you, you will be mailed a letter of completion within 30 days of passing the course. These courses are ONLINE CECHs; check with your state's social work regulatory body to see how these may count toward required CECHs.

**How and when do I pay?** All of our in-person programs require pre-registration and payment prior to the course. You may pay by credit card at the time of your registration with our online registration system. You may fax or mail credit card information with your registration, or send a check or money order with your registration by mail. We are unable to accept cash. Payment must be received with registration in order to reserve a space. Some programs are offered free of charge; if this is indicated, registrations will be accepted on a first-come first-serve basis. We are unable to maintain a wait list at this time. Email or call to request a receipt. Field instructor, field liaisons, and MSU School of Social Work faculty receive discount category D (see page 34) for in-person sessions and webinars only. Retirees are defined as individuals who are no longer employed.

**If I need to cancel, can I get a refund?** If you cancel by faxing or mailing in a refund request form (available at [socialwork.msu.edu/ce](http://socialwork.msu.edu/ce) under "Forms" or contact [swkce@msu.edu](mailto:swkce@msu.edu) to obtain) at least one week prior to the course start date, you will receive a refund less a 20% administrative fee. Cancellations and requests for refunds received after this time are not eligible for a refund. In the event the MSU School of Social Work cancels an event, you will receive a FULL refund.

**Do you send a confirmation for my registration?** If you provide an email address, you will receive a confirmation email one week prior to the event for which you have registered, delivered to the email address provided. We cannot guarantee you are registered for a program unless you receive an email confirmation from [swkce@msu.edu](mailto:swkce@msu.edu) or you contact us to verify confirmation. Email [swkce@msu.edu](mailto:swkce@msu.edu) or call (517) 353-3060.

**How do I request an accommodation?** Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with disabilities may be requested by writing the request on the registration form on page 34, or including the request when registering online, or by contacting us at [swkce@msu.edu](mailto:swkce@msu.edu); **include "Accommodations request" in the subject line, or call (517) 353-3060** at least two weeks prior to the program start date. Requests received after this date will be honored whenever possible.

**When will certificates be issued?** Certificates of attendance will be awarded to individuals upon request provided the individual's account is paid in full and all required continuing education documentation is completed. In most cases for face-to-face programs this will be at the completion of training or within four weeks of the training.

**Can I request a duplicate certificate?** Yes. On our website, under "Forms" you will find a "Duplicate Certificate Request." There is a \$10 charge for replacement of each duplicate certificate, and they will be marked as such.

**What is MCBAP?** Michigan Certification Board for Addiction Professionals.

**What should I wear?** Dress comfortably and in layers as each location has varied temperatures.

**In the event of inclement weather?** It is unlikely MSU cancels an event due to weather. Call (517) 353-3060; the outgoing message will provide an announcement if an event is cancelled. An email will also be sent to the email address provided.

**NOTE:** All programs are scheduled on Eastern Standard Time and may be photographed and/or audio/videotaped. If you do not wish to be photographed or recorded during a face-to-face event, contact us at (517) 353-3060.

## Did you know...

You are able to view your course history by logging into your MSU Continuing Education Account and searching under "My Courses." If your contact information changes, you can sign in with your unique username, view your customer information, make applicable changes, and click "Update my account."

Your satisfaction is guaranteed. If you are unhappy about an experience in one of our programs, let us know by calling (517) 353-3060 or complete a feedback form at [socialwork.msu.edu/ce](http://socialwork.msu.edu/ce) under "Forms."

### How do I contact you?

**Phone** (517) 353-3060

**Email** [swkce@msu.edu](mailto:swkce@msu.edu)

**Fax** (517) 353-2599

**Mail** MSU–Social Work Continuing Education  
Baker Hall  
655 Auditorium Road, Room 14  
East Lansing, MI 48824



Information about all the program policies and procedures, as well as changes made after printing to any of the programs in the catalog, can be found on our website: [socialwork.msu.edu/ce](http://socialwork.msu.edu/ce)

## 3 EASY WAYS TO REGISTER FOR IN-PERSON PROGRAMS AND WEBINARS

Please do not email your registration information as email is not a secure registration method.

### SIGN UP NOW!

Seating is limited for all classes.



### Satisfaction guaranteed!

Mary Aymor is your CE customer service specialist.

517-353-3060



### Online

Visit [socialwork.msu.edu/ce](http://socialwork.msu.edu/ce) and follow instructions for online registration.



### Fax

Complete this two-page form, including your credit card payment information, and fax to **517-353-2599**.



### Mail

Return this two-page form with payment to:  
MSU–Social Work Continuing Education  
Baker Hall  
655 Auditorium Road, Room 14  
East Lansing, MI 48824

#### MAIL/FAX REGISTRATION CHECKLIST:

- Fill in name, address, email, and accommodations request on registration form on page 34.
- If eligible, select discount criteria on page 34.
- Select classes on page 35.
- Write total payment amount at the bottom of page 35.
- Check payment type on page 34 and include payment.
- Submit this two-page form by mail or fax listed above.

Confirmations, including directions will be sent via email only, one week prior to the event for which you have registered.

#### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social work license number and type: \_\_\_\_\_ State: \_\_\_\_\_

Accommodations: \_\_\_\_\_

Dietary requests: \_\_\_\_\_

Please check if your information has changed since your last registration with us!

#### Am I eligible for a discount?

If you meet one of the following categories, please check a box below.

Mail or fax this form with payment BEFORE the early registration discount date listed and attend at the reduced rate.

- A – MSU alumni and groups of four+
- B – Retirees
- C – Students
- D – MSU School of Social Work faculty, field instructors, and field liaisons for 2017–2018 academic year

#### PAYMENT INFORMATION • PLEASE COMPLETE

Checks and money orders payable to: **MSU–Social Work Continuing Education  
Baker Hall  
655 Auditorium Road, Room 14  
East Lansing, MI 48824**

or supply your credit card information below:

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Security code #: \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Billing address zip code: \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

# REGISTRATION FORM – PAGE 2 OF 2

Check	2017 Date	Workshop Number and Name	Page #	Price for All Categories	Early Registration Discounts		
					By This Date	General Price	Discount Price
<input type="checkbox"/>	6/12-13	154-17 - Almost Everything You Need to Do to Evaluate and Develop Scales for Use in Special Populations	8	\$279	6/5	\$269	A \$259; B \$249; C \$99; D \$60
<input type="checkbox"/>	7/12	4226 - Demystifying End-of-life Conversations, Practices, and Planning	16	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/12	4227 - Pain Management: Evidence-based Complementary and Alternative Medicine (CAM) Tools for Clinicians	17	\$99	6/28	\$89	A \$79; B \$75; C \$69; D \$15
<input type="checkbox"/>	7/12	4228 - Understanding Trauma	17	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/12	4229 - Family Engagement and Treatment for the Adolescent Substance Abuse Client	17	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/12	4230 - Motivational Interviewing: Advanced Engagement Techniques and Strategies	18	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/13	4231 - Ending "Zero Tolerance": The Pipeline to Student Success	18	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/13	4232 - Legal Writing for Non-lawyers	18	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/13	4233 - Making Your Voice Heard: Strategies for Social Justice and Advocacy	19	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/13	4234 - Supporting Young Transgender and Gender Expansive Children and Their Parents	19	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/13	4235 - Ethics for Social Workers and Substance Use Disorder Providers in the 21 <sup>st</sup> Century	19	\$169	6/28	\$149	A \$139; B \$129; C \$99; D \$30
<input type="checkbox"/>	7/13	4236 - Trauma and the Brain	20	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/13-14	4237 - Love, Loss, and Forgiveness	20	\$199	6/28	\$189	A \$179; B \$175; C \$115; D \$45
<input type="checkbox"/>	7/13-14	4238 - Dialectical Behavioral Therapy Skills Training	20	\$249	6/28	\$229	A \$219; B \$215; C \$199; D \$60
<input type="checkbox"/>	7/14	4239 - The Big Picture: How You Fit Within the Michigan Court System	21	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/14	4240 - Human Trafficking: Identification and Advocacy	21	\$89	6/28	\$69	A \$59; B \$55; C \$49; D \$15
<input type="checkbox"/>	7/14	4241 - Secondary Trauma and Self-care	21	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/14	4242 - Building Recovery Capital: A Strength-based Approach to Relapse Prevention	22	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/14	4243 - The Impact of Attachment in the Treatment Process of Self-harm and Suicide Ideation	22	\$159	6/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	7/28	504-17 - Identifying and Assisting Victims of Trafficking	3	\$59	7/21	\$49	A \$39; B \$35; C \$9; D \$5
<input type="checkbox"/>	7/28-29	4244 - An Introduction to Internal Family Systems	10	\$259	7/21	\$239	A \$229; B \$219; C \$99; D \$60
<input type="checkbox"/>	9/7	4245 - Assessing Risk for Children in Crisis	10	\$99	8/31	\$79	A \$69; B \$65; C \$29; D \$15
<input type="checkbox"/>	9/8	4246 - Motivational Interviewing: Theory and Practice	12	\$149	9/1	\$129	A \$119; B \$115; C \$99; D \$30
<input type="checkbox"/>	9/14	4247 - Understanding Trauma	26	\$159	9/7	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	9/16	4248 - Strategies and Tools for Responding to Elder Abuse and Neglect	9	\$79	9/8	\$59	A \$49; B \$45; C \$19; D \$10
<input type="checkbox"/>	9/19	505-17 - When Stress Causes Pain: Innovative Treatments for Mind-Body Disorders	3	\$59	9/12	\$49	A \$39; B \$35; C \$9; D \$5
<input type="checkbox"/>	9/22	4249 - Native Americans and Sex Trafficking: An Invisible Epidemic	24	\$79	9/15	\$59	A \$49; B \$45; C \$19; D \$10
<input type="checkbox"/>	9/29	4250 - The Satir Model: Evolving into the 21 <sup>st</sup> Century	12	\$149	9/22	\$129	A \$119; B \$115; C \$99; D \$30
<input type="checkbox"/>	10/5	4251 - Trauma and the Brain	26	\$159	9/28	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	10/13	4252 - Advanced Group Therapy	13	\$149	10/6	\$129	A \$119; B \$115; C \$99; D \$30
<input type="checkbox"/>	10/19	4253 - Moving Children in Adoption: Minimizing Trauma for Children and Families	6	\$99	10/12	\$79	A \$69; B \$65; C \$29; D \$15
<input type="checkbox"/>	10/24	506-17 - Psychoeducation: Normalizing Trauma Reactions and Engaging with Families	4	\$59	10/17	\$49	A \$39; B \$35; C \$9; D \$5
<input type="checkbox"/>	10/26	507-17 - Now I See You: Application of Technology-based Clinical Supervision	4	\$59	10/19	\$49	A \$39; B \$35; C \$9; D \$5
<input type="checkbox"/>	10/26	4254 - Ethics in Child Treatment	13	\$159	10/19	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	10/27	4255 - Busting Barriers for Clients: Increase Collaboration and Access to Resources	8	\$99	10/20	\$79	A \$69; B \$65; C \$29; D \$15
<input type="checkbox"/>	10/28	4256 - Recognizing the Spiritual Dimension in Aging	9	\$79	10/20	\$59	A \$49; B \$45; C \$19; D \$10
<input type="checkbox"/>	11/2	4257 - Resolving Rather than Managing Chronic Pain: The Brain's Response to Trauma	25	\$129	10/26	\$99	A \$89; B \$79; C \$49; D \$15
<input type="checkbox"/>	11/3	4258 - Claiming Shame Resilience and Self-compassion in Adoption and Foster Care	7	\$99	10/27	\$79	A \$69; B \$65; C \$29; D \$15
<input type="checkbox"/>	11/7	508-17 - Beyond Breathing: Tools for Teaching Relaxation in Trauma Work	4	\$59	10/29	\$49	A \$39; B \$35; C \$9; D \$5
<input type="checkbox"/>	11/9	4259 - Sharing the Burden of War: "Thank You for Your Service" Isn't Good Enough	27	\$99	11/2	\$79	A \$69; B \$65; C \$29; D \$15
<input type="checkbox"/>	11/17	4260 - Secondary Trauma and Self-care	27	\$159	11/10	\$139	A \$129; B \$119; C \$99; D \$30
<input type="checkbox"/>	11/18	4261 - Health and Mental Health Disparities in Aging	9	\$79	11/10	\$59	A \$49; B \$45; C \$19; D \$10
<input type="checkbox"/>	12/1	4262 - Using Play and Expressive Arts Therapies to Work with Traumatized Children (lunch included)	11	\$179	11/24	\$159	A \$149; B \$139; C \$49; D \$30

Interoffice use: Date received: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ Issued by: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_