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.

Registration options: In order to reserve a seat, mail or fax the registration form on page 23 with payment (see payment options below). You may also register online by visiting www.socialwork.msu.edu/ceu. Online registration requires credit card payment at the time of registration to reserve a seat. Groups of four or more are required to mail or fax their registrations with payment to reserve a seat. At this time, group registrations cannot be processed online. Please note workshop space is limited, and early registration is strongly encouraged.

Registration fee categories and discounts: Fee discount categories for early registration are as follows: A - MSU alumni; B - MSU SSW field instructor; C - Groups of four or more (registrations and payment must be submitted together); D - Michigan Federation for Children and Families Full or Affiliate Member employee; E - Students and retirees; F - Current MSU SSW faculty or faculty liaison.

Parking fees: Parking fees are the responsibility of the participant unless otherwise noted.

Payment: Payment must be made PRIOR to the date of the event by credit card, check or money order. Payment/registrations will not be accepted the day of the program. We are unable to accept cash or registration/payment via email (not a secure method) at this time. Check or money order must be made payable to: Michigan State University. Registrations with credit card payment may be faxed to (517) 353-2999. MSU’s federal identification number is: 38-6008984.

Refunds and cancellations: Cancellations received in writing at least one week prior to the the course start date will be refunded minus a 20% administrative fee. Cancellations received after this time are not eligible for refund. We are unable to transfer your registration to another class or another person. To request a refund, please download the refund/cancellation form from www.socialwork.msu.edu/ceu or contact swke@msu.edu to obtain this form. If you pay by check, it may take up to six weeks for you to receive your refund. The University reserves the right to cancel or modify any MSU School of Social Work continuing education workshop. In the event MSU School of Social Work cancels an event, you will receive a FULL refund.


Association for Play Therapy continuing education is available where listed in the catalog. Michigan State University School of Social Work is APT provider #08-229.

Confirmations: You will receive a confirmation via e-mail only, one week before the workshop for which you are registered.

Directions: Directions for events listed in this catalog 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) 353-3060 or e-mail us at swke@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 except where noted. All workshops are open to LBSWs, LBSSWs, 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.

Phone: (517) 353-3060.