

CE INSTRUCTIONS FOR 2020 APM

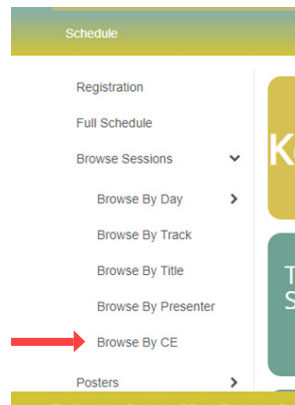
STEP 1

Pay the \$65 CE processing fee through the [registration portal](#).

STEP 2

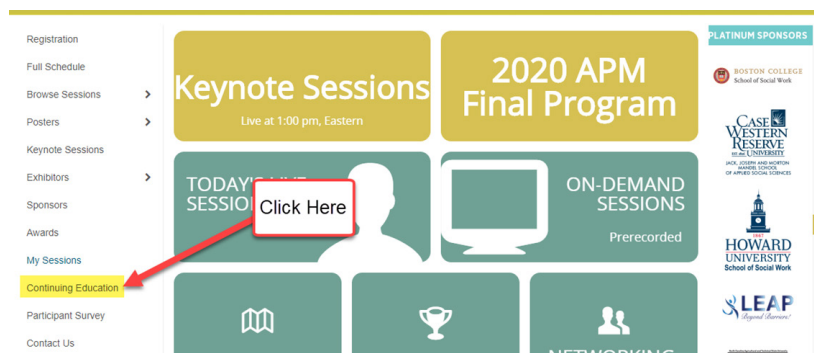
Participate or view CE content in Full Screen for credit-mode.

*You can search for CE content by clicking **Browse Sessions > Browse by CE**



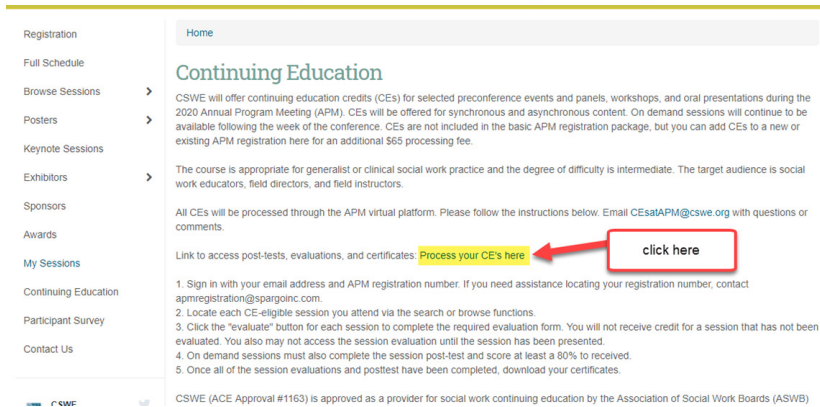
STEP 3

From the homepage of the APM website, select the link labeled **Continuing Education** on the left side navigation. (Example below)



STEP 4

On the Continuing Education page, select the hyperlink labeled **Process your CEs here.** (Example below)

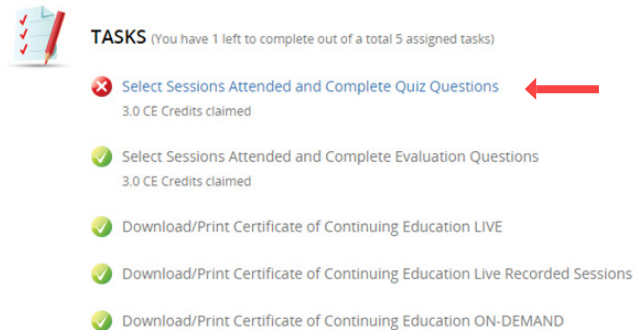


The screenshot shows a website navigation menu on the left with items like Registration, Full Schedule, Browse Sessions, Posters, Keynote Sessions, Exhibitors, Sponsors, Awards, My Sessions, Continuing Education, Participant Survey, and Contact Us. The main content area is titled "Continuing Education" and contains several paragraphs of text. A red box highlights the text "Process your CEs here" with a red arrow pointing to it from a box labeled "click here". Below the text is a numbered list of instructions for processing CE credits.

STEP 5

Complete content quizzes for all on-demand and live recorded sessions by selecting **Select Sessions Attended and Complete Quiz Questions.**

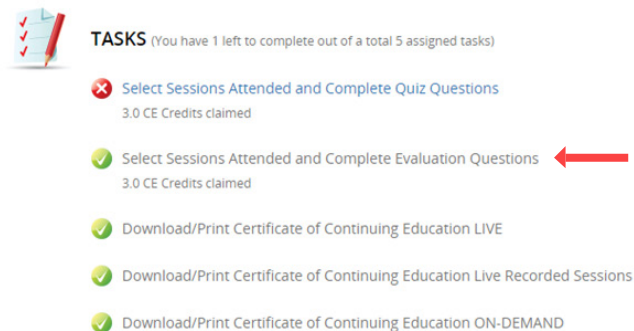
*You must receive an 80% on the quiz within 3 attempts



The screenshot shows a "TASKS" section with a sub-header "(You have 1 left to complete out of a total 5 assigned tasks)". The list contains five items, each with a status icon and a description. The first item, "Select Sessions Attended and Complete Quiz Questions", has a red 'X' icon and is highlighted with a red arrow. The other four items have green checkmark icons.

STEP 6

Complete session evaluations for all sessions attended by selecting **Select Sessions Attended and Complete Evaluation Questions.**



The screenshot shows a "TASKS" section with a sub-header "(You have 1 left to complete out of a total 5 assigned tasks)". The list contains five items, each with a status icon and a description. The second item, "Select Sessions Attended and Complete Evaluation Questions", has a green checkmark icon and is highlighted with a red arrow. The other four items have red 'X' icons.

CE INFORMATION

Sessions are appropriate for generalist or clinical social work practice and the degree of difficulty is intermediate. The target audience is social work educators, field directors, and field instructors.

After meeting the minimum requirements, participants can select a CE certificate to print that will list the participant name, course name, number of CEs, and the date of completion.

CSWE (ACE Approval #1163) is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) www.aswb.org through the Approved Continuing Education (ACE) Program. CSWE maintains responsibility for the program. ASWB Approval Period: 1/23/2018-1/23/2021.

Social workers should contact their regulatory board to determine course approval for continuing education credits.

Accommodations for a Disability

If you require accommodations to complete this course due to a disability, please e-mail apmproposal@cswe.org and provide a written explanation of the type of accommodation you require.

Procedures for Complaints and Grievances

Please follow the below outlined procedures to issue a complaint or grievance regarding any matter related to CSWE's continuing education program: Complaints or grievances must be submitted in writing to CSWE via mail at 1701 Duke Street, Suite 200, Alexandria, VA 22314 OR via e-mail to jrhoads@cswe.org.

Complaints will be reviewed by the CE Program Manager and responded to in writing within 30 days of receipt of the written complaint. Individuals issuing a complaint/grievance may request to have a phone hearing with the CE Program Manager in the event that they disagree with CSWE's written response. A record of all written complaints/grievances and CSWE's written responses are retained and reported to the Association of Social Work Board's Approved Continuing Education Program.