

NASW-FL CE REQUEST FORM

In order for NASW-FL to maintain accurate records based on the criteria set forth by the 491 Board, the following information is requested at *least* 8 weeks prior to the CE Event. If you have any questions, please contact the Chapter Office.

1. Date & Time of Workshop: _____
2. Title of Workshop: _____
3. Name of Presenter: _____
4. Location of Workshop (include zip code): _____

5. Suggested Number of Contact Hours: _____
6. Suggested Cost of Workshop (include member/non-member rate): _____
7. Contact Person for Workshop (include /phone number/email): _____

8. Address to Send CE Packet: _____

The following must be sent in along with this sheet:

- _____ Presenter's Biography (brief paragraph)
- _____ Presenter's Curriculum Vitae or Resume
- _____ Workshop Learning Objectives (at least one objective per contact hour)
- _____ Agenda for Workshop

Please Indicate:

- _____ Please produce and mail a brochure or postcard for this workshop.*
- _____ The Unit will produce and mail a brochure or postcard for this workshop.

**NOTE: If you intend for the Chapter Office to send out notice of any event, ample time must be allowed for creation and distribution of the mailers.*