

CEU Workshop FAQ's

Where can I find the proposal form and submit CEU Topics?

- You can find the proposal Form Here: <http://louisville.edu/kent/conted/submit-a-workshop-proposal>
- You can submit this form directly to Jessica.ballinger@louisville.edu

How long does the review process typically take?

- 5-7 Business Days

When can I submit a proposal?

- A call for proposals is sent out twice a year. We send out the call for proposals typically in April and October to enable us to plan our fall and spring CEU schedule. However, we accept proposals all year long and consistently add new workshop topics depending on the needs of the community.

Do I have to be a social worker to present a CEU course?

- You do not have to be a licensed social worker to present a CEU course. However, a high degree of involvement from the social worker perspective is necessary for curriculum planning and presentation.

What is compensation for Presenters?

- Please contact Jessica Ballinger at Jessica.ballinger@louisville.edu for sample contract.
- KSSW shall have to terminate or re-negotiate this agreement, based on enrollments, with minimum advance notice of three (3) working days given by telephone or email to the presenter.
- If more than one individual is presenting a workshop, payment is split between the individuals.
- Travel within Jefferson County is not reimbursable.

What topics do you need for proposals?

Here is a list of recently requested topics. This is just a small list. All topics are welcome!

<ul style="list-style-type: none"> • Tele-Therapy • Trauma Focused CBT • Parent-Child Interaction Therapy (PCIT) • EMDR • Emotion Focused Therapy • Dialectical Behavioral Therapy • Motivational Interviewing • Sex Addiction • Couples Therapy • DSM 5 • Eating Disorders 	<ul style="list-style-type: none"> • Technology and Social Work • School Social Work Topics • Substance Use/Harm Reduction • Human Trafficking • Personality Disorders • Anxiety Disorders • Mindfulness • Addressing Social Issues through Political action • Implicit Bias • Alzheimer's/Dementia
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Where are workshops held?

- We host our workshops at Shelby Campus at Burhans Hall or Founders Union Hall and free parking is available.
- We make arrangements and accommodate your technology needs: computer, projector, clicker, flip chart etc. You will just need to show up!
<http://louisville.edu/conferenceservices/where>

How is registration managed?

- Our office manages registration through our CEU management system. We send reminders to all attendees and notify presenters of attendance numbers.
- Please note: KSSW shall have to terminate or re-negotiate the agreement, based on enrollments, with minimum advance notice of three (3) working days given by telephone or email to the presenter.

Do I have the option to live stream my workshop?

- Yes! Depending on the format of your workshop, Jessica Ballinger will work with you to discuss best practices for live streaming.
- If the live streaming option is available for your workshop, we will moderate and manage for you. You will present as normal!

Do I need to provide the program Evaluations/CEU Certificates?

- No. We provide the evaluations and certificates electronically to attendees at the conclusion of the workshop. These contain the Kentucky Board of Social Work Approval Code. Individuals are required to submit the evaluation in order to receive their CEU certificate. Once all evaluations have been submitted, I will forward the report for you to review.
- If you would like to include a specific question regarding feedback, please let us know and we can add to registration.
- We will send an evaluation report once all evaluations have been submitted for your review.

How many typically attend workshops?

- This varies depending on the topic. Usually attendance is higher for licensure requirement workshops. We like to have at least 15-20 individuals attend the workshop being presented.

What days are workshops held?

- We typically host workshops on Thursday and Fridays in the following time slots: 9am-12pm, 1-4pm, and 4-7pm.
- Other days and times are available. Even Saturdays if you are interested.

How long does it take to receive payment for presenting workshops?

- Once your proposal has been approved, you will receive an email from our controller's office to have you set up as a vendor. You will receive an email and be required to submit a form and other required documents necessary for the University to provide payment.

Can I have my payment go to another organization?

- We were unable to submit payment to another organization/agency for a couple of reasons. Our particular CEU presenter agreement is strictly for the individual listed even if they are a representative of an organization so payment must be made to the individual rendering those services. This is why we are unable to issue a 3rd party payment. Also, there is a \$600 threshold for presenters. Once that threshold is reached for a particular individual, that is reported to the IRS and they must be issued a 1099. These presentations must go towards your total for the year.

What boards do you have approvals for?

- Kentucky Board of Social Work, Indiana Board of Behavioral Health

Can students attend my workshop?

- Yes, typically depending space we open workshops to current students a week prior to the workshop. We also offer a heavily reduced rate for students.