

FORM D

Use for: Individual or Agency
to apply for or renew approval to provide
Continuing Education Program(s)
**DO NOT USE THIS FORM, IF
EXEMPT UNDER 22 TAC, §781.511(e)**

For Office Use Only
Budget #ZZ136
Fund # 008
#: _____
\$: _____

**TEXAS STATE BOARD OF SOCIAL WORKER EXAMINERS
APPLICATION / RENEWAL FORM FOR
CONTINUING EDUCATION PROVIDER**

PLEASE PRINT OR TYPE

Name of Individual Responsible for Supervisor Training Course(s) (Full name must match driver's license)

Title (circle one): Mr. Ms. Dr. Prof. Other ____

Last: _____ First: _____ Middle: _____

Provider Name: _____ Provider Number (if renewal): _____

Business Address: Street/P.O. Box _____ City _____ State _____ ZIP _____

Business Phone No.: _____ Ext. _____

Business Email Address: _____ Business Website: _____

After approval, the above information will appear on Board's website in a listing of Approved CE Providers.

AFFIDAVIT

I, _____, hereby certify as a principal of _____ that
(name of individual) (provider name)

- **I have accessed, read, understood, and shall comply with the laws and regulations pertaining to social work licensing in the state of Texas.** (A copy of the Social Work Practice Act and the board's rules is available from the board's website at www.dshs.state.tx.us/socialwork. A printed copy may be obtained by contacting the board.) **I understand that I must observe and comply with all applicable laws and rules, including but not limited to:**
 - 22 TAC, §781.508 *Hour Requirements for Continuing Education,*
 - 22 TAC, §781.509 *Types of Acceptable Continuing Education,*
 - 22 TAC, §781.510 *Activities Unacceptable as Continuing Education,*
 - 22 TAC, §781.511 *Requirements for Continuing Education Providers,*
 - 22 TAC, §781.512 *Evaluation of Continuing Education Providers,*
 - 22 TAC, §781.513 *Acceptance of Continuing Education Approved by Another Licensing Board,*
 - 22 TAC, §781.514 *Credit Hours Granted,* and
 - 22 TAC, §781.515 *Continuing Education Documentation;*
- **Each program offered by this provider for board-approved credit hours shall comply with the criteria set forth in 22 TAC, §781.511 as well as meet current minimum course requirements;**
- **Each program offered by this provider shall be developed and presented by persons who are appropriately knowledgeable in the program's subject matter, current minimum course requirements, and training techniques;**
- **The provider shall be responsible for verifying attendance at each program, assuring that the licensee receives credit only for time actually spent in the program and successful completion of the program, and providing each participant with a completion certificate that conforms to requirements set forth in 22 TAC, §781.511; and**
- **Documentation of compliance with 22 TAC, §781.511 and current minimum course requirements — which includes but may not be limited to: course curricula, attendance records, completion certificates, participant evaluation instruments, and a list of subcontractors — shall be maintained for at least three years and made available to the Board upon request.**

Signature of Applicant

Date

Enclosed is the \$50 annual continuing education provider application fee.

Mail To:
**Texas State Board of Social Worker Examiners
P.O. Box 12197, Capitol Station
Austin, TX 78711-2197**

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With few exceptions, you have a right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. Most information submitted to the board is subject to disclosure under the Public Information Act. (Reference: Government Code, Sections 522.021, 522.023, 559.003 and 559.004)