

**Alabama Board of Social Work Examiners
PO Box 301620
Montgomery AL 36130-1620
Tele: 334/242-5860**

CE Approval Requirements

Must be submitted prior to the program taken place, request received after the programs cannot be considered. A request must be made in writing mailed to the address above.

If you are an Organization that will be charging a fee for this program you're seeking approval for you must complete the Application to be a CE Provider and pay the \$150 fee. City, State and Federal Government Agencies are exempt. This approval process is for licensee's wishing to attend a program offered through a non-approved provider or for agencies offering an in-service program to their employees.

With the request letter send the following items:

- 1. The agenda showing the time with the topics. (including any breaks or lunch)**
- 2. The objectives for the program.**
- 3. A brief bio of the presenter(s)**
- 4. The following information on the program: Location, Time, Date and Contact Information (for registration)**

The board appreciates at least 2 weeks advanced notice for CE request. However we do *try* to work with people if the two-weeks advance notice is not provided, it must be however prior to the program and not on the day of the program.