

CO-SPONSORSHIP CONTRACT

This Contract between the Maryland Society for Clinical Social Work, Inc., (MSCSW) and _____, dated _____ shall be in effect for the following: *(List Title, Date(s), Location, Hours of Operation, and Number and Category of CEUs Requested)*:

and is made for the specific purpose of awarding Continuing Education Units for social workers under the auspices of the Maryland Society for Clinical Social Work, Inc., which is designated as an authorized provider of continuing education for social workers in the State of Maryland. The MSCSW shall determine the appropriate category and number of Continuing Education Units to be awarded for an approved event.

The following agreements are made:

1. A statement of the learning objectives is to be enclosed with this contract. This statement must either be on the co-sponsoring association/organization letterhead or on the brochure. MSCSW can provide CEUs only if the learning objectives and all other descriptions fully meet the requirements stipulated by the Board of Social Work Examiners of the State of Maryland for the Category requested.
2. All brochures and other advertising materials will contain the following disclaimer: "**The views expressed are not necessarily those of the Maryland Society for Clinical Social Work, Inc.**" A copy of the final brochure for each event shall be provided to the MSCSW office as soon as it is available. (If a draft copy is available at the time of signing this contract, please include a copy now.)
3. If application is being made to award CEUs for any other discipline, please indicate the discipline, the name, address, and phone number of the association/agency awarding these CEUs, and the number of CEUs they will be giving.

4. If application is being made to any other association/organization/business/agency to act as a co-sponsor, indicate the name, address, telephone number, and a contact person at that place:

5. A local liaison (within the State of Maryland) will be appointed by the co-sponsoring association/organization. This liaison shall be responsible for assuring that all requirements of this contract regarding the award of CEUs are completed and submitted to MSCSW within the prescribed timeframes.

The designated local liaison for the co-sponsoring association/organization shall be:

_____ (Give name, address, phone and fax numbers, e-mail address).

6. It will not be required that a representative of the MSCSW be on-site at any event.

7. All pre-registration and on-site registration will be handled by the association/organization that is MSCSW's co-sponsor.

8. A list of registrants will be provided to MSCSW within five (5) business days of a pre-registration deadline date. This list will contain each registrant's name, address, telephone number, discipline, whether they have requested social work CEUs, and the amount they have paid for CEUs.

9. A complete list of all registrants (including pre- and on-site) will be provided to MSCSW within five (5) business days after the event. The list is to include name, address, telephone number, discipline, number of CEUs awarded to each participant, and amount paid for CEUs.

10. A flat fee of \$10 is to be collected at the time of registration from each participant who requests social work CEUs. This one-time fee applies regardless of the length of the event, or the number of CEUs earned by the participant.

11. At the time of registration when social work CEUs are requested, the participant will be given an Evaluation Form (MSCSW will provide a sample form indicating the minimum required information; the co-sponsoring association/organization can elaborate upon it) with instructions that the Evaluation Form is to be completed and turned in so that the participant may receive a CEU certificate. **UNDER NO CIRCUMSTANCES WILL A PARTICIPANT BE AWARDED A CEU CERTIFICATE WITHOUT COMPLETING AND TURNING IN THIS FORM.**

12. MSCSW will issue CEU certificates to those individuals who have requested it and paid the additional \$10 fee. Upon the conclusion of the event, certificates will be mailed by MSCSW using information provided by the co-sponsor.

13. If an event is held on more than one day, at the end of each day, a tally will be made of the amount collected for that day's CEU certificates, and a check will be cut (made payable to MSCSW) each day in that amount. It is the responsibility of the local liaison to mail the checks, each day's sign-in sheet, and evaluation forms to MSCSW (P.O. Box 47577, Baltimore, MD 21244) within five (5) business days of the end of the event.

14. If the co-sponsoring association/organization requires copies of the Evaluation Forms, they will be responsible for making copies prior to sending the forms to MSCSW.

15. For events held within the Baltimore/Washington metropolitan area, MSCSW will provide at no charge mailing labels for its membership to the co-sponsoring association/organization so that the co-sponsor may include MSCSW members in any mailings. The cost of any mailings shall be borne by the co-sponsoring association/organization.

16. The MSCSW representative designated for this contract is:

17. The Maryland Society for Clinical Social Work, Inc., reserves the right to terminate this contract if all requirements contained herein are not completed to its satisfaction, or if the learning objectives and/or other descriptors do not fully meet the requirements stipulated to award social work CEUs in the State of Maryland. Termination notice shall be in writing.

18. This Contract is in effect only for the event(s) and date(s) stipulated above.

19. Use this space to specify any mutually agreed upon exceptions to this Contract:

20. This Contract becomes effective only when a copy is signed and dated by an MSCSW officer and is returned to the co-sponsoring individual/association.

21. We have determined that _____ Category _____ Continuing Education Units can be awarded for this contract. *(This is filled in when Contract is approved and returned.)*

Signed:

Maryland Society for Clinical Social Work, Inc.,

Co-Sponsor

Title

Title