

# CONTINUING EDUCATION CONTACT HOURS INSTRUCTIONS

## NYSED and ACE approved for 21 CE Contact Hours.

*Please review the requirements for continuing education in your local area. Social workers should contact their regulatory board to determine course approval for continuing education credits.*

Continuing Education Contact Hours will be provided by NYU Silver School of Social Work. *Social Workers participating in this course are eligible to receive up to 21 continuing education contact hours based on the number of sessions attended and documented during the symposium (with 10 educational sessions, 3 plenaries, 2 invitational sessions, and 3 institute offerings).*

**For social workers in New York and New Jersey, only specific sessions are eligible for Continuing Education Contact Hours. Sessions that are eligible for Continuing Education Contact Hours in New York and New Jersey are noted on the handout.**

### To obtain Continuing Education Contact Hours:

1. If you haven't already done so, create a username & password at the NYU Silver CE Online Portal: <https://sswforms.es.its.nyu.edu>
  - Recommended Browsers: Our system works best with Google Chrome or Mozilla Firefox.
  - If you already have a user account, but forgot your password, you can reset your password here: <https://sswforms.es.its.nyu.edu/lostpassword/>
2. Log on to the NYU Silver CE Online Portal, click on "All Events & Programs" tab
  - Web link: <https://sswforms.es.its.nyu.edu/?events=2019-iaswg-nyc-symposium>
  - Scroll down & select the conference under "Conferences and Events" tab
  - Use the Search Box and Select "2019 IASWG NYC Symposium"
  - Click "Register"
  - Fill in the billing information, click register, and pay the \$25.00 CE registration fee. You are encouraged to pay and register for continuing education before the symposium begins.
3. After the conference, you will receive an email with a link to complete the post-event evaluation.
  - Once completed, within 3-5 business days from taking the evaluation, log back on to NYU Silver CE Online Portal to download your CE certificate of completion.
4. To download your certificate, log on to NYU Silver CE Online Portal and click on "Your Registrations" tab at the top of the page.
  - Next to the name of the conference, you will see "download certificate" in red. (Your certificate will always be available here to print or download as needed.)

New York University Silver School of Social Work is recognized by the New York State Education Department's State Board for Social Work as an approved provider of continuing education for licensed social workers {#SW-0012}. This organization (NYU Silver School of Social Work, 1415) is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) [www.aswb.org](http://www.aswb.org) through the Approved Continuing Education (ACE) program. NYU Silver School of Social Work maintains responsibility for the program. ASWB Approval Period: 11/11/16 - 11/11/19. Social workers should contact their regulatory board to determine course approval for continuing education credits.

**For Questions: Call 212-998-5973 or email [silver.continuingeducation@nyu.edu](mailto:silver.continuingeducation@nyu.edu).**