**ACHHS Conference October 23-25, 2025**

***Individual Workshop or Conference Session Application***

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| **A. Workshop Title:**  |
| **B. 1. Workshop Overview (please provide a summary or abstract of your workshop)** |
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|  2. Workshop Instructor(s), along with degree(s) & license number(s): |
|  3. Are you already certified to give CEs (continuing education credits)?  |
|  4. Which Licensing agency(ies) & which state(s): |
|  5. Circle at least one of the criteria of the presenter/instructor to qualify to offer the CE:* Faculty member of accredited undergraduate or graduate school of social work (or counseling, psychology),
* Have specialized graduate or postgraduate training in the subject being taught,
* Have extensive experience including no less than five years of practical application or research in the subject?

OR* I am not applying for CE for my workshop.

(Note: Criteria is listed on page 17 of the ASWB ACE Handbook: <https://www.aswb.org/wp-content/uploads/2023/12/ACE-Handbook-12.2023.pdf> |
|  6. Date preference? (Friday or Saturday; leave blank if no preference): |
|  7. Describe Workshop Target Audience: |
|  8. Workshop Content Level:  Beginner:  Intermediate:  Advanced: |
|  9a: Workshop Description (describe what and how you will conduct the workshop, materials used):9b: Please describe how you plan to integrate Biblical faith (include Bible verses or frameworks): |
| 10: List 2-3 Measurable Learning Objectives (see the [Acceptable learning objectives list](https://www.aswb.org/wp-content/uploads/2018/09/ACE-Handbook-Acceptable-learning-objectives-list.pdf)):  |
| 11: List your references, a minimum of 1 and maximum of 10, used in this presentation (At least 50 percent of your references must be current within the past 5 years, and a maximum of 5 current references total).  For questions, please review page 15 on [ACE handbook.](https://www.aswb.org/wp-content/uploads/2018/10/ACE-Handbook-FINAL.pdf) |
| **D. Workshop Content & Credit:** |
| Acceptable content areas for CE credit:* Theories and concepts of human behavior and the social environment
* Social work practice, knowledge, and skills
* Social work research, program evaluation or practice evaluation
* Management, administration, or social policy
* Social work ethics including but not limited to: topics in boundaries relationship, conflicts of interest, confidentiality & recordkeeping
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| 1. Workshop length: ☐ 1hr (1.0 CE) ☐ 1hr 30min (1.5 CE) |
| 2. Type of credit to be granted (choose 1): Clinical social work Cultural competency Ethics General social work |
| 3. Upon approval of this workshop, will it be offered to social workers licensed in the state of New Jersey?   Yes  No |
| 4.  Is the content free of commercial bias? (Cannot promote, offer, or sell specific products or services in the context of a learning activity)  Yes  No |
| 5. Does your content infringe on copyright laws?  Yes  No |
| G. Attachments & Required Documentation |
| The items listed below must be included as attachments to your individual workshop or conference session application.  |
|  1. Biography of the presenter (1 paragraph here or upload as an attachment): |
|  2. Instructor(s) resumes/curriculum vitae (attach) |
|  3. Workshop materials (handouts, power points, articles, etc.) if available. If not available at the time of application, they must be submitted during the ACE review, if requested, which may cause delays.  |

**Email completed form, along with attachments 1, 2, & 3 to** **conference@achhs.org****.**

**Thank you for your interest in presenting at the ACHHS Conference!**