

Professional & Community Education

Spring
2011



THE EBERLY COLLEGE OF ARTS & SCIENCES
SCHOOL OF APPLIED SOCIAL SCIENCES
DIVISION OF SOCIAL WORK

Welcome to the Spring 2011 Program for **Professional & Community Education** *sponsored by the* **West Virginia University Division of Social Work!**

"Don't ask yourself what the world needs; ask yourself what makes you come alive. And then go and do that. Because what the world needs is people who have come alive."

Howard Thurman

"Want of care does us more damage than want of knowledge"

Benjamin Franklin

I'm often told by people that are not social workers or counselors that they could never do the work that we do. They say it would break their heart or make them too angry. It is in these conversations with people that work outside of our profession, that I realize two things -- 1) We are doggedly determined, extraordinary people who dare to do the work that others cannot fathom and 2) We must constantly remind ourselves that if we are not careful, those very human responses of caring too much or getting very angry can easily creep into our work and harm us if they are unchecked. The mark of a competent and wise practitioner is one of life-long learning: learning about the people you serve, the communities you practice in, the society that governs us, and of yourself. What I wish for all of you this spring, is a renewed sense of purpose and meaning in your work -- find that passion that brought you to this place! Most importantly, I hope that you achieve balance in 2011, in whatever form is best for you, so that you are able to continue to do the amazing work that you do.

In our spring lineup of programming, we have included workshops aimed at helping you increase your practice skill, expand your knowledge, and take care of yourself. Come join us. I hope to see you real soon.

Jacki Englehardt, MSW, ACSW
 Professional & Community Education Coordinator

P.S. Help us reduce waste by electing to receive future brochures via email. You will receive an additional 10% discount on your spring 2011 registration ~ send us your email address today to ce@mail.wvu.edu!

About our Workshops and Classes

Social Work: This catalogue contains several types of professional development offerings; most are approved for social work continuing education hours for licensed social workers in West Virginia, Maryland, Pennsylvania, and Virginia, under the West Virginia University Division of Social Work WVBSWE Provider #490051. Check individual listings for approved sessions. Social workers from other states should contact their respective licensure boards regarding approval PRIOR to registering.

LPC: WVU Division of Social Work is an approved provider of continuing education for Licensed Professional Counselors through the WV Board of Examiners in Counseling (provider # WVBEC-543). Check individual listings for approved sessions.

Nonprofit Management: Have you considered enrolling in the Continuing Education Certificate in Nonprofit Management sponsored by WVU Division of Social Work? See page 5 for more information and check individual listings for approved sessions.

WVU does not discriminate on the grounds of race, color, national origin, sex, sexual orientation, age, veteran status, religion, or handicap in the administration of any of its educational programs, activities or with respect to admission and employment. Inquiries may be directed to the Executive Officer for Social Justice, 105 Stewart Hall, Office of the President, (304) 293-5496.

Schedule at a Glance

March 11	Elderlaw 101 CEU's: 4 SW – Clarksburg
March 17	All Those Numbers CEU's: 3 SW; 3 CECNPM – Morgantown
March 18	It's Your Turn CEU's: 6.5 SW (<i>2 SW Ethics</i>); 6 LPC – Morgantown
March 25	Whining Allowed: Self Care at Its Best CEU's: 6 SW; 5.5 LPC – Moorefield
March 29	Legal Issues for Social Workers CEU's: 6 SW (<i>6 SW Ethics</i>) – Wheeling
March 30	Can This Relationship Be Saved? Working with Couples CEU's: 6 SW; 5.5 LPC – Morgantown
April 1	Fundamentals of Nonprofit Organizations CEU's: 3 SW; 3 CECNPM – Clarksburg
April 1	Planning for Successful Projects CEU's: 3 SW; 3 CECNPM – Clarksburg
April 1	Personality Disorders CEU's: 6 SW; 5.5 LPC – Beckley
April 7	Elderlaw 101 CEU's: 4 SW – Princeton
April 8	Dealing with Emotional Crises in Home Care CEU's: 3 SW – Martinsburg
April 18	Ethical Decision Making CEU's: 6 SW (<i>6 SW Ethics</i>); 5.5 LPC (<i>5.5 LPC Ethics</i>) – Morgantown
April 22	Effectively Working with Victims of Hate Crimes CEU's: 5 SW; 4.5 LPC – Wheeling
April 26	All Those Numbers CEU's: 3 SW; 3 CECNPM – Beckley
April 26	Grant Writing for Social Services CEU's: 3 SW; 3 CECNPM – Beckley
April 28	When Ethics and Law Collide CEU's: 6 SW (<i>6 SW Ethics</i>); 5.5 LPC – Martinsburg
April 29	Lessons from the Herd CEU's: 4 SW; 3.75 LPC – Charleston

May 6	Trauma and Recovery: Integrating a Spiritual Approach CEU's: 6 SW; 5.5 LPC – Morgantown
May 11	Experiential Therapy Techniques and Equine Therapy CEU's: 6 SW; 5.5 LPC – Morgantown
May 13	It's Your Turn CEU's: 6.5 SW (<i>2 SW Ethics</i>); 6 LPC – Martinsburg
May 18	Straight from the Headlines CEU's: 2 SW; 2 CECNPM – Morgantown
May 18	Developing a Toolkit for Managing Nonprofit Ethics CEU's: 2 SW; 2 CECNPM – Morgantown
May 24	Navigating Conflict: Avoiding the Pot Holes CEU's: 3 SW; 3 CECNPM – Clarksburg
May 24	Interviewing Strategies for Employers CEU's: 3 SW; 3 CECNPM – Clarksburg
June 14	Developing Better Cooperative and Therapeutic Rapport with Combat Veterans CEU's: 6.5 SW; 6 LPC – Wheeling

Want to be kept up-to-date on continuing education events?

Join the Professional & Community Education
Email ListServ by sending an
email to ce@mail.wvu.edu!

Nonprofit Management

WVU Division of Social Work has a long history of involvement in nonprofit management instruction. Since the 1980's, academic courses and continuing education workshops have trained 100's of people in the "art and science" of nonprofit administration. Current training in nonprofit management in the WVU Division of Social Work is through the Nova Institute and includes two certificate programs: *a Continuing Education Certificate in Nonprofit Management and a Graduate Certificate in Nonprofit Management.*

Continuing Education Certificate in Nonprofit Management

The Continuing Education Certificate in Nonprofit Management (CECNPM) is for people who have assumed (or are interested in pursuing) executive and supervisory positions in the voluntary and public sectors. The CECNPM requires 100 hours of training with specific focus in the following six core areas: Nonprofit Fundamentals; Board of Directors/Governance; Resource Development; Financial Management; Human Resource Development; and Service Provision. All of the nonprofit sessions described in this booklet qualify towards the certificate. Additional hours can be acquired by attending approved workshops and conferences offered by WVU and other providers throughout the state. A process of obtaining approval of workshops is also available for participants enrolled in the CECNPM.

To download an application packet, view a listing of approved workshops, or for more details regarding the CECNPM – go to our website: <http://socialwork.wvu.edu/ce>

Graduate Certificate in Nonprofit Management

The Graduate Certificate in Nonprofit Management is available to persons with a Bachelor's Degree and can be obtained through an application to WVU. For more information, please contact Dr. Michael Zakour at Michael.Zakour@mail.wvu.edu or visit <http://socialwork.wvu.edu/certificates>.

**Enroll in the WVU Continuing Education Certificate
in Nonprofit Management Program (CECNPM) today!**
**Program information and application booklet available online
at <http://socialwork.wvu.edu/ce>**

Spring 2011 Nonprofit Management Workshops

We are pleased to offer nine different workshops in spring 2011 that cover a variety of nonprofit management topics. Please join us in Beckley, Clarksburg, and/or Morgantown to hone your skills!!

Nonprofit Management Workshops (Beckley)

April 26, 9am-12pm: **All Those Numbers: Tracking the Finances of Nonprofit Services** (page 15)

April 26, 1-4pm: **Grant Writing for Social Services** (page 16)

Nonprofit Management Workshops (Clarksburg)

April 1, 9am-12pm: **Fundamentals of Nonprofit Organizations** (page 11)

April 1, 1-4:30pm: **Planning for Successful Projects** (page 11)

May 24, 9am-12pm: **Navigating Conflict: Avoiding the Pot Holes** (page 20)

May 24, 1-4pm: **Interviewing Strategies for Employers** (page 21)

Nonprofit Management Workshops (Morgantown)

March 17, 9am-12pm: **All Those Numbers: Tracking the Finances of Nonprofit Services** (page 8)

May 18, 9am-12pm: **Straight from the Headlines: Why the IRS is Looking at Non-Profits in a Whole New Way** (page 19)

May 18, 1-3pm: **Developing a Toolkit for Managing Nonprofit Ethics** (page 20)

**Interested in attending a combination of
nonprofit sessions in different locations?**

**Sign up for at least 3 sessions and
deduct 20% off your total fee!**

**Call 304-293-3780, or email ce@mail.wvu.edu
for more information.**

**March 11, 2011, 10am-3pm, Gaston Caperton Center, Room 149CC,
Clarksburg, WV
Elderlaw 101**

**Cathy McConnell, Esq., Executive Director, West Virginia Senior Legal Aid
CEU's: 4 Social Work hours**

Registration Fee: \$45 (Early bird rate of \$40.50 by February 25, 2011)

Target Audience: Beginner and Intermediate practitioners

Note: This workshop is also offered on April 7 in Princeton, see page 12.

The presenter will describe the basics of the following elderlaw issues relevant to senior West Virginians: dying without a will and wills in general; legal decision-making devices (DPOA, Guardianship, Conservatorship, MPOA, HCS); long-term care Medicaid basics and recent changes; dealing with debt and preserving assets (including basics of reverse mortgages); divorce in later life; Medicare basics; and housing & homeownership issues; special legal issues for LGBT seniors. This workshop will help participants identify and debunk common legal myths, spot legal issues ripe for referral to legal services, and link to resources for more in-depth learning.

Learning Objectives: At the conclusion of this workshop participants will have a basic understanding and awareness of the most common legal issues facing senior West Virginians, including the common myths and realities surrounding them; they will become aware of special legal issues LGBT seniors experience; they will know how to spot elderlaw issues that are ripe for referral to legal services and how to make quality referrals; and they will know where to find resources for more in-depth information on these elderlaw issues.

**MARCH IS NATIONAL SOCIAL WORK MONTH
Celebrate with WVU Division of Social Work**

**March 7, 2011, 5:30pm, Ohio Valley Medical Center Auditorium,
Wheeling**

**CEU event and recruitment reception for 2011
Wheeling MSW Cohort**

March 17, 2011, 6:00pm, WVU Mountainlair, Morgantown
Sponsored by the Graduate Social Work Organization
"Voices of Recovery"

Presented by: Lori A. Fell, MSW, MDiv, Teaching Instructor,
WVU Division of Social Work; Betty Hill, MPM, Executive
Director, PERSAD, Pittsburgh, PA; and Special Guests

Approved for 1.5 FREE social work continuing education hours

March 17, 2011, 9am-12pm, Mon General Conference Center, Mylan Room, Morgantown, WV

All Those Numbers: Tracking the Finances of Nonprofit Services

Roger Lohmann, PhD, Professor, WVU Division of Social Work

CEU's: 3 Social Work hours; 3 CECNPM hours (*Core Area: Financial Management – Activities in the Annual Accounting Cycle OR Special Topics in Financial Management*)

Registration Fee: \$35 (Early bird rate of \$31.50 by March 4, 2011)

Target Audience: All levels of practitioners

Note: This workshop is also offered on April 26 in Beckley, see page 15.

Both new and experienced managers can be mystified by the challenges of managing agency finances. Bookkeepers and accounting software often of little help when it comes to the tasks of making a budget, tracking expenditures and estimating the impact of fees on the overall financial picture. This workshop will sketch the relations between conventional line-item, program, cost-centered, and simplified budgets, and link them with cash flow management, ratio analysis, and a variety of forms of break-even analysis useful for tracking the combined effects of grants, donations, fees and even sliding scale fees on “the bottom line” of an agency. An extended set of Excel workbooks that have been developed by the presenter over more than 30 years tie together many of the major facets of nonprofit financial management for social services. Participants in the workshop will receive a CD with a copy of the financial workbook and the spreadsheets discussed.

Learning Objectives: At the conclusion of this workshop, participants will be able to understand the links between financial reports, budgets and work sheets; understand the links between reports, budgets, costs centers, ratios; track the links between service outputs and budget expenditures; and learn to systematize these relations in financial spreadsheets.

March 18, 2011, 9am-4:30pm, Mon General Conference Center, Mylan Room, Morgantown, WV

“It’s Your Turn”: A Guided Reflection on Your Life as a Helper or Healer

William P. Perks, MSW, LCSW, Journey Associates, LLC

CEU's: 6.5 Social Work hours (*2 SW Ethics hours*); **6 LPC hours** (*Not approved for LPC Ethics hours*)

Registration Fee: \$70 (Early bird rate of \$63 by March 4, 2011)

Target Audience: All levels of practitioners

Note: This workshop is also offered on May 13 in Martinsburg, see page 19.

“It’s Your Turn” is a workshop to provide service professionals a rare opportunity to explore the motivating factors which led to, or maintain, one’s decision to serve others in a professional capacity. Exploring and expressing one’s own history of pre-degree or post-employment experiences is an essential, on-going process to enhance both personal gratification and professional integrity. This workshop offers practitioners knowledge and skills useful in the discipline-based service of others, for

self-care and career-related satisfaction. Modalities include narrative writing, group discussion, worksheets, role-play, and non-verbal activities of exploration and expression. Sub-topics include stress, values, spirituality, work/personal balance, boundaries, health and life-goals. Social work ethics are integrated into two hours of the content.

Participants are expected to actively engage on various levels through-out the process, to include a pre-workshop self-assessment via e-mail to the facilitator prior to the session.

Learning Objectives: At the conclusion of this workshop, participants will have integrated self-knowledge with practice approach toward an up-dated personal narrative; reviewed key concepts applicable when assessing influential beliefs, behaviors and choices; explored various modalities for identifying and expressing one's most influential life experiences; assessed character strengths, resilience traits and personal values which contribute to professional integrity and career satisfaction; and developed a holistic plan of self-care toward the goals of career longevity and personal health.

March 25, 2011, 9am-4pm, South Branch Inn, Moorefield, WV

Whining Allowed: Self Care at its Best!

Judy Kramer, LICSW, ACSW, Life Reflections Counseling

CEU's: 6 Social Work hours; 5.5 LPC hours

Registration Fee: \$65 (Early bird rate of \$58.50 by March 4, 2011)

Target Audience: All levels of practitioners

Those in the helping professions are amazing in the role of caring for others but often times lack the insight to apply these skills to themselves. In this highly interactive, fun and informative workshop we will explore the dynamics involved in self care. Participants will come away from this session with a better understanding of what barriers (avoidable and unavoidable) they may experience toward effective self care as well as concrete ways to take care of themselves professionally and personally.

Learning Objectives: At the conclusion of this workshop, participants will be able to identify the dynamics involved in self care; the red flags and symptoms illustrated in the lack of self care; barriers to self care (both avoidable and unavoidable); resistance to self care; thoughts which interfere with self care; and concrete methods for dealing with self care.

**Have a GREAT idea for a Workshop?
Drop us an email at ce@mail.wvu.edu**

March 29, 2011, 9am-4pm, Ohio Valley Medical Center, Living Room, Wheeling, WV

Legal Issues for Social Workers

Jennifer Powell, MSW, LGSW, JD, Assistant Dean, WVU College of Law; Assistant Adjunct Professor, WVU Division of Social Work and WVU Division of Sociology

CEU's: 6 Social Work hours (*Approved for 6 SW Ethics hours*)

Registration Fee: \$65 (Early bird rate of \$58.50 by March 11, 2011)

Target Audience: All levels of practitioners

This workshop will help any licensed social worker understand the legal issues surrounding social worker malpractice and ethics complaints in West Virginia. Social workers will learn the specific West Virginia laws that govern their practice and will learn the various types of legal proceedings that social workers may be involved in regarding their own practice. They will also learn why social workers get sued and what they can do to minimize their risk of being named in a malpractice action or ethics complaint.

Learning Objectives: At the conclusion of the workshop, participants will be able to identify and review the statutory and regulatory guidelines that govern social work practice in WV; identify and understand the consequences of the legal proceedings that social workers may be involved in, including administrative proceedings in front of the Board of Social Work examiners, civil liability and professional malpractice lawsuits, and criminal proceedings; review the NASW Code of Ethics as it influences ethics proceedings and malpractice actions; learn common reasons why social workers get sued or brought up on ethics charges and how to minimize the likelihood that will happen to them; review some of the common legal issues that face social workers' clients and review common legal proceedings that social workers may have to participate in; and review and learn tips for improving your skill in testifying in a legal proceeding

March 30, 2011, 9am-4pm, WVU Evansdale Campus, National Research Center for Coal and Energy Building, Room 125AB, Morgantown, WV

Can This Relationship Be Saved? Working with Couples

D. Steve Hardin, MSW, EdD(c), LICSW, Lecturer, Division of Social Work, West Virginia University

CEU's: 6 Social Work hours; 5.5 LPC hours

Registration Fee: \$65 (Early bird rate of \$58.50 by March 11, 2011)

Target Audience: All levels of practitioners

Relationships can be difficult with the challenges of the modern world. This includes relationships among individuals committed to each other. Illness, infidelity, sex, anger, communication problems, addictions—all can contribute to the distress of couples. Couples therapy—married or otherwise—can help couples understand and resolve conflicts which as a result can improve their relationships.

This workshop will present those approaches that have evidence of success through research and also approaches that appear to have been used effectively although

thorough research effectiveness has been difficult to conduct. The presenter will introduce those approaches used in his clinical practice history. Case examples will be presented. Workshop participants' involvement will be encouraged.

Learning Objectives: At the conclusion of this workshop, participants will understand issues that can effect couples' relationships; appreciate how couples often approach problems and why these approaches fail without the assistance of professional therapy; learn to evaluate the validity of self-help media, specifically books, that couples often utilize; development a basic knowledge of theories of couples therapy; be able to introduce theories and therapeutic techniques learned in the workshop; and learn about training programs available in couples therapy.

April 1, 2011, 9am-12pm, Gaston Caperton Center, Room 149CC, Clarksburg, WV

Fundamentals of Nonprofit Organizations

Robin AR Smith, CIRS, LSW, MGM, Executive Director, WV211

CEU's: 3 Social Work hours; 3 CECNPM hours *(Core Area: Nonprofit Fundamentals – Legal Organization)*

Registration Fee: \$35 or take the afternoon session for a combined fee of \$65 (Early bird rate of \$31.50 by March 11, 2011 if registering for just this session)

Target Audience: All levels of practitioners

Nonprofit organizations are one of the fastest growing business sectors across the country. These organizations share unique characteristics in their organizational structure and their operations. This workshop will explore the basic elements of nonprofit organizations, their development and growth and opportunities and threats for success.

Learning Objectives: At the conclusion of this workshop, participants will understand the basic types of nonprofit organizations; understand the concepts of the mission and vision of nonprofit organizations; and understand how nonprofit organizations are formed within applicable local, state and federal guidelines.

April 1, 2011, 1-4:30pm, Gaston Caperton Center, Room 149CC, Clarksburg, WV

Planning for Successful Projects

William D. Wyant, Associate Professor Emeritus, Department of Community Medicine, West Virginia University

CEU's: 3.5 Social Work hours; 3.5 CECNPM hours *(Core Area: Service Provision – Program Development)*

Registration Fee: \$40 or take the morning session for a combined fee of \$65 (Early bird rate of \$36 by March 11, 2011 if registering for just this session)

Target Audience: Beginner and Intermediate level practitioners

**Discounts for Field Instructors & WVU Students
- See page 25 for more information!**

Many individuals and organizations pursue laudable objectives but do so in a disarticulated way. This workshop focuses upon defining a path that will guide them from lofty purposes to concrete outcomes that help them accomplish their purposes and learn along the way. At the close of this workshop, they will have created a road map and identified some of the work zones likely to be encountered. The information discussed is applicable equally to activities in both professional and personal endeavors. Participants are encouraged to bring current projects and ideas for projects to work on during the practical exercises.

Learning Objectives: At the conclusion of this workshop, participants will be able to define a project, state objectives, specify outcomes/deliverables, construct a time line, develop a work breakdown schedule, develop a linear responsibility chart, develop a Gantt chart, understand the relationships among time, cost, quantity and quality, and consider the relationships among projects in a multiple project environment.

April 1, 2011, 9am-4pm, Mountain State University, Carter Hall, Room 307, Beckley, WV

Personality Disorders: Recognition, Diagnosis, Treatment & Survival

Chatman Neely, LCSW, ACSW, PhD Candidate, Senior Lecturer, Wheeling MSW Site Coordinator and Linda Ferrise, MSW, BSW Program Director, WVU Division of Social Work

CEUs: 6 Social Work hours; 5.5 LPC hours

Registration Fee: \$65 (Early bird rate of \$58.50 by March 11, 2011)

Target Audience: All levels of practitioners

How we perceive the world, our attitudes, thoughts, and feelings are all part of our personality. Individual personality traits are unique for each of us. So when and who decides whether behavior patterns are “normal” or “right” or “abnormal” and “dys-functional?” This workshop will define personality and personality disorders, assist with recognizing a personality disorder, and discuss the causes and types of personality disorders. The workshop will also focus on the support and self care essential for professionals working with personality disorders.

Learning Objectives: By the end of this workshop, participants will be able to define personality and healthy personal traits; understand DSM criteria for personality disorders; identify abnormal personality traits; comprehend the similarities and differences between Clusters A, B, C; understand treatment options; and gain an appreciation for clinicians’ self care.

April 7, 2011, 10am-3pm, First United Methodist Church, Princeton, WV Elderlaw 101

Cathy McConnell, Esq., Executive Director, West Virginia Senior Legal Aid

CEU's: 4 Social Work hours

Registration Fee: \$45 (Early bird rate of \$40.50 by March 11, 2011)

Target Audience: Beginner to Intermediate level practitioners

Note: This workshop is also offered on March 11 in Clarksburg, see page 7.

The presenter will describe the basics of the following elderlaw issues relevant to senior West Virginians: dying without a will and wills in general; legal decision-making devices (DPOA, Guardianship, Conservatorship, MPOA, HCS); long-term care Medicaid basics and recent changes; dealing with debt and preserving assets (including basics of reverse mortgages); divorce in later life; Medicare basics; and housing & homeownership issues; special legal issues for LGBT seniors. This workshop will help participants identify and debunk common legal myths, spot legal issues ripe for referral to legal services, and link to resources for more in-depth learning.

Learning Objectives: At the conclusion of this workshop participants will have a basic understanding and awareness of the most common legal issues facing senior West Virginians, including the common myths and realities surrounding them; they will become aware of special legal issues LGBT seniors experience; they will know how to spot elderlaw issues that are ripe for referral to legal services and how to make quality referrals; and they will know where to find resources for more in-depth information on these elderlaw issues.

April 8, 2011, 9am-12pm, St. Joseph's Catholic Church, Lackey Hall, Martinsburg, WV

Dealing With Emotional Crises in Home Care: Taking Care of our Clients and Ourselves

Jeff Levesque, MSW, LICSW, Clinical Social Worker, Hospice of the Panhandle CEU's: 3 Social Work hours

Registration Fee: \$35 (Early bird rate of \$31.50 by March 18, 2011)

Target Audience: All levels of practitioners

When visiting clients in their homes we can encounter the unexpected. Join your colleagues in talking about the crisis situations that may face us. Review crisis intervention techniques and strategies for clinician self care and a safe outcome.

Learning Objectives: By the end of this workshop, participants will be able to identify at least three characteristics of a crisis event; describe at least four strategies for crisis intervention; identify at least four factors to consider in the assessment of imminent harm and dangerousness; identify at least three strategies for safety and self protection; and identify at least three strategies for clinician self-care.

April 18, 2011, 9am-4pm, Mon General Conference Center, Mylan Room, Morgantown, WV

Ethical Decision Making: Staying Out of the "Fog Zone"

Jane Riffe, EdD, LPC, LICSW, Assistant Professor, WVU Extension, Families & Health

CEU's: 6 Social Work hours (Approved for 6 SW Ethics hours); 5.5 LPC hours (Approved for 5.5 LPC Ethics hours)

Registration Fee: \$65 (Early bird rate of \$58.50 by March 25, 2011)

Target Audience: Intermediate and Advanced level practitioners

Clients in distress come to us in part of because of their own boundary problems. Add a heavy case load, some personal stress, and a practice in a small community or

setting with little supervision, and you may find yourself in the “Fog Zone,” where quickly made decisions can have negative consequences, crossing the line into unethical practice.

Using the ACA Code of Ethics, this course will provide guidelines for daily practical decision-making. Topics covered will include: recent code changes on culturally sensitivity, boundary crossings vs. boundary violations, dual/multiple relationships as well as practice in small communities, barter/gifts, and confidentiality. Risk factors increasing counselors’ vulnerability to slide down the “slippery slope” toward boundary violation will be discussed. The importance of using peer consultation and online and phone consultation for “foggy” unclear situations will be emphasized with participants creating action plans to create this support in their lives. Social workers attending will receive a copy of the NASW code for reference.

Learning Objectives: At the conclusion of this workshop, participants will be able to give a definition and case example of boundary crossing; identify two challenges to ethical practice and state the related section(s) of their ethics code which give guidance; and describe their plan for obtaining or increasing peer consultation and/or supervision.

April 22, 2011, 10am-4pm, Ohio Valley Medical Center, Living Room, Wheeling, WV

Effectively Working with Victims of Hate Crimes: A Clinical Perspective

Judy Kramer, LICSW, ACSW, Life Reflections Counseling, Elkins, WV

CEUs: 5 Social Work hours, 4.5 LPC hours

Registration Fee: \$55 (Early bird rate of \$49.50 by April 1, 2011)

Target Audience: Intermediate and Advanced level practitioners

The effects of hate crimes are profoundly traumatic and involve more specialized and specific skills in order to effectively help the victim. This workshop will assist practitioners in understanding the motives of the perpetrator(s) of a hate crime, while also offering insight into the unique psychological dynamics of victims of hate crimes. Clinical strategies for effectively treating the victim will also be discussed. The dynamics and connection between hate crimes and school bullying will be discussed. In addition, we will explore in depth our own biases and challenge the beliefs which may inadvertently contribute to the issues and negatively impact the clients and community we serve.

Learning Objectives: At the conclusion of this workshop, participants will be able to differentiate between and identify a hate crime; understand the motives of the perpetrator(s) of a hate crime; understand the unique psychological dynamics of the victim; and begin to understand how to effectively treat the victim.

April 26, 2011, 9am-12pm, Mountain State University, Heritage Hall, Room 107, Beckley, WV

All Those Numbers: Tracking the Finances of Nonprofit Services

Roger Lohmann, PhD, Professor, WVU Division of Social Work

CEU's: 3 Social Work hours; 3 CECNPM hours (*Core Area: Financial Management – Activities in the Annual Accounting Cycle OR Special Topics in Financial Management*)

Registration Fee: \$35 or take the afternoon session for a combined fee of \$60 (Early bird rate of \$31.50 by April 1, 2011 if registering for just this session)

Target Audience: All levels of practitioners

Note: This workshop is also offered on March 17 in Morgantown, see page 8.

Both new and experienced managers can be mystified by the challenges of managing agency finances. Bookkeepers and accounting software often of little help when it comes to the tasks of making a budget, tracking expenditures and estimating the impact of fees on the overall financial picture. This workshop will sketch the relations between conventional line-item, program, cost-centered, and simplified budgets, and link them with cash flow management, ratio analysis, and a variety of forms of break-even analysis useful for tracking the combined effects of grants, donations, fees and even sliding scale fees on “the bottom line” of an agency. An extended set of Excel workbooks that have been developed by the presenter over more than 30 years tie together many of the major facets of nonprofit financial management for social services.

Participants in the workshop will receive a CD with a copy of the financial workbook and the spreadsheets discussed.

Learning Objectives: At the conclusion of this workshop, participants will be able to understand the links between financial reports, budgets and work sheets; understand the links between reports, budgets, costs centers, ratios; track the links between service outputs and budget expenditures; and learn to systematize these relations in financial spreadsheets.

SAVE THE DATE

33rd Summer Institute on Aging

June 8-10, 2011

Morgantown, WV

www.wvsioa.org

**Sponsored by WVU Division of Social Work
and WVU Center on Aging**

April 26, 2011, 1-4pm, Mountain State University, Heritage Hall, Room 107, Beckley, WV

Grant Writing for Social Services

Karen Harper-Dorton, PhD, MSW, Chair, WVU Division of Social Work

CEU's: 3 Social Work hours; 3 CECNPM hours (*Core Area: Resource Development – Grant Writing*)

Registration Fee: \$35 or take the morning session for a combined fee of \$60
(Early bird rate of \$31.50 by April 1, 2011 if registering for just this session)

Target Audience: Beginner level practitioners

This three-hour workshop is for newcomers to the professional world of grant writing who are looking for skills and tools for successful funding awards. Participants will learn the basics of proposal components, terms common to grants development and management, and need for developing clear goals and objectives. Essential to successful funding awards, this session will address identifying a community or organizational need and finding funding opportunities to meet such need from foundation, federal, state, community and corporate grant giving opportunities. Participants will learn how to network with partners and funders in developing a complete proposal.

Learning Objectives: At the conclusion of this workshop, participants will understand the basics in proposal development for funded projects; expand their knowledge of funding opportunities with emphasis on social services in rural areas; increase research skills in finding and matching funding sources with need; and gain valuable information in ethical and legal issues for funding development.

April 28, 2011, 10am-5pm, WVU-Eastern Division, Robert C. Byrd Health Sciences Center, Martinsburg, WV

When Ethics and Law Collide: How Common Ethical Issues Can Give Rise to Lawsuits and How You Can Avoid that Happening to You!

Jennifer Powell, MSW, LGSW, JD, Assistant Dean, WVU College of Law Career Services; Assistant Adjunct Professor, WVU Division of Social Work and WVU Division of Sociology

CEU's: 6 Social Work hours (*Approved for 6 SW Ethics hours*); **5.5 LPC hours** (*Not approved for LPC Ethics hours*)

Registration Fee: \$65 (Early bird rate of \$58.50 by April 1, 2011)

Target Audience: All levels of practitioners

Social workers and counselors routinely face situations in their practices that involve addressing and resolving complex ethical issues. Both social workers and counselors must adhere to their responsibilities as outlined in their profession's Code of Ethics. However, it may not be enough to understand the ethical issues involved. Ethical issues can also quickly turn into expensive, embarrassing civil lawsuits against social workers and counselors and their agencies. It is important for social workers and counselors to improve their ethical decision making to not only improve their practice but to also reduce their risk of being named in an ethics complaint or civil lawsuit. This workshop will help a licensed social workers and

licensed professional counselors understand how common ethical issues can give rise to civil lawsuits including malpractice claims and will give practical suggestions on how to minimize the risk of having ethics complaints and lawsuits filed against them. This workshop will work through specific case examples involving privacy/confidentiality and documentation in client records/reports with a special focus on conflicts of interest to demonstrate these concepts.

Learning Objectives: At the conclusion of this workshop, participants will identify and understand the ethical rules that govern social work practice and licensed professional counselors in West Virginia; identify and understand the regulations, statutes and case law that govern social work practice and licensed professional counselors in West Virginia; identify common ethical mistakes that social workers and counselors often make and learn how to avoid making those mistakes (ex: concerns around client privacy/confidentiality, documentation, conflicts of interests); identify risk management strategies that social workers and licensed professional counselors can use to reduce their risk of having ethics complaints filed against them and reduce their risk of being sued; review and discuss the NASW Code of Ethics' and the American Counseling Association's provisions on conflicts of interest and impairment; understand the various forms of social worker and counselor impairment and why they may develop; strategize and form possible solutions; and identify sources of help for impaired social workers and counselors.

April 29, 2011, 1-4pm, Briar Patch Farm, Clendenin, WV

Lessons from the Herd: Equine Assisted Psychotherapy and Learning

Martha Minter, MSW, LICSW, EAGALA Certified, Assistant Director, Community Access, Inc. and Caroline Archibald, BS, EAGALA Certified, Co-Owner, Briar Patch Farm, LLC

CEUs: 3 Social Work hours; 2.75 LPC hours

Registration Fee: \$35 (Early bird rate of \$31.50 by April 8, 2011)

Target Audience: All levels of practitioners

Equine Assisted Psychotherapy and Learning incorporate the practice of using horses as a treatment/learning tool. It is a non-traditional, experiential approach and one that is growing in recognition and popularity. It is common to hear about programs incorporating horses with certain populations; however, it is still not fully understood by many professionals in the larger social work and mental health communities. This workshop will introduce participants to the EAGALA Model of Equine Assisted Psychotherapy. Participants will have the opportunity to directly participate in an equine assisted learning session.

Learning Objectives: At the conclusion of this workshop, participants will be introduced to the EAGALA Model of Equine Assisted Psychotherapy and Equine Assisted Learning and leave with an understanding of how and why it works and its treatment applications; learn the theoretical foundations, the difference between equine assisted psychotherapy and therapeutic riding, and relevant ethical considerations; and gain experiential tools which are applicable to social work practice.

May 6, 2011, 9am-4pm, WVU Evansdale Campus, National Research Center for Coal and Energy Building, Room 101A, Morgantown, WV

Trauma and Recovery: Integrating a Spiritual Approach

Lori A. Fell, MSW, MDiv, Teaching Instructor, WVU Division of Social Work
CEUs: 6 Social Work hours; 5.5 LPC hours

Registration Fee: \$65 (Early bird rate of \$58.50 by April 15, 2011)

Target Audience: All levels of practitioners

Religion vs. Spirituality – Can either be helpful in the recovery process? This workshop will attempt to answer that question and others about the role that spiritual beliefs and practices can play in recovery from addiction and trauma. The workshop format will include some lecture, discussion, and experiential activities that illustrate techniques for spiritual assessment.

Learning Objectives: At the conclusion of this workshop, participants will acquire information regarding the frequency of the co-occurrence of trauma based mental health issues and addiction; explore the relationship between trauma – spirituality – and recovery; acquire skills in spiritual assessment; and acquire techniques for integrating spirituality into their therapeutic interventions.

May 11, 2011, 9am-4pm, Grateful Acres, Morgantown, WV

Experiential Therapy Techniques and Equine Therapy: The Basics and Benefits

Diane Market, MSW, LICSW, Creative Interventions at Grateful Acres

CEUs: 6 Social Work hours; 5.5 LPC hours

Registration Fee: \$65 (Early bird rate of \$58.50 by April 15, 2011)

Target Audience: All levels of practitioners

This workshop is designed to help participants develop knowledge and skills of experiential therapy. Experiential learning is founded more on the active doing rather than the passive “being done to”. In this way people practice the very skills they are learning and are more likely to maintain this change. Participants will have the ability to learn the theoretical model of experiential therapy and then they will have the opportunity to practice this model. We will demonstrate, learn, and experience new modalities and skills. Join us for an interesting fun and challenging workshop.

Learning Objectives: At the conclusion of this workshop participants will be able to define components of experiential therapy; demonstrate experience in horse/human interaction; gain knowledge of set up, process and debriefing of experiential experiences; understand risk factors and safety protocols of equine activities; learn creative problem solving, teamwork, cooperation, and honest communication skills.

Have a GREAT idea for a Workshop?
Drop us an email at ce@mail.wvu.edu

May 13, 2011, 9am-4:30pm, St Joseph's Catholic Church, Lackey Hall, Martinsburg, WV

"It's Your Turn": A Guided Reflection on Your Life as a Helper or Healer

William P. Perks, MSW, LCSW, Journey Associates, LLC

CEU's: 6.5 Social Work hours (2 SW Ethics hours); 6 LPC hours (Not approved for LPC Ethics hours)

Registration Fee: \$70 (Early bird rate of \$63 by April 22, 2011)

Target Audience: Appropriate for all levels of practitioners

Note: This workshop is also offered on March 18 in Morgantown, see page 8.

"It's Your Turn" is a workshop to provide service professionals a rare opportunity to explore the motivating factors which led to, or maintain, one's decision to serve others in a professional capacity. Exploring and expressing one's own history of pre-degree or post-employment experiences is an essential, on-going process to enhance both personal gratification and professional integrity. This workshop offers practitioners knowledge and skills useful in the discipline-based service of others, for self-care and career-related satisfaction. Modalities include narrative writing, group discussion, worksheets, role-play, and non-verbal activities of exploration and expression. Sub-topics include stress, values, spirituality, work/personal balance, boundaries, health and life-goals. Social work ethics are integrated into (2) two hours of the content.

Participants are expected to actively engage on various levels through-out the process, to include a pre-workshop self-assessment via e-mail to the facilitator prior to the session.

Learning Objectives: At the conclusion of this workshop, participants will have integrated self-knowledge with practice approach toward an up-dated personal narrative; reviewed key concepts applicable when assessing influential beliefs, behaviors and choices; explored various modalities for identifying and expressing one's most influential life experiences; assessed character strengths, resilience traits and personal values which contribute to professional integrity and career satisfaction; and developed a holistic plan of self-care toward the goals of career longevity and personal health.

May 18, 2011, 10am-12pm, Mon General Conference Center, Mylan Room, Morgantown, WV

Straight from the Headlines: Why the IRS is Looking at Non-Profits in a Whole New Way

Steven Hoffman, Mst, EA, CFP, Partner, The Ordinary Success Project, Inc.

CEU's: 2 Social Work hours, 2 CECNPM (Core Area: Financial Management – Special Topics in Financial Management)

Registration Fee: \$25 or take the afternoon session for a combined fee of \$40 (Early bird rate of \$22.50 by April 22, 2011 if registering for just this session)

Target Audience: All levels of practitioners

There are many people, organizations, media and others that are taking an interest in what your organization is doing and how it is being done. There is one more large organization that is interested in what nonprofit organizations are doing that you may never think of --- the IRS. Using actually stories taken right from the headlines

of the Washington Post and other media, this session will tell you how these changes are effecting you and what you need to do now and in the future to protect your non-profit

Learning Objectives: At the conclusion of this workshop, participants will learn what has happened and why the IRS now has non-profits under the magnifying glass; minimally five actions that you can take action to avoid your organization being on the front page---for the wrong reasons; what you must do to protect your most valuable asset—your non-profit status; and what to do if your organization receives a letter or knock on the door from the IRS.

May 18, 2011, 1-3pm, Mon General Conference Center, Mylan Room, Morgantown, WV

Developing a Toolkit for Managing Nonprofit Ethics

Jacki Englehardt, MSW, ACSW, Professional & Community Education Coordinator, WVU Division of Social Work

CEU's: 2 Social Work hours; 2 CECNPM hours (*Core Area: Nonprofit Fundamentals – Organizational Design and Infrastructure*)

Registration Fee: \$25 or take morning the session for a combined fee of \$45 (Early bird rate of \$22.50 by April 22, 2011 if registering for just this session)

Target Audience: All levels of practitioners

Nonprofit organizations face ethical dilemmas on a regular basis. Even the suspicion of unethical practices could pose huge problems for an agency's ability to succeed. This workshop will help participants identify common and emerging ethical issues in the areas of fundraising, governance, human resources, and stewardship. Discussion of ethical principles and standards to guide the actions and management of nonprofit organizations will be covered. Strategies and tools for ethical decision making will be addressed using case studies and participant experiences.

Learning Objectives: At the conclusion of this workshop, participants will be able to identify common ethical issues in nonprofit organizations and apply ethical decision making strategies to help guide actions.

May 24, 2011, 9am-12pm, Gaston Caperton Center, Room 307, Clarksburg, WV

Navigating Conflict: Avoiding the Pot Holes

Patricia Chase, MSW, LCSW, EdD, Clinical Assistant Professor, and Eveldora Wheeler, MBA, MSW, Senior Lecturer, WVU Division of Social Work

CEU's: 3 Social Work hours; 3 CECNPM hours (*Core Area: Human Resource Development - Management*)

Registration Fee: \$35 or take the afternoon session for a combined fee of \$60 (Early bird rate of \$31.50 by April 29, 2011 if registering for just this session)

Target Audience: All levels of practitioners

This workshop will explore conflict both as it occurs in personal relationship and in organizations. Participants will explore their own conflict styles and approaches to conflict resolution. Organizational behaviors/cultures that contribute to workplace conflict will be examined, and strategies for reducing and resolving conflict will be

discussed. The theory of emotional intelligence will be used as one framework for understanding ourselves and our interactions with others as applied to conflict and conflict resolution.

Learning Objectives: At the conclusion of this workshop, participants will understand theories of conflict management; be able to apply conflict resolution strategies to personal and professional situation; recognize contributors to conflict in relationships; and identify precursors to conflict and processes for deescalating.

May 24, 2011, 1-4pm, Gaston Caperton Center, Room 307, Clarksburg, WV
Interviewing Strategies for Employers

Jennifer Powell, MSW, LGSW, JD, Assistant Dean, WVU College of Law Career Services; Assistant Adjunct Professor, WVU Division of Social Work and WVU Division of Sociology

CEU's: 3 Social Work hours; 3 CECNPM hours (*Core Area: Human Resource Development - Employment Law*)

Registration Fee: \$35 or take the morning session for a combined fee of \$60
(Early bird rate of \$31.50 by April 29, 2011 if registering for just this session)

Target Audience: All levels of practitioners

Want to make sure you are hiring the right candidates for your office? Ever wondered how to improve your interviewing skills? Interested in learning some of the interviewing strategies that employers use to weed out and find the best candidates? Worried about the legalities of the interview process? If you answered yes to any of these questions you should attend this workshop. Participants will learn to define and identify types of interviewing strategies and effective questioning techniques to utilize when interviewing and making hiring decisions for volunteer and paid employment positions within their agencies. This workshop is designed to not only review the appropriate guidelines for non-discriminatory types of questions, but also review the types of interviews and types of questioning that may appropriately be employed to get the best information from candidates.

Learning Objectives: At the end of this session, participants will learn the “do’s and don’ts” of interview questions to comply with federal and state anti-discrimination laws; review the various types of job interview strategies that may be employed; and learn the various types of questioning strategies that will yield the best information from candidates in order to make the most effective hiring decisions.

**Download WVU Division of Social Work
 Professional & Community Education
 brochures and registration forms at our website:
<http://socialwork.wvu.edu/ce>**

June 14, 2011, 9am-4:30pm, Vet Center, Wheeling, WV
Developing Better Cooperative and Therapeutic Rapport with Combat Veterans

John W. Looney, MSW, Director, Wheeling Vet Center, US Department of Veterans Affairs

CEUs: 6.5 Social Work hours; 6 LPC hours

Registration Fee: \$70 (Early bird rate of \$63 by May 20, 2011)

Target Audience: All levels of practitioners

Participants will leave this session better prepared to express empathy with and understanding of combat veterans. They will gain a skill set that establishes a clinical rapport with combat veterans and, after demonstration, will practice using the skill set presented.

Learning Objectives: At the conclusion of this workshop, participants will be better able to develop a rapport and trust with combat veterans; address underreporting symptoms by combat veterans; assist combat veterans in defining problems; develop a successful treatment plan; and address the issue of commitment to the treatment plan.

Considering the MSW degree?

WVU Division of Social Work is accepting applications
for the 2011-2012 academic year.

Charleston/Beckley

Part-time (3 year) program starting in fall 2011
(Regular & Advanced Standing)

Keyser

Part-time (3 year) program starting in fall 2011 (Regular Standing)

Martinsburg

Part-time (2 year) program starting in fall 2011 (Advanced Standing)

Morgantown

Full-time (2 year) and part-time (3 year) programs starting in fall 2011
(Regular and Advanced Standing)

Wheeling

Part-time (3 year) program starting in fall 2011 (Regular Standing)

Priority Deadline: **March 1, 2011**

Regular Deadline: **April 1, 2011**

Late Deadline: **May 1, 2011**

To apply, go to http://socialwork.wvu.edu/graduate_programs or contact
SWAdmissions@mail.wvu.edu for more information.

Stay Connected – Join Our Email Listservs!

Professional & Community Education Listserv

Information on continuing education and job opportunities in social services

Nonprofit Management Listserv

Information about nonprofit continuing education opportunities and the WVU Continuing Education Certificate in Nonprofit Management

Summer Institute on Aging Listserv

Information about annual conference held in June in Morgantown

Send an email to ce@mail.wvu.edu to sign up today!

Registration Information

Pre-registration is required for all courses. Check individual listings for fees. Lunch is not included in the price (except where indicated in course descriptions); on-site staff will provide a list of restaurants near your location on the day of the seminar.

Payment

Payment must accompany the registration form. Fees may be paid by MasterCard, VISA, Discover, personal/agency check, or money order made payable to: **West Virginia University**. We can invoice your organization.

Cancellation Policy

Participants who cancel their registrations at least one week (5 business days) before the start of the session can receive a credit voucher or refund minus a \$25.00 processing fee. No credits or refunds will be given for cancellations received less than one week before the start of the course. We reserve the right to cancel any session, in which case participants will receive a full credit or refund. Substitutions are permitted at any time, but must be put in writing.

Confirmation of Enrollment

You will receive a confirmation receipt after registration and payment are received. It will list date(s), times, location(s), and directions to the workshop(s). Confirmations are sent via fax, e-mail, or regular mail.

Continuing Education Credit

Check the description of each session for continuing education approval.

Social Work: WVU Division of Social Work is a certified provider of social work continuing education programs through the WV Board of Social Work Examiners, provider #490051. Programs are approved for licensed social workers in West Virginia, Maryland, Pennsylvania, and Virginia. Social workers from other states should contact their respective licensure boards regarding approval PRIOR to registering. Participants may receive continuing education credits only for hours of actual attendance. A “Licensure Reporting Form” will be distributed at each session to all participants requesting social work continuing education credits.

Counseling: WVU Division of Social Work is an approved provider through the WV Board of Examiners in Counseling, provider # WVBEC-543. Some programs provided in this booklet are approved for LPCs – check individual listings. Participants will receive continuing education credits only for hours of actual attendance. A “Certificate of Completion” will be distributed to all participants requesting LPC continuing education credits at the conclusion of the session.

Disability Services

Accommodations for persons with special needs may be requested by contacting 304-293-3780.

Discounts/Scholarships***Current Social Work Students***

Students enrolled in the BSW or MSW program at WVU will receive discounts ranging from 50%-100% of registration fees depending on the event. Current students should contact the Office of Professional & Community Education for more information.

Division of Social Work Field Instructors/Task Supervisors

Current field instructors/task supervisors who have an active student in placement are eligible for a \$40 discount per calendar year towards Community & Professional Education programs.

Multiple Registrants

If 3 or more people from the same organization/agency register for a workshop at the same time, a \$10 discount will be given to each registrant.

Scholarships

A limited number of partial scholarships are available. Please submit a statement of need in writing at least 3 weeks prior to the event to:

Jacki Englehardt, WVU Division of Social Work, PO Box 6830,
Morgantown, WV 26506, <http://socialwork.wvu.edu/ce>

Contact Information

Office of Professional & Community Education
WVU School of Applied Social Sciences
Division of Social Work
104 Knapp Hall
PO Box 6830
Morgantown, WV 26506

Phone: 304-293-3780
Fax: 304-293-5936
Email: ce@mail.wvu.edu
Web: <http://socialwork.wvu.edu/ce>

Jacki Englehardt, MSW, ACSW
Coordinator

Erica Martin
Administrative Secretary

Haley Simmons, MSW Candidate
Graduate Assistant

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1) Receive future brochures via email.

Send your email address to ce@mail.wvu.edu

You will receive an additional 10% discount
on your spring 2011 registration!

2) If you are receiving more than one brochure,
please indicate on your registration form

(or email us at ce@mail.wvu.edu)

to which address you would prefer to receive your copy.

Remember - the brochure is always where you can find it
quickly and easily online at

<http://socialwork.wvu.edu/ce>

Interested in being kept up-to-date on continuing education events?

Join the Professional & Community Education
Email ListServ by sending an email to ce@mail.wvu.edu!

Save the Date

33rd Summer Institute on Aging

June 8-10, 2011

Morgantown, WV

www.wvsioa.org

Spring 2011 Registration Form

Name _____

Preferred Mailing Address ☐ work ☐ home ☐ email only

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Employer/Affiliation _____

Email _____

Please check all that apply

CEU's for: ☐ Social Work ☐ LPC ☐ Cont. Ed. Cert. in NP Mgmt

Would you like to receive notices of upcoming events by email?
Check below to be added to the **Professional & Community**

Education Email ListServ

☐ Yes ☐ No ☐ Already on list

☐ Yes ☐ No ☐ Already on list
☐ apply
☐ Work ☐ LPC ☐ Cont. Ed. Cert. in NP Mgmt
 to receive notices of upcoming events by email?
 to be added to the **Professional & Community
 Education Email ListServ**

☐ Cash ☐ Check payable to **WVU** ☐ Purchase Order (submit with registration)

☐ Agency will send payment (attach documentation)

Credit Card #

Exp. Date: / (month/year)

IVC# (last 3 digits in signature block on back of card)

Cardholder Name (as it appears on card) _____

Cardholder Phone Number _____

Cardholder's Signature _____

Total Costs to be Charged \$.

Complete information below to register. See individual listings for prices and early bird deadlines. **Only one discount available per session.**

Price
(Indicate discounts, see page 25 for more information)

Example: Whining Allowed - Self Care at Its Best (3/25)

\$65

Example: Trauma and Recovery: Integrating a Spiritual Approach (5/6)

\$25 (\$40 Field Instructor discount)

TOTAL

Mail or fax form and payment information to:

**WVU Division of Social Work,
Attn: Office of Professional
& Community Education, P.O. Box 6830,
Morgantown, WV 26506-6830,
fax: 304-293-5936.**

Registration or workshop questions?
Please e-mail the Office of Professional & Community Education at: CE@mail.wvu.edu or call 304-293-3780.

Amount Paid: _____

Amount Unpaid: _____

Payment Method: _____

Reference #: _____

Deposit Date: _____

Confirm Date: _____

Comments: _____

**WVU Division of Social Work
Professional & Community Education
P.O. Box 6830
Morgantown, WV 26506-6830**

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