

# Professional & Community Education



Fall 2010

 West Virginia University

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

*Welcome to the Fall 2010 Program for*  
**Professional & Community Education**  
*sponsored by the*  
**West Virginia University Division of Social Work!**

*"The capacity for hope is the most significant fact of life. It provides human beings with a sense of destination and the energy to get started. "*  
Norman Cousins

*"Hope is a renewable option: If you run out of it at the end of the day, you get to start over in the morning."*  
Barbara Kingsolver

As social workers and helping professionals, we are the harbingers of hope for many. Through our work with some of the most vulnerable and marginalized populations, we learn how to help people and communities see that their worlds can be improved, their situations can be changed and that they have the power to make it happen. But how do you keep hope alive – for yourself and your clients – given all the many internal, work, familial, and societal stressors that surround us? For many, the pursuit of learning new skills, of sharing experiences with other professionals, and of learning about how others not only cope, but flourish, helps them to carry on.

The Community & Professional Education Program of WVU Division of Social Work offers many opportunities to rejuvenate your practice. Whether you want to learn more about specific populations (i.e. Helping Your Hispanic Clients, Personality Disorders, Understanding and Treating Returning Iraq and Afghanistan Veterans with PTSD); hone particular therapeutic techniques (i.e. Trauma-Focused Cognitive Behavioral Therapy for Children and Adolescents, Lori's Guide to Great Groups, Hypnosis); build your skill set in effective management and supervision (i.e. Planning for Successful Projects, Interviewing Techniques for Employers); or focus on your skills to prevent burnout (i.e. Self Care: Using Mindfulness to Reduce Compassion Fatigue) – we have an educational opportunity for you. Join us this fall to find and fuel your hope!

Jacki Englehardt, MSW, ACSW  
Coordinator

**P.S. Help us reduce waste by electing to receive future brochures via email. You will receive an additional 10% discount on your fall 2010 registration ~ send us your email address today to [ce@mail.wvu.edu](mailto: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 # WVBE-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.

**Welcome**

# Schedule at a Glance

September 22	Child Welfare CEU's: 6 SW; 5.5 LPC – Martinsburg
September 24	Interviewing Strategies for Employers CEU's: 3 SW; 3 CECNPM – Clarksburg
September 24	Planning for Successful Projects CEU's: 3.5 SW; 3.5 CECNPM – Clarksburg
September 30	Hypnosis for the Non-Hypnotist CEU's: 6 SW; 5.5 LPC – Morgantown
October 7	Helping Your Hispanic Clients CEU's: 6 SW; 5.5 LPC – Morgantown
October 8	Risk Management for Tax Exempt Organizations CEU's: 2 SW; 2 CECNPM – Charleston
October 8	Tax Obligations of Tax Exempt Organizations CEU's: 2 SW; 2 CECNPM – Charleston
October 13	Ethical Decision Making CEU's: 3.25 SW; 3 LPC – Martinsburg
October 15	This is My Life We're Quarreling About! CEU's: 4 SW; 3.75 LPC – Clarksburg
October 25	Trauma-Focused Cognitive Behavioral Therapy for Children and Adolescents CEU's: 6 SW; 5.5 LPC – Charleston
October 27	Nonprofit Management, Leadership, Ethics and Governance for Boards CEU's: 2 SW; 2 CECNPM – Morgantown
October 27	Money, Mission or Both? CEU's: 3 SW; 3 CECNPM – Morgantown
October 29	Volunteer Management CEU's: 5 SW; 5 CECNPM – Clarksburg
October 29	Gay Identity Development in Appalachia CEU's: 3 SW; 2.75 LPC – Wheeling
October 29	Entering the Safe Zone: Practice with LGB Youth CEU's: 3 SW; 2.75 LPC – Wheeling
November 5	Personality Disorders: Recognition, Diagnosis, Treatment, & Survival CEU's: 6 SW; 5.5 LPC – Martinsburg

# Schedule at a Glance

November 5	Providing Social Services in a Rural Environment CEU's: 3 SW; 3 CECNPM – Beckley
November 5	Grant Writing for Social Services CEU's: 3 SW; 3 CECNPM – Beckley
November 9	Responding to Mental Health and Public Health Needs: Fostering Community Resilience and Well-Being after a Disaster CEU's: 3 SW; 2.75 LPC – Morgantown
November 9	Teaching What I Need to Learn CEU's: 3 SW; 2.75 LPC – Morgantown
November 12	Ten Things You Need to Know About Kids CEU's: 6 SW; 5.5 LPC – Clarksburg
November 15	Sex, Sexuality, and Sexual Orientation Issues of Older Adults CEU's: 7 SW; 6.5 LPC – Charleston
November 17	Self Care: Using Mindfulness to Reduce Compassion Fatigue CEU's: 6 SW; 5.5 LPC – Morgantown
December 3	Lori's Guide to Great Groups! CEU's: 6 SW; 5.5 LPC – Wheeling
December 3	Understanding and Treating Returning Iraq and Afghanistan Veterans with PTSD CEU's: 7 SW; 6.5 LPC – Beckley
December 10	When Ethics and Law Collide: How Common Ethical Issues Can Give Rise to Lawsuits and How You Can Avoid that Happening to You! CEU's: 5 SW – Clarksburg

**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](mailto: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](mailto:Michael.Zakour@mail.wvu.edu) or visit <http://socialwork.wvu.edu/> and click on "Service and Outreach".

**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>**

# Fall 2010 Nonprofit Management Workshops

We are pleased to offer eleven different workshops in the fall 2010 that cover a variety of nonprofit management topics. Please join us in Beckley, Clarksburg, Morgantown, Charleston, and/or Martinsburg to hone your skills!!

**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](mailto:ce@mail.wvu.edu) for more information.**

## Nonprofit Management Workshops (Beckley)

November 5, 9am-12pm: **Providing Social Services in a Rural Environment** (page 16)

November 5, 1-4pm: **Grant Writing for Social Services** (page 17)

## Nonprofit Management Workshops (Clarksburg)

September 24, 9am-12pm: **Interviewing Strategies for Employers** (page 7)

September 24, 1-4:30pm: **Planning for Successful Projects** (page 8)

October 29, 9am-3pm: **Volunteer Management: Getting Them and Keeping Them** (page 14)

## Nonprofit Management Workshop (Morgantown)

October 27, 10am-12pm: **Nonprofit Management, Leadership, Ethics and Governance for Boards** (page 13)

October 27, 1-4pm: **Money, Mission or Both?** (page 13)

## Nonprofit Management Workshops (Charleston)

October 8, 10am-12pm: **Risk Management for Tax Exempt Organizations** (page 10)

October 8, 1-3pm: **Tax Obligations of Tax Exempt Organizations** (page 10)

## Nonprofit Management Workshops (Martinsburg)

\*\*September 16, 9:30am-2:30pm, Martinsburg: **From Hello to Good Riddance—Personnel Policies and Practices that Make Sense for Your Nonprofit**

\*\*November 10, 9am-12pm, Martinsburg: **Got Facebook? Social Marketing Technologies for Smart Nonprofits**

\*\*These workshops are sponsored by N.E.T. – Nonprofit Education and Training. Registration is done through the Eastern WV Community Foundation. Full workshop descriptions and registration forms are available for download at [www.EWVCF.org](http://www.EWVCF.org). All sessions are approved for social work and WVU Continuing Education Certificate in Nonprofit Management hours.

For more information, call (304) 264-0353 or email [info@ewvcf.org](mailto:info@ewvcf.org). (Note, \*\* workshops are not subject to the 20% multiple discount described above).

**September 22, 2010, 9am-4pm, WVU - Eastern Division, Byrd Health Sciences Center, Large Classroom, Martinsburg, WV**

**Child Welfare: Where We've Been, Where We're Going**

**Craig T. Cline, MSW, LSW (WV, VA), Social Worker IV Frederick Co., VA  
Department of Social Services, Contracted Home Finder for WVDHHR-Region III**

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

**Registration Fee: \$65 (Early bird rate of \$58.50 by September 3, 2010)**

**Target Audience: All levels of practitioners**

Child welfare has taken a long journey from the days of almshouses and orphan trains to multidisciplinary teams and family group conferencing; however, many of our current policies designed to promote the safety, permanency and wellbeing of children are rooted in the belief systems and practices of child welfare pioneers. In order to know where we are going, we have to know where we have been. This workshop will assist participants in viewing child welfare practices from a historical perspective. Significant events in the history of child welfare will be discussed and major legislation concerning child welfare will be reviewed. With this background, participants will be introduced to current trends in the field, how those trends impact the children we serve, and the future of child welfare in America. Professionals attending this session will leave with new information and ideas to improve their practice with children and families.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to identify how the efforts of early child welfare professionals have impacted current practice; name at least five pieces of major federal legislation concerned with child welfare and how those pieces of legislation guide the day-to-day work of child welfare professionals; and be better prepared to gauge current trends in child welfare, how those trends impact children and what those trends mean for the future of child welfare.

**September 24, 2010, 9am-12pm, Gaston Caperton Center, Room 149CC, 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**

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

**Registration Fee: \$35 or take the afternoon session for a combined fee of \$65 (Early bird rate of \$31.50 by September 3, 2010 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 conclusion of this workshop, 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.

**September 24, 2010, 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 September 3, 2010 if registering for just this session)**

**Target Audience: Beginning and Intermediate level practitioners**

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 (WBS), develop a linear responsibility chart (LRC), develop a Gantt chart, understand the relationships among time, cost, quantity and quality, and consider the relationships among projects in a multiple project environment.

**Have a GREAT idea for a Workshop?  
Drop us an email at [ce@mail.wvu.edu](mailto:ce@mail.wvu.edu)**



**September 30, 2010, 9am-4pm, Mon General Conference Center, Mylan Room, Morgantown, WV**

**Hypnosis for the Non-Hypnotist**

**Neil Newfield, PhD, Associate Professor, WVU Division of Social Work**

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

**Registration Fee: \$65 (Early bird rate of \$58.50 by September 10, 2010)**

**Target Audience: All levels of practitioners**

This all day workshop will discuss what hypnosis is, teach rudimentary skills for facilitating trance, and present some basic techniques for using hypnosis in counseling.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to discuss what hypnosis is and give examples; identify and utilize basic techniques for hypnosis in counseling; and how to apply a variety of rudimentary methods for facilitating trance.

**October 7, 2010, 9am-4pm, Monongalia General Hospital Conference Center, Lynch/Pyribeck Room, Morgantown, WV**

**Helping Your Hispanic Clients**

**Richard Fleisher, BA, MA, WVU Extension Specialist/Associate Professor,**

**Global & Poverty Education and Amy Hampton, MSW, PRIDE Coordinator, Department of Social Work, Shepherd University**

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

**Registration Fee: \$65 (Early bird rate of \$58.50 by September 17, 2010)**

**Target Audience: All levels of practitioners**

As the Spanish-speaking population continues to grow in West Virginia, issues of immigration, naturalization, language, acculturation, housing, employment, and education create stress and hardships for Hispanics living and working in West Virginia. This workshop will focus on strategies for successfully reaching and providing service for Hispanics. Presentations, discussions, and experiential activities will make Hispanic language and acculturation more clear and relevant to workshop participants. Even though Hispanics share the same language, their cultures may vary considerably. Differences in educational levels, language skills, income levels, and cultural values among Hispanics need to be considered by professionals when serving Hispanic clients and their families. Social workers and others in the helping professions are invited to register and participate in this workshop.

**Learning Objectives:** At the conclusion of this workshop, participants will increase their professional capacity to reach and serve Hispanic clients and their families more effectively and have a better understanding of the Hispanic language and acculturation.

**October 8, 2010, 10am-12pm, Robert C. Byrd Health Sciences Center, Room 2015, Charleston, WV**

**Risk Management for Tax Exempt Organizations**

**Steven Hoffman, MT, EA, CFP, Partner, Ordinary Success, Inc. and Joanne Dennison, MS in Ed., CMP, President/Owner, Ordinary Success, Inc.**

**CEU's: 2 Social Work hours; 2 CECNPM hours** (*Core Area: Board of Directors/Governance – Board Self Governance or Nonprofit Fundamentals-Organizational Design/Infrastructure*)

**Registration Fee: \$25 or take the afternoon session for a combined fee of \$40 (Early bird rate of \$22.50 by September 17, 2010 if registering for just this session)**

**Target Audience: Beginner and Intermediate practitioners**

Risks present a constant concern to nonprofit organizations – many of which may not immediately be identified as a threat. This session will assist you in defining risks and how to address them for the benefit of your organization. Learn how to identify, prioritize and determine which risks your organization may be willing to assume and those which must be actively addressed. Techniques for risk assessment and risk management, including the steps to developing a Risk Management Program, will be presented. This workshop is essential for nonprofit managers and board members to gain knowledge of how to protect their assets and their reputations as a nonprofit organization.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to identify some obvious and intangible risks to their nonprofit organization; distinguish between risks that are to be avoided and those that can be assumed by the organization; understand the role of nonprofit managers and board members in risk management; and understand the importance and steps of creating a Risk Management Program for your organization.

**October 8, 2010, 1-3pm, Robert C. Byrd Health Sciences Center, Room 2015, Charleston, WV**

**Tax Obligations of Tax Exempt Organizations**

**Steven Hoffman, MT, EA, CFP, Partner, Ordinary Success, Inc.**

**CEU's: 2 Social Work hours; 2 CECNPM hours** (*Core Area: Nonprofit Fundamentals- Legal Organization or Financial Management- The Annual Accounting Cycle*)

**Registration Fee: \$25 or take the morning session for a combined fee of \$40 (Early bird rate of \$22.50 by September 17, 2010 if registering for just this session)**

**Target Audience: Beginner and Intermediate practitioners**

Tax obligations of tax exempt organizations can be confusing to nonprofit managers and board members alike. This session will clarify the tax withholding, tax reporting and required tax disclosure obligations of nonprofits. This will help the organization to become and stay compliant with tax laws to maintain the tax exempt status. This workshop is essential for nonprofit managers and board members to gain knowledge of how to protect their most valuable asset – the tax exemption status of the organization.

**Learning Objectives:** At the conclusion of this workshop, participants will know what is required to meet the IRS tax obligations of nonprofit organizations; know the meaning of ‘tax exempt organization’ for tax purposes; learn about the Unrelated Business Income Tax and when it does and doesn’t apply; understand the role of nonprofit managers and board members in meeting the IRS tax obligations; and learn about the new questions on the Form 990 and how these simple questions can be important to the organization.

**October 13, 2010, 9am-12:15pm, WVU- Eastern Division, Byrd Health Sciences Center, Library, Martinsburg, WV**

**Ethical Decision Making: Staying Out of the “Fog Zone”**

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

**CEU’s: 3.25 Social Work hours** (*Approved for 3.25 SW Ethics hours*); **3 LPC hours** (*Approved for 3 LPC Ethics hours*)

**Registration Fee: \$35 (Early bird rate of \$31.50 by September 17, 2010)**

**Target Audience: Intermediate and Advanced 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 and NASW Codes 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.

**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.

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

**October 15, 2010, 10am-3pm, Gaston Caperton Center, Room 149CC, Clarksburg, WV**

**This is My Life We're Quarreling About!**

**Fran Allen, MA, LSW, Mediator, Mediation Services, Counseling & Wellness Center**

**CEU's: 4 Social Work hours; 3.75 LPC hours**

**Registration Fee: \$45 (Early bird rate of \$40.50 by September 17, 2010)**

**Target Audience: Beginner level practitioners**

Accepting dependence on others can be transforming. At the same time it can be infuriating, scary and depressing. Providing support for another person can be rewarding. It can also be complicated, exhausting and thankless. When there is conflict, stress increases, and both care giver and care recipient can feel trapped and disrespected. This practical workshop offers an approach to preventing or resolving conflict, so that both the supporter and the person being supported are respected while ensuring the best possible experience to the person whose life is at the center.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to define conflict and distinguish it from disagreement and debate; identify 2 of the most common underlying causes of conflict and 2 basic keys to resolving conflict; and apply new concepts and techniques to their own specific support situations.

**October 25, 2010, 9am-4pm, WVU- Charleston Division, Robert C. Byrd Health Sciences Center, Room 4020, Charleston, WV**

**Trauma-Focused Cognitive Behavioral Therapy for Children and Adolescents**

**D. Steve Hardin, MSW, EdD(c), LICSW, Visiting Assistant Professor WVU Division of Social Work**

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

**Registration Fee: \$65 (Early bird rate of \$58.50 by October 1, 2010)**

**Target Audience: All levels of practitioners**

Psychologically traumatizing events can result in lifelong problems for children, and their families. Children and adolescents with traumatic histories often exhibit symptoms of posttraumatic stress disorder (PTSD). Trauma-Focused Cognitive Behavioral Treatment has been proven empirically as an effective modality of treatment for this population. Workshop participants will be presented with the basics of this therapeutic approach and methods of implementation by utilizing the case study method of instruction from practice examples. Specific emphasis will be placed on the special needs of this population in West Virginia, particularly the rural needs.

**Learning Objectives:** At the conclusion of this workshop, participants will understand psychological trauma in children and adolescents, including symptoms of post-traumatic stress disorder (PTSD); appreciate family responses and reactions to the trauma; develop an understanding of the knowledge base underlying Cognitive Behavioral Therapy; possess a basic working knowledge of Trauma-Focused Cognitive Behavioral Therapy; analyze case studies of children and adolescents with trauma issues; demonstrate basic skills to implement the therapeutic modality; recognize and understand the special issues of children, adolescents and their families in West Virginia (particularly the rural areas) who have experienced traumatization.

**October 27, 2010, 10am-12pm, WVU Evansdale Campus, National Research Center for Coal & Energy Building, Room 125AB, Morgantown, WV**  
**Nonprofit Management, Leadership, Ethics and Governance for Boards**  
**Steven Hoffman, MT, EA, CFP, Partner, Ordinary Success, Inc. and Joanne Dennison, MS in Ed., CMP, President/Owner, Ordinary Success, Inc.**  
**CEU's: 2 Social Work hours; 2 CECNPM hours** (*Core Area: Financial Management- Annual Accounting Cycle or Board of Directors/Governance- Board Self Governance*)

**Registration Fee: \$25 or take the afternoon session for a combined fee of \$50 (Early bird rate of \$22.50 by October 1, 2010 if registering for just this session)**  
**Target Audience: Beginner and Intermediate practitioners**

There is an increasing focus on the governance of nonprofit organizations by the public, the media and the IRS. Nonprofit managers and board members need to be aware of what can bring unwanted attention to their activities. This workshop will provide an overview of what is required to meet the IRS tax obligations regarding the governance of nonprofit organizations, including a review of important questions on the new Form 990. Participants will see missteps that have been made from real life examples and the consequences of those actions. Come learn about governance and stewardship of Funds and protecting the tax exempt status of your organization.

**Learning Objectives:** At the conclusion of this workshop, participants will have received an overview of what is required to meet the IRS tax obligations regarding the governance of nonprofit organizations; know the meaning of 'tax exempt organization' for tax purposes; learn the new questions on the Form 990 and why these simple questions about governance can be important to the organization; understand what is required of board members; and have strategies to avoid potential pitfalls that can lead to embarrassment for the tax exempt organization.

**October 27, 2010, 1-4pm, WVU Evansdale Campus, National Research Center for Coal and Energy Building, Room 125AB, Morgantown, WV**  
**Money, Mission or Both?**

**Vicki Shean, Director of Resource Development and Trina Bartlett, MSW, Director of Community Impact, United Way of the Eastern Panhandle**

**CEU's: 3 Social Work hours; 3 CECNPM hours** (*Core Area: Service Provision - Program Development*)

**Registration Fee: \$35 or take the morning session for a combined fee of \$50 (Early bird rate of \$31.50 by October 1, 2010 if registering for just this session)**  
**Target Audience: All levels of practitioners**

Nonprofit organizations sometimes drift away from their core mission in order to access program funding that ensures payrolls are met and the financials statements are healthy. But when organizations start looking for dollars first and then building programs around these available dollars, the results may not only compromise the agency's integrity but may also have a negative impact on the population being served. The purpose of this workshop is to guide participants through the process of developing programs that meet organizational mission, community needs, and the demand for sustainable funding.

**Learning Objectives:** At the conclusion of this workshop, participants will recognize the pitfalls of having dollars, rather than mission, drive program development; identify the steps necessary to develop programs that meet the mission and a community need; and identify resources for developing a sustainable fundraising plan.

**October 29, 2010, 9am-3pm, Gaston Caperton Center, Room 149CC, Clarksburg, WV**

**Volunteer Management: Getting Them and Keeping Them**

**Suzanne M. Marsh, MPA, Statistician, National Institute for Occupational Safety and Health**

**CEU's: 5 Social Work hours; 5 CECNPM hours (Core Area: Human Resource Development -Volunteers)**

**Registration Fee: \$55 (Early bird rate of \$49.50 by October 1, 2010)**

**Target Audience: Beginner and Intermediate level practitioners**

For many nonprofit organizations, volunteers are the most important resource they have in providing critical services to the community. In today's society, however, so many volunteer opportunities exist that many organizations find themselves competing for limited resources and in some cases, not competing well. Recruiting AND maintaining a pool of dependable, hardworking volunteers are difficult and often perplexing tasks particularly since today's volunteers come in so many shapes and sizes. This workshop will illustrate the elements of an effective volunteer management program to ensure that your volunteer management program is successful. Participants will receive tips on recruiting volunteers across different generations, effective communication, and making sure that potential volunteers know what's in it for them.

**Learning Objectives:** At the conclusion of this workshop, participants will understand the value of volunteers and the importance of preparing their organization and staff for volunteers; be able to describe the components of a volunteer program; learn important considerations when working with various types of volunteers such as youth, disabled, and seniors; and demonstrate understanding of key principles of volunteer management.

**October 29, 2010, 9am-12pm, Ohio Valley Medical Center, Living Room, Wheeling, WV**

**Gay Identity Development in Appalachia**

**Chatman Neely, LCSW, ACSW, PhD Candidate, Senior Lecturer, Wheeling MSW Site Coordinator, WVU Division of Social Work**

**CEUs: 3 Social Work hours; 2.75 LPC hours**

**Registration Fee: \$35 or take the afternoon session for a combined fee of \$60 (Early bird rate of \$31.50 by October 1, 2010 if registering for just this session)**

**Target Audience: All levels of practitioners**

Appalachian men who choose to have intimate relationships with other men grow up in a realm of intense self awareness, self scrutiny, self management, and creative adaptation. Growing up gay and Appalachian creates multiple challenges as well as unique relational opportunities. The question is: What is it like to be gay and also be raised and mature in an Appalachian environment? The goal is: To describe, elaborate, and expand an understanding of the experiences of growing up gay and Appalachian.

**Learning Objectives:** At the conclusion of this workshop, participants will develop a better understanding of gay identity development in Appalachia; gain awareness of how to work with gay Appalachian men; and expand one's awareness of diversity within the Appalachian context.

**October 29, 2010, 1-4pm, Ohio Valley Medical Center, Living Room, Wheeling, WV**

**Entering the Safe Zone: Practice with LGB Youth**

**Emily McCave, MSW, PhD, Assistant Professor, WVU Division of Social Work  
CEUs: 3 Social Work hours; 2.75 LPC hours**

**Registration Fee: \$35 or take the morning session for a combined fee of \$60  
(Early bird rate of \$31.50 by October 1, 2010 if registering for just this session)**

**Target Audience: Beginner and Intermediate practitioners**

Do you have gay, lesbian, or bisexual youth who you are serving in your practice? Would you like to go beyond putting the pink triangle on your door, and begin to acquire the knowledge, attitudes, and skills necessary to create a safe zone for gay, lesbian, and bisexual youth both in your direct practice, your agency, and your community? If so, this workshop is for you! In this session, participants will be exposed to the: 1) common myths about LGB individuals; 2) dimensions of sexuality; 3) risk and resiliency factors for LGB youth; 4) what Gay Affirmative Practice (GAP) looks like with youth; and 4) a look at the GAP Scale for practitioners. Participants will have the opportunity to discuss current barriers to effectively serving this population and strategize ways to improve service delivery, both as it relates to providing direct practice and working within their current socio-political milieu.

**Learning Objectives:** At the conclusion of this workshop, participants will have gained knowledge on risk and resiliency factors for gay, lesbian, and bisexual youth; self-awareness about their own knowledge, attitudes, and skills as it pertains to effectively serving gay, lesbian, and bisexual youth; knowledge on the intersection between gender, sex, and sexual orientation; increased awareness on how to apply developmental theories to the identity development of gay, lesbian, and bisexual youth; and skills in identifying and negotiating service barriers in working with gay, lesbian, and bisexual youth, within micro, mezzo, and macro contexts.

## SAVE THE DATE

**33rd Summer Institute on Aging  
June 8-10, 2011  
Morgantown, WV**

**[www.wvsioa.org](http://www.wvsioa.org)**

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



**November 5, 2010, 9am-4pm, St. Joseph's Catholic Church, Lackey Hall, Martinsburg, WV**

**Personality Disorders: Recognition, Diagnosis, Treatment & Survival**

**Chatman Neely, LCSW, ACSW, PhD Candidate, Senior Lecturer, Wheeling MSW Site Coordinator, WVU Division of Social Work 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 October 8, 2010)**

**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:** At the conclusion 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; gain an appreciation for clinicians' self care.

**November 5, 2010, 9am-12pm, Mountain State University, Carter Hall, Room 307, Beckley, WV**

**Providing Social Services in a Rural Environment**

**Robin A.R. Smith, LSW, MGM, Executive Director, WV 211, Adjunct Faculty, WVU Division of Social Work**

**CEUs: 3 Social Work hours; 3 CECNPM (*Core Area: Service Provision – Rural Community Service*)**

**Registration Fee: \$35 or take the afternoon session for a combined fee of \$60 (Early bird rate of \$31.50 by October 8, 2010 if registering for just this session)**

**Target Audience: All levels of practitioners**

Developing effective and efficient social services programs are challenging in the best of circumstances. Add rural environments to the recipe and the challenge becomes even more difficult. This workshop will explore some of the unique barriers to rural programming and processes to develop strategies to overcome the barriers and measure success. Collaboration, leadership skills and the use of both paid and volunteer positions in service delivery will be discussed.

**Learning Objectives:** At the conclusion of this workshop, participants will have explored the unique characteristics of social services in a rural environment; discussed the challenges and best practices of providing services in a rural environment; discussed the importance of networking and collaborations in providing services; discussed the processes to evaluate rural services success; and explored the unique leadership skills required for successful nonprofits providing services in a rural environment, including the use of both paid and volunteer positions.



**November 5, 2010, 1-4pm, Mountain State University, Carter Hall, Room 307, 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 October 8, 2010 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.

**November 9, 2010, 9am-12pm, Ramada Inn & Conference Center, Morgantown, WV**

**Responding to Mental Health and Public Health Needs, and Fostering Community Resilience and Well-Being After a Disaster**

**Michael Zakour, MSW, PhD, Associate Professor, WVU Division of Social Work, and Director, NOVA Institute**

**CEU's: 3 Social Work hours, 2.75 LPC hours**

**Registration Fee: \$35 or take the afternoon session for a combined fee of \$60 (Early bird rate of \$31.50 by October 8, 2010 if registering for just this session)**

**Target Audience: Beginner and Intermediate practitioners**

This workshop will help both direct and community practitioners to adapt existing social work, psychological, and counseling interventions for use with disaster survivors. It is assumed in this workshop that most survivors are behaving in a normative fashion in the face of extremely abnormal circumstances. The strengths and empowerment approaches will provide the underlying values and framework for these interventions. Community interventions which have strong implications for the wellness and well-being of survivors will also be a focus of this workshop.

**Learning Objectives:** At the conclusion of this workshop, participants will understand the impacts of disaster on the biopsychosocial wellness of populations; have foundational knowledge to differentially assess common post-disaster symptomatology of anxiety, hypervigilance, depression, grieving, traumatic stress, and post-

traumatic stress disorder; be able to plan and develop both direct practice and community-based services for mental health and well-being impacts of disaster; gain a foundational understanding of the responses of communities to disasters, and the implications these characteristics and responses have for the mental health and health of community members; expand their knowledge for developing and delivering a comprehensive profile of social services to deal with the impacts of disasters at every level of community functioning; and develop foundational skills for intervention from the individual to community levels of practice to foster the disaster resilience of individuals, populations, and communities.

**November 9, 2010, 1-4pm, Ramada Inn & Conference Center, Morgantown, WV**

**Teaching What I Need to Learn: Preventing Conflicts of Interest, Developing and Maintaining Healthy Boundaries, and Understanding and Alleviating Impairment in Social Work and Counseling Practice**

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

**CEU's: 3 Social Work hours (Approved for 3 SW Ethics hours); 2.75 LPC hours (NOT approved for LPC ethics)**

**Registration Fee: \$35 or take the morning session for a combined fee of \$60 (Early bird rate of \$31.50 by October 8, 2010 if registering for just this session)**

**Target Audience: All levels of practitioners**

This workshop will identify the types of relationships that social workers and counselors may develop with their clients that might lead to conflicts of interest and boundary issues. Some of these are obvious (no sexual relationships with clients), but what about other types of relationships (business? friendship?) that might not be so obviously ethically impermissible? And what might be true about some social workers and counselors (personal history, practice setting, stress) that make them susceptible to these types of problems in the first place?

Further, we all know that client's interests should be paramount; why then, are social workers and counselors susceptible to these ethical lapses? This workshop will also explore the concept of professional impairment and review how professional impairment can likely lead to these and other ethical lapses. Thus, we will review the NASW Code of Ethics requirements on addressing our own professional impairment and will identify some strategies for preventing and/or alleviating impairment.

**Learning Objectives:** At the conclusion of this workshop, participants will have reviewed and discussed the NASW Code of Ethics' provisions on conflicts of interest and impairment; identified behaviors that form relationships that may lead to conflicts of interest; understand the various forms of social worker and counselor impairment and why they may develop; and strategized and formed possible solutions and sources of help for impaired social workers and counselors.

November 12, 2010, 9am-4pm, Gaston Caperton Center, Room 149CC, Clarksburg, WV

**Ten Things You Need to Know About Kids**

**Jim Harris, Ed.S., LICSW, Opportunities Consulting Services, LLC Oasis Behavioral Health Services, LLC**

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

**Registration Fee: \$65 (Early bird rate of \$58.50 by October 15, 2010)**

**Target Audience: Beginner and Intermediate level practitioners**

Get ready to laugh and learn as Jim Harris brings some of the most important principles that everyone that works with kids should know alive with his down to earth presentation style. Jim will focus on some of the most common misconceptions people have about children and talk about how they affect our ability to intervene effectively. He will pay specific attention to child development, behavioral risk factors, challenging quick fix strategies, behavioral sequence, mental illness, as well as relationship skills. This is a great refresher for the veteran or introduction for the novice. Regardless of your role with children, you will leave this workshop with new ideas of how to work more effectively with children.

**Learning Objectives:** At the conclusion of this workshop, participants will understand the concept of mental filters; learn the developmental foundation of child-adult interaction and neurological underpinnings of child need expression; develop a self-understanding of why quick fix strategies do not work; explore the importance of the complexities of communication with children; develop skills to determine the right timing when intervening with children; learn how to develop effective consequences for children; gain an understanding of meeting the significance needs of children to develop their self-concept; and how to build a strong relationship with children as a foundation for interventions.

**N.E.T. – Nonprofit Education and Training Workshops**

(Martinsburg)

**September 16, 9:30am-2:30pm, Martinsburg: From Hello to Good Riddance—Personnel Policies and Practices that Make Sense for Your Nonprofit**

*(Approved for CECNPM hours: Human Resources – Employment Law (4 hours) and 4 Social Work hours)*

**November 10, 9am-12pm, Martinsburg: Got Facebook? Social Marketing Technologies for Smart Nonprofits**

*(Approved for CECNPM hours: Special Topics/Electives (3 hours) and 3 Social Work hours)*

Full workshop descriptions and registration forms are available for download at [www.EWVCF.org](http://www.EWVCF.org).

For more information, call (304) 264-0353 or email [info@ewvcf.org](mailto:info@ewvcf.org).

**November 15, 2010, 9am-5pm, Robert C. Byrd Health Sciences Center, Room 4020, Charleston, WV**

**Sex, Sexuality, and Sexual Orientation Issues of Older Adults**

**Samuel Leizear, MSW, LGSW, Field Coordinator, WVU Division of Social Work  
CEU's: 7 Social Work hours; 6.5 LPC hours**

**Registration Fee: \$75 (Early bird rate of \$67.50 by October 15, 2010)**

**Target Audience: All levels of practitioners**

Sexuality in older adults has typically been the “elephant in the middle of the room,” that we have not addressed as social service practitioners. However, as the Baby Boomers age, as modern science and health care interventions enhance and extend human’s “activity” levels and quality of life, it is a topic we must both acknowledge and address.

This workshop will present information on how to broach this sensitive topic with older adults and their family members, as well as how to educate older adults and informal and formal caregivers regarding respectful and safe sexual activity in a variety of living settings, the vital role that sexual expression and activity plays in one’s emotional and physical well-being, the specific issues faced by older adults who identify as something other than heterosexual, and the reality that sexual activity among older adults does exist and needs to be addressed as part of their care plans in community-based and residential settings.

**Learning Objectives:** At the conclusion of this workshop, participants will have a greater understanding of the levels of sexual activity among older adults; be able to identify the stereotypes and myths regarding sexual activity among older adults; recognize the specific issues related to sexually-active older adults; demonstrate methods of discussing sexual activity and behavior with older persons; identify potential hazards r/t sexual activity and potential policy implications within residential facilities; discuss the legal, social and financial issues faced by GBLT older adults; articulate the importance of conducting sexual assessments on older adults; and identify resources for further education on this topic.

**November 17, 2010, 9am-4pm, Monongalia General Hospital Conference Center, Mylan Room, Morgantown, WV**

**Self Care: Using Mindfulness to Reduce Compassion Fatigue**

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

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

**Registration Fee: \$65 (Early bird rate of \$58.50 by October 15, 2010)**

**Target Audience: All levels of practitioners**

Social workers and counselors experience multiple sources of stress including high caseloads, emotional demands of helping clients in difficult situations, paperwork, and balancing work and personal life. We can easily lose connection with ourselves in this process of caring for others. Long-term career stress can lead to deep physical, emotional, and spiritual exhaustion. This self-care workshop will provide an introduction to mindfulness-based stress reduction practices to help to offset job stress,

maintain personal balance, and decrease risk for stress-related physical and emotional problems.

Mindfulness based stress management has an impressive research record with clinical and non-clinical populations in teaching skills which result in less discomfort from anxiety, depression, shame and grief. These techniques are based on paying attention to the present moment with a non-judgmental attitude. The skills of shifting focus to gentle compassion in place of worry, judgment, or blame can be learned and taught to others.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to identify four qualities associated with mindful acceptance; have a better understanding of clinical research on mindfulness; experience and practice four different mindfulness exercises; and describe the concept of the Detached Observer “Wise Mind” as applied to self-management of stress.

**December 3, 2010, 9am-4pm, Ohio Valley Medical Center, Living Room, Wheeling, WV**

**Lori’s Guide to Great Groups!**

**Lori Fell, MSW, MDiv, Senior Lecturer, WVU Division of Social Work  
CEU’s: 6 Social Work hours; 5.5 LPC hours**

**Registration Fee: \$65 (Early bird rate of \$58.50 by November 5, 2010)**

**Target Audience: Beginner and Intermediate practitioners**

Renew your love affair with therapeutic group work! Participants in this workshop will review the benefits of working in a group setting, discuss the phases of group development and have the opportunity to look at personal characteristics or issues that could both inhibit or enhance your group leadership success. Later in the day, participants will have the opportunity to participate in group activities as both group member and group facilitator. You’ll leave with many new insights in to understanding group dynamics as well as some new ideas for group activities.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to describe the historical elements that have influenced contemporary groupwork; identify their own role, as a worker and as a member, in group work settings, and understand the impact of this role on group participants and on group processes; select and evaluate the effectiveness of their interventions and the usefulness of specific program materials with different groups and according to the needs of groups at different stages of development; and utilize the resources received for conducting ice breakers, round robins, values exercises, relaxation techniques and general processing skills.

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

**December 3, 2010, 9am-5pm, Beckley Raleigh Convention Center, Room E, Beckley, WV**

**Understanding and Treating Returning Iraq and Afghanistan Veterans with PTSD**

**R. Jeremy Harrison, MSW, LICSW, Social Worker, Department of Veterans Affairs Vet Center Program**

**CEU's: 7 Social Work hours; 6.5 LPC hours**

**Registration Fee: \$75 (Early bird rate of \$68.50 by November 5, 2010 )**

**Target Audience: All levels of practitioners**

The problems of returning veterans have had a detrimental impact on not only the veterans, but their families, employers, communities, and friends, as well as the social service agencies that have opened up their doors to assist many in this population. Many of the non-VA agencies are struggling to help because they do not clearly understand the veteran, nor the uniqueness of his or her situation, thus further complicating an already confusing and stressful situation. This workshop will provide participants with a detailed look at the problems facing our nation's newest veterans, and what is and is not being done to ease the transition from combatant to civilian. An overview on military terminology, expectations, and stereotypes will be discussed, as well as chief complaints and concerns from our veteran families. Current assessment and preferred treatment methods will be reviewed and discussed, as well as changes being made by the Department of Defense and the Department of Veterans Affairs to better address veterans and family concerns.

**Learning Objectives:** At the conclusion of this course, participants will have a detailed understanding of the military and veteran population in general; understand the causes, symptoms, and preferred treatment methods of PTSD; recognize the reasons veterans do and do not seek treatment; understand impact of veterans with PTSD on family members; identify what resources are available for veterans and their families; describe the transition from combatant to civilian.

**December 10, 2010, 10am-4pm, Gaston Caperton Center, Room 149CC, Clarksburg, 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**

**CEU's: 5 Social Work hours (Approved for 5 SW Ethics hours)**

**Registration Fee: \$55 (Early bird rate of \$49.50 by November 12, 2010)**

**Target Audience: All levels of practitioners**

Social workers routinely face complicated issues in their practice that involve addressing and resolving complex ethical issues. By law, licensed social workers in West Virginia must adhere to their responsibilities as outlined in the NASW 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 their agencies. It is important for social work-

ers 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 worker understand how common ethical issues can give rise to civil lawsuits including social work malpractice claims and will give practical suggestions on how to minimize the risk of having ethics complaints and lawsuits filed against the social worker. Participants will work through specific case examples involving privacy/confidentiality, documentation in client records/reports and conflicts of interest to demonstrate these concepts.

**Learning Objectives:** At the conclusion of this workshop, participants will be able to identify and understand the ethical rules from the NASW Code of Ethics that govern social work practice in West Virginia; identify and understand the regulations, statutes and case law that govern social work practice in West Virginia; identify common ethical mistakes that social workers make and learn how to avoid making those mistakes; identify risk management strategies to reduce the risk of having ethics complaints filed against them and reduce their risk of being sued.

## 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](mailto: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](mailto: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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## **Interested in being kept up-to-date on continuing education events?**

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Email ListServ by sending an email to [ce@mail.wvu.edu](mailto:ce@mail.wvu.edu)!

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### **Save the Date**

33rd Summer Institute on Aging

June 8-10, 2011

Morgantown, WV

[www.wvsioa.org](http://www.wvsioa.org)

## Fall 2010 Registration Form

Name \_\_\_\_\_

Preferred Mailing Address  work  home  email only \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Employer/Affiliation \_\_\_\_\_

Email \_\_\_\_\_

Please check all that apply  
 CEUs 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

### Payment Information

**Select Payment Method**

Cash  Check payable to **WVU**  Purchase Order (submit with registration)  
 Agency will send payment (attach documentation)

Credit Card:  Mastercard  Visa  Discover

Credit Card #

Exp. Date:   /   (month/year)

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

Cardholder Name (as it appears on card) \_\_\_\_\_

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**Total Costs to be Charged \$**

### Workshop Selection

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

Name/Date of Workshop	Price
<i>Example: Helping Your Hispanic Clients (10/8)</i>	(Indicate discounts, see page 25 for more information) <b>\$65</b>
<i>Example: Ten Things You Need to Know About Kids (11/12)</i>	<b>\$25 (\$40 Field Instructor discount)</b>
_____	_____
_____	_____
_____	_____
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_____	_____

**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](mailto:CE@mail.wvu.edu)  
 or call 304-293-3780.**

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# **CEU's for Social Service Professionals**