**PROFESSIONAL DEVELOPMENT: THE INTERNATIONAL JOURNAL OF CONTINUING SOCIAL WORK EDUCATION**

**2015 CONTINUING EDUCATION SURVEY**

The following survey seeks to collect information about Continuing Education (CE) programs nationwide. The survey results will provide benchmark data and will serve as a resource for CE Directors and for the broader social services community. The survey results will be published in *Professional Development: The International Journal of Continuing Social Work Education*.

By participation in the survey, you will receive:

* A full report of the overall survey scores
* Access to a database of CE programs and websites
* The opportunity to have your CE program’s best practices featured in the journal

With an annual journal subscription of $50, you will receive:

* Journal subscription
* Unlimited online access to the journal website
* Full text versions of all journal articles and resources on best practices
* Complete access to scores for each participating program
* Regional and overall reports
* Benchmark data for comparison with other programs

Please fill out the following survey as completely as possible and please update your contact information (below). **To participate, please email back the survey to Melissa Martinez (512-232-0799) at profdevjournal@gmail.com.** Thank you in advance for your participation.

**Please return this survey by November 30, 2015.**

|  |
| --- |
| **Current Contact Information** |
| **Name:** |
| **Title:** |
| **Institution:** |
| **Address:** |
| **City:** |
| **State/Prov: Zip Code:** |
| **Phone:** |
| **Fax:** |
| **Email:** |

**CE Program**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. # of Hours Your State/Province Requires | **Social Work Continuing Education (total hours)** | **Ethics** | **Other Special CE Requirements** |
| Bachelor’s Level |  |  |  |
| Master’s Level |  |  |  |
| Clinical and/or Advanced Practice |  |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Does your state/province allow a certain number of CE hours to be taken online?

Yes\_\_\_\_\_ No \_\_\_\_\_ (If no, skip to question 4)

3. If so, how many CE hours does your state/province permit to be taken online?

\_\_\_\_\_\_\_hours

4. What region of the country does your program generally serve?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |
| --- | --- | --- |
| 5. Number of Staff Persons Your Program Currently Employs | **Full-Time** | **Part-Time** |
| Paid Professional Staff |  |  |
| Contract/Temporary/Project Staff |  |  |
| TA/Student Support |  |  |
| What is the *total* annual cost for staff in your office? |  | |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Are there other departments that provide administrative support for your CE program (for example: handling reservations, accounting, etc.)?

Yes\_\_\_\_\_ No \_\_\_\_\_

7. Is your program self-supporting?

Yes\_\_\_\_\_ No \_\_\_\_\_ Partially \_\_\_\_\_ (if your program is partially self-supporting, please answer question 8, otherwise, please skip to question 9).

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. If your program is partially self-supporting, approximately what percent is self-supported?

\_\_\_\_\_\_%

9. Does your CE program receive external funding?

Yes\_\_\_\_\_ No \_\_\_\_\_ (If no, skip to question 12)

10. If so, what type of external funding do you receive for your CE program?

Private Sponsorship Yes\_\_\_\_\_ No \_\_\_\_\_ approx. # of programs \_\_\_\_\_

State Funding Yes\_\_\_\_\_ No \_\_\_\_\_ approx. # of programs \_\_\_\_\_

Federal Funding Yes\_\_\_\_\_ No \_\_\_\_\_ approx. # of programs \_\_\_\_\_

Grants Yes\_\_\_\_\_ No \_\_\_\_\_ approx. # of programs \_\_\_\_\_

Other Yes\_\_\_\_\_ No \_\_\_\_\_ approx. # of programs \_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. What is the dollar amount of your annual program budget?

$\_\_\_\_\_\_\_\_\_

12. Has your annual program budget changed in the last year?

No\_\_\_\_

Yes, it has *decreased*\_\_\_\_

Yes, it has *increased*\_\_\_\_

13. Do you have an advisory board or program committee (if no, please skip to question 15)?

Yes\_\_\_\_\_ No \_\_\_\_\_

14. If so, what is the role of the advisory board or program committee (for example: curriculum approval, fund raising, etc.)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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15. Do you evaluate your program in any way (for instance, pre and post surveys of course participants’ knowledge)?

Yes\_\_\_\_\_ No \_\_\_\_\_ (if no, skip to question 17)

16. If you do evaluate your program, what evaluation method is used?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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17. How many years have you been in your current position?

A.  0-2

B.  3-5

C.  6-10

D.  11-20

E.  21+

18. What is/are your professional role(s)?

(Please check all that apply)

A.  Continuing Education Director

B.  Dean

C.  Assistant or Associate Dean

D.  Staff – Career Services

E.  Staff – Community Relations/Development

F.  Staff – Other (please specify) \_\_\_\_\_\_\_\_\_

G.  Faculty

H.  Director - Other (please specify) \_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 19. Please Provide Estimates | **Half Day Courses** | **Full Day Courses** | **Conferences** | **Online Courses** | **1-2 hour lectures** |
| Amount (standard fee) Paid to Presenters (excl. travel allowance) |  |  |  |  |  |
| Amount (standard cost) Participants Pay |  |  |  |  |  |
| How Many Do You Offer per Year? |  |  |  |  |  |
| How Many Participants Do You Have per Year? |  |  |  |  |  |

20. Do you have certificate programs?

Yes\_\_\_\_\_ No \_\_\_\_\_ (if no, skip to question 22)

21. If you do have certificate programs, what certificates do you offer?

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22. How do you market your program?

(Please check all that apply)

A.  Advertising in Publications

B.  Direct Marketing Emails

C.  Targeted Mailings

D.  Email Distribution List

E.  Direct Contact

F.  Agency Fliers

G.  Formal Program Booklet

H.  Website

I.  Social Media (Facebook, Twitter, Instagram, etc.)

J.  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_

23. Which marketing approach do you believe is the most effective in drawing-in participants?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Technology**

24. Does your program have any of the following?

(Please check all that apply)

A.  Website

B.  Course Postings Available Online

C.  Marketing Resources Available Online (exam prep materials, books, etc)

D.  Offer Online Courses

E.  Offer Distance Learning/Correspondence

F.  Offer Webinars

G.  Offer Courses that Use a Mix of Classroom and Online

H.  Course Management and/or Registration Management Software

I.  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Courses**

25. This item asks about 3 types of courses: 1) hot topics, 2) new topics your program is offering, and 3) topics that are being dropped for lack of interest. In the chart below, please list 1-3 courses for each type and describe why that course is a hot topic, is new, or is being dropped, respectively.

|  |  |  |
| --- | --- | --- |
| Type of Program Course Offerings | **Course Topic/Description** | **Reason Why** |
| Hot (consistent) Topics |  |  |
| New Topics Being Offered this Year |  |  |
| Topics Being Dropped for Lack of Interest |  |  |

26. Does your CE program provide CE hours to other professions/disciplines (such as nursing, MFT, etc.)?

Yes\_\_\_\_\_ No \_\_\_\_\_ (If no, skip to question 29)

27. If so, for which specific professions/disciplines does your program provide CE hours?

(List of professions/disciplines) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

28. A new feature of our journal will be to highlight new course topics. Would you be willing to fill out a detailed information sheet on your hot topics?

Yes\_\_\_\_\_ No \_\_\_\_\_ I’d like more information \_\_\_\_\_\_

29. We will be adding areas of particular interest to CE staff. What would you like to be asked on next year’s survey?

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30. Any additional comments/suggestions

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**Thank You for Participating!**

**Please return by November 30, 2015**