**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**