



## APPLICATION FOR CONTINUING EDUCATION CREDIT FOR FIELD EDUCATION

### Description

The School of Social Service Administration (SSA) can award credit of 30 continuing education hours (CEUs) for field instructors who provide field instruction to our students. CEUs will be awarded to the field instructor at the end of the academic year, once the student has completed his/her internship and the instructor has fulfilled all requirements.

Instructors may only receive CEUs once for field instruction at SSA. No partial credits can be awarded. Instructors who have already earned CEUs for providing field instruction to students from another university, as well as those who are licensed in a state other than Illinois, should check with the department of professional regulation to determine if they are eligible for these credits. To be eligible, instructors must be the primary field instructor and must complete a full academic year (October through June) of continuous instruction with the same student.

### Application

To apply for these credits, complete the application in full and email to Alice Jackson at [alicejackson@uchicago.edu](mailto:alicejackson@uchicago.edu). **All forms must be submitted by August 1, 2020 for the 2019/20 academic year.** Provided that you have met all of the requirements, certificates will be processed and mailed after September 3<sup>rd</sup>, 2020.

### Requirements

To earn 30 CEUs for field education, the field instructor must demonstrate completion of the following activities:

- provide one hour of direct supervision per student per week, for the duration of the academic year (approximately 30 weeks);
- address the School's field education objectives with the student during the course of their internship with particular attention to how your agency addresses social work values, ethics, research, and diversity in your services and the theoretical basis for your approaches to intervention;
- complete quarterly student field evaluations;
- *attend a minimum of two pre-approved professional development trainings scheduled by the Office of Field Education at SSA during the academic year. Please see back page for details.*

OVER

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Professional License #: \_\_\_\_\_

**I have completed the following requirements to earn 30 CEUs for field education:**

- I have undertaken weekly supervision with my student, \_\_\_\_\_  
for the entire academic year.
- I have submitted all quarterly evaluations to SSA's Office of Field Education.
- I have attended at least two of the following SSA-sponsored field events during this academic year (please  
initial):

Annual Field Instructor Breakfast Meeting (September 6, 2019) \_\_\_\_\_

Essential Tools for Field Instruction (September 6, 2019) \_\_\_\_\_

Essential Tools for Field Instruction (October 4, 2019) \_\_\_\_\_

Using Reflective Supervision with Social Work Interns (November 1, 2019) \_\_\_\_\_

Rethinking Trauma Informed Practice: Working from the Inside Out (December 6, 2019) \_\_\_\_\_

Toolbox for Designing and Sustaining Field Placements (February 21, 2020) \_\_\_\_\_

The Unified Protocol for Transdiagnostic Treatment of Emotional Disorders (March 13, 2020) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Field Office Approval:** \_\_\_\_\_

**Professional Development Office Approval:** \_\_\_\_\_