

**Continuing Education Information**  
**Social Work**

**PLEASE NOTE: The information provided in this document applies to the following Respecting Choices® (RC) programs and not all courses offered provide continuing education credit. Please refer to individual course offerings listed below for CEH information.**

1. Self-paced distance learning/enduring online curriculum
2. In-person classroom learning (National RC courses and local/RC Faculty-led courses)
3. Live distance learning webinar/virtual learning environment

**Social Work Continuing Education Statement**

Respecting Choices, #1610, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. Respecting Choices maintains responsibility for these courses. ACE provider approval period: May 14, 2019 – May 14, 2022. Respecting Choices maintains responsibility for the program.

**Online Curriculum**

**ACP Facilitator Online Curriculum** (A series of 6 modules that can be accessed as stand-alone education)

The online course is intended for two groups:

- ✓ Those individuals who are working toward certification as ACP Facilitators (i.e., First Steps® [FS], Next Steps™ [NS], and Advanced Steps [AS])
- ✓ A prerequisite for those intending to complete their certification by attending Respecting Choices FS, NS, or AS ACP certification courses as live interactive webinar or in person format.
- ✓ Those individuals interested in learning about the RC approach to ACP facilitation.
- ✓ Those individuals interested in exploring advance care planning as part of a person centered care model

***(Completion of these online courses does not qualify as certification as a RC ACP Facilitator)***

- **Module 1: First Steps (FS) ACP Facilitation – 1.75 Continuing Education Hours (CEH)**
- **Module 2: Facilitating First Steps ACP conversations – 2.0 CEH**
- **Module 3: Facilitating First Steps ACP Conversations with Adults with Chronic Illness – 1.5 CEH**

- **Module 4: Communication Skills for Facilitating ACP Conversations – 1.0 CEH**
- **Module 5: Facilitating Advanced Steps ACP Conversations – 1.75 CEH**
- **Module 6: Facilitating Next Steps ACP Conversations – 1.75 CEH**

### **Curriculum and Certification Course Information for Classroom or Live Interactive Webinar**

Please refer to course brochures for up-to-date information about individual course offerings, including course content level. <https://respectingchoices.org/advance-care-planning-courses/>

- **First Steps ACP Design and Implementation Course – 4.0 CEH**  
*Course content level: Beginning – Intermediate*
- **First Steps ACP Facilitator Certification Course – 7.0 CEH**  
*Course content level: Intermediate*
- **First Steps ACP Instructor Certification Course – 7.0 CEH**  
*Course content level: Intermediate – Advanced*
  
- **Next Steps ACP Design and Implementation Course – 4.0 CEH**  
*Course content level: Beginning – Intermediate*
- **Next Steps ACP Facilitator Certification Course – 8.0 CEH**  
*Course content level: Intermediate*
- **Next Steps ACP Instructor Certification Course – 7.0 CEH**  
*Course content level: Intermediate – Advanced*
  
- **Advanced Steps ACP Design and Implementation Course – 4.0 CEH**  
*Course content level: Beginning – Intermediate*
- **Advanced Steps ACP Facilitator Certification Course – 7.5 CEH**  
*Course content level: Intermediate*
- **Advanced Steps ACP Instructor Certification Course – 7.0 CEH**  
*Course content level: Intermediate – Advanced*

### **Classroom or Live Interactive Webinar Precourse Activities:**

Precourse activities included as part of course preparation do not have CE credit provided.

### **General Information**

#### **Planning Committee**

Carole Montgomery, MD, FHM, MHSA; Stephanie Anderson, DNP, RN; Kathleen Ziemba, MSW, LCSW; Pat Tadel, MSN, RN.

We are the provider of the program, but we do not endorse any commercial products in conjunction with this program. Off-label use of any products will not be discussed.

**Disclosure**

Speakers and planners are required to make disclosure of any relevant financial relationships, which may be related to the subject matter discussed. The speakers and planners for this educational activity have made proper disclosure and have no relevant financial relationships that exist now or in the past 12 months.

**Commercial Support**

No commercial support was used in creating this enduring material, course materials, or delivery.

**Target Audience**

The target audience is interprofessional and includes primary care physicians, all specialty physicians, allied health providers, physician assistants, nurse practitioners, nurses, pharmacists, social workers, clergy/faith leaders, community volunteers/leaders, attorneys, and others involved in advance care planning (ACP). Please refer to course brochures for up-to-date information about course offering at this link <https://respectingchoices.org/advance-care-planning-courses/>

**Educational Format**

Learner-directed online courses include narration, recommended supplemental reading materials, interactive activities within each module (e.g., click and drag, matching), case examples, post-test, and course evaluation.

Classroom learning and live interactive webinars inclusive of but not limited to: didactic discussion, adult experiential learning techniques to facilitate self-identification of learning needs, small and large group discussion, critical thinking exercises, case study exploration, video demonstrations with group debriefing, practice role play activities and tools, and resources for participants. Full attendance and engagement throughout the entire course period is required. Registrations are accepted up to **1 week** before the course offering.

**Live Interactive Webinar Virtual Course Participation**

An email will be sent to registrants with the Zoom meeting invitation, login information, and links to precourse and course materials for the registered virtual course(s). Each attendee must log on individually on a computer with working audio, video, and internet access. Time is given to connect and check visual and audio before each course.

**Media**

- Interactive, learner-directed audio with graphics
- Hardware/software requirements
  - Computer with Internet access and audio capabilities

- Monitor with resolution set to at least 1024x768
- Recommended Internet browser: Google Chrome
- Pop-up blockers disabled in your browser and toolbars
- Network set to not cache or deprioritize streaming media or whitelist our servers

### **Americans with Disabilities Act (ADA) Compliance Statement**

In accordance with the Americans with Disabilities Act, Respecting Choices is committed to making national courses accessible to all. If you have questions or concerns regarding these distance learning modules, refund policies, or require special assistance or accommodations in accordance with the ADA, please submit a General Contact Form or email Respecting Choices at [info@respectingchoices.org](mailto:info@respectingchoices.org).

### **Cancellation Policy**

We offer a full refund minus a \$50 administrative fee for cancellations to our National courses if made more than 30 days prior the course date. Seating is limited, so registrations canceled within 30 days of the course date are not refunded. If Online ACP Facilitator Curriculum modules are started, the cost of the modules will also be deducted from your refund.

### **Transfer Policy**

Registrations cannot be transferred to another person. Registrations must be canceled according to the cancellation policy and a new registration submitted. Individuals from countries other than the U.S. cannot be certified as Respecting Choices Instructors unless part of a license agreement with an organization. If interested in becoming certified as an Instructor, contact Respecting Choices at [info@respectingchoices.org](mailto:info@respectingchoices.org).

### **Grievances/Comments/Concerns**

If you have any grievances, questions, or concerns regarding course offerings, please contact Pat Tadel at 608-473-1972, or [ptadel@respectingchoices.org](mailto:ptadel@respectingchoices.org).

### **Privacy Policy**

<http://www.learnrc.org/privacy.asp>