

### **Instructions for Receiving your Social Work or LMHC CEs!**

Silver School of Social Work to be able to provide those who attend the full training Social Work/LMHC CE contact hours. For those requesting the CEs, you will need to also register with the Silver School of Social Work and pay a \$25 registration fee.

**It is recommended you register and pay for CEs within a year of attending a live webinar.** Seeking CEs many years after the event may result in delays or difficulty getting CEs.

To get your CEs, please do the following:

1. Attend the full training
2. If you haven't already done so, create a username & password at the NYU Silver CE Online Portal: <https://sswforms.es.its.nyu.edu/>
  - a. If you already have a user account, but forgot your password, you can reset your password here: <https://sswforms.es.its.nyu.edu/lostpassword/>
3. To register for your CE hours, click or copy and paste the link from the announcement.
4. Log into the Online Portal, fill in the billing information, click "Register" and pay the CE processing fee
5. After registering, you will receive a confirmation email with a link to complete the post-event evaluation
6. Once the evaluation is submitted, you will be able to access your certificate of completion for this program within 1-2 business days from taking the evaluation; log back on to NYU Silver CE Online Portal to download your CE certificate of completion
7. You will receive a confirmation email when your CE certificate is available on the Online Portal. To download your certificate, log on to NYU Silver CE Online Portal and click on "Your Registrations" tab at the top of the page
8. Next to the name of the training you will see "download certificate" in red.  
(Your certificate will always be available here to print or download as needed)

For questions about the CE process, please call 212-998-5973 or email at

[silver.continuingeducation@nyu.edu](mailto:silver.continuingeducation@nyu.edu)

*Recommended Browsers:* The CE system works best with Google Chrome or Mozilla Firefox browsers

\*NYU Silver School of Social Work, 1415, is approved as a provider for social work continuing education by the Association of Social Work Boards (ASWB) through the Approved Continuing Education (ACE) program (ASWB Approval Period: 11/11/16 -11/11/19). Social workers should contact their regulatory board to determine course approval for continuing education credits.