

**Loyola University Chicago School of Social Work**

**820 N. Michigan Ave. ♦ Chicago, IL, 60611**

**Request for Certification of Continuing Education Credits for Field Instruction**

Field Supervisors that are currently supervising a student will be eligible for CEUs upon completion of 400/600 hour commitment of the student. A field supervisor can receive 30 CEUs for supervision, per year, with confirmation of the provision of weekly supervision.

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Check one:**

- 1<sup>st</sup> Level Student \_\_\_\_\_
- 2<sup>nd</sup> level Student \_\_\_\_\_

Date Field Instruction Provided: \_\_\_\_\_ to \_\_\_\_\_

Name of agency/organization (*including specific division*): \_\_\_\_\_  
\_\_\_\_\_

Agency/organization address: \_\_\_\_\_

Phone number of agency: \_\_\_\_\_

Please certify, by signing below, that you provided weekly supervision to student.

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

Please write the name(s) of the student(s) supervised this year: \_\_\_\_\_

**NOTE:** There is a fee to process this CEU request. Please pay \$25 online or by check.

To pay online, please go to [www.luc.edu/socialwork/payments](http://www.luc.edu/socialwork/payments) Under the left heading, you will see CEUs and Workshops. Click on CEU's for Field Instruction. Checks are payable to LUC School of Social Work. This form cannot be processed until the student intern has completed the required number of fieldwork hours at his/her field placement.

**Please return form to by:**

**Mail:** Office of Student Affairs, RE: Internships, School of Social Work, Loyola University Chicago, 820 N. Michigan Ave., Chicago, IL 60611.

**Email:** [dhernandez10@luc.edu](mailto:dhernandez10@luc.edu)

**For office use only:**

- SOWK 530 – 531 \_\_\_\_\_
- SOWK 630 – 631 \_\_\_\_\_
- SOWK 640 – 641 \_\_\_\_\_