

# Social Worker Continuing Education Requirements

Please note: If you see a "Yes" listed in the ACE box at the bottom of each state information, then Commonwealth Educational Seminars courses are approved for Social Workers in that state.

<b>Alabama</b>
<b>Requirements</b>
The contact hour requirements for each category of licensure are as follows: LBSW: 30 contact hours LGSW: 30 contact hours LCSW: 30 contact hours LCSW (PIP): 20 contact hours
<b>Definitions</b>
CONTINUING EDUCATION means education which fosters the enhancement of general or specialized social work practice, values, skills or knowledge. CONTACT HOUR means one clock hour of organized learning experience CLOCK HOUR means a 60 minute clock hour of instruction, not including coffee breaks or lunch. CEUs are defined on the basis of 10 contact hours per CEU and may be earned in whole or a fraction thereof.
<b>Activities</b>
1 Regionally accredited university or college academic courses in social work or related social work disciplines. 2 Continuing education programs sponsored by university or college social work programs. 3 Board approved workshops, institutes or conferences sponsored by official national, regional, or state social work or social welfare related organizations. 4 Board approved public or private agency staff development programs that contribute to the enhancement of social work practice, skills or knowledge which are not primarily procedural. 5 Workshops or presentations not under the auspices of any organized agency. This section refers to activities planned by individuals working independently. 6 Publication of a professional social work paper. 7 Self-directed learning project.
<b>Contact Hours Granted</b>
(#1) One undergraduate academic semester hour successfully completed shall be equivalent to 10 contact hours per semester hour. One graduate academic semester hour successfully completed shall be equivalent to 15 contact hours per semester hour. 5 contact hours may be received for auditing an academic course, from a discipline on the approval list. (#2) Organizations are responsible for obtaining approval for contact hour credit prior to the activity. (#5) Contact hours will be approved from the information submitted prior to the activity. (#6) The initial publication shall be acceptable for 20 contact hours. Presentation of a professional social work paper for the first time at a board approved professional conference shall be acceptable for 15 contact hours. Participating as a panel member for a board approved workshop or conference shall be acceptable for two times the approved contact hours for the session. Facilitating, moderating, or leading a board approved workshop or conference shall be acceptable for the approved contact hours for the session. (#7) Maximum of 20 contact hours. Credit for self-directed learning projects may be granted provided the project is completed and approved prior to the current license expiration. Projects not completed and approved by the license expiration date can be considered for the licensee's next renewal period. The board recommends that self-directed learning project proposals be submitted at least nine months prior to the expiration date of licensure to provide sufficient time for review, project completion, and approval. Reading a book, preparing a paper in a graduate course, or case consultation shall not meet the requirements for this activity.
<b>Documentation</b>
Means dated evidence of participation in continuing education activities. Receipts of registration, copy of publication or program listing the presentation is considered documentation. Continuing education documentation must be submitted on a form provided by the board and accompanied by the licensee's application for renewal. (#7) Projects intended to increase knowledge shall be documented by means of a paper, annotated bibliography, etc. Projects intended to increase skill development shall be documented by means of audio or audiovisual tapes.
<b>Audit</b>
The board may request verification of credits submitted, including information regarding content, certification, and attendance. It is the responsibility of the licensee to obtain records to substantiate credits.
<b>ACE</b>
Yes

# Alaska

## Requirements

Certificate holders shall demonstrate successful completion of 40 hours of continuing education credit in each 36 month period of the report. Of these 40 hours, at least 30 hours shall be from Category A. Up to 10 hours of continuing education in the 24 month period may be in Category B. 6 of these credits must be in ethics.

## Activities

CATEGORY A 1. Participation in approved seminars or workshops or completion of academic course or home study courses sponsored or approved by the following groups: (1) American Association for Marriage and Family Therapy; (2) American Association of Pastoral Counselor or their accredited training programs; (3) American Psychological Association; (4) National Academy of Certified Clinical Mental Health Counselors; (5) National Association of Social Workers; (6) National Board for Certified Counselors; (7) American Association of Sex Educators, Counselors and Therapists; (8) American Medical Association; (9) American Association of Group Psychotherapists; or (10) American Mental Health Counselor Association. 2. Graduate or postgraduate level courses from a department of psychology or other department in the behavioral sciences at a regionally accredited school, college or university or theological school. 3. Teaching graduate or postgraduate courses and the preparation of a syllabus for a new course. 4. The thorough updating of a course, which shall include preparation of a new syllabus, review of the literature, preparation of reading lists, and course assignments. CATEGORY B 1. Participation in seminars or workshops not meeting the requirements of Category A. 2. Publication of professional books. 3. Publication of articles in professional journals.

## Contact Hours Granted

CATEGORY A: A minimum of 30 hours must be from this category. (#2) Each semester hour of course credit shall be equivalent to 6 continuing education credits. (#3) Shall be equivalent to 10 credits. CATEGORY B: Up to 10 hours of credits may be from this category in any 24 month period.

## Documentation

The licensee shall be responsible for proving attendance at or participation in any continuing education hours submitted for license renewal.

## ACE

Yes

# Alberta

## Requirements

Each social worker is required to complete 40 credit hours of continuing professional development each year. Each social worker is expected to complete an annual self-assessment and to develop an individualized learning plan based on that assessment.

## Activities

1. Continuing education programs; academic courses in social work and related fields; ACE-approved seminars, workshops, etc.; and participation in a social work regulatory board or committee. 2. Work-based learning, supervision, some committee and volunteer work, and attendance at non- accredited social work conferences, seminars, etc. 3. Self-directed learning.

## Contact Hours Granted

#1) Maximum of 40 credit hours may be earned in these activities. (#2) Maximum of 20 hours may be earned in these activities. (#3) Maximum of 10 credits may be earned in self-directed learning.

## Documentation

Once every five years, each social worker must submit their assessments, learning plans, and documentation of activities. Random audits will be carried out on the submissions. Practice visits may be conducted as well as part of the continuing competence program.

## ACE

Yes

# Arizona

## Requirements

Certified behavioral health professionals shall complete 40 clock hours of continuing education during the two years before the renewal date.

## Definitions

CONTINUING EDUCATION means attendance at programs such as seminars, workshops, or institutes in which a topic is presented in detail and that have stated learning objectives, and are appropriate for the purpose of maintaining and furthering the skills and competency of the professional. CLOCK HOUR means sixty minutes.

## Activities

1. Activities sponsored or approved by national, regional or state professional associations or organizations in the specialties of marriage and family therapy, professional counseling, social work, substance abuse counseling, or in the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling 2. Programs in the behavioral health field sponsored or approved by a regionally accredited college or university. 3. In-service training, courses, or workshops in the behavioral health field sponsored by federal, state, or local social service agencies, public school systems or licensed health facilities and hospitals. 4. Graduate level or undergraduate coursework in the behavioral health field offered by regionally accredited colleges or universities. 5. Independent or small group study in the behavioral health field which includes any of the following activities: listening to audio tapes, viewing video tapes, and reading, editing or writing professional books or articles. Small group study also includes making presentations and reviewing case studies. 6. Presentation by the applicant for the first time of an academic course, in-service training workshop or seminar. 7. Professional research on behavioral health topics. 8. Workshops, seminars and conferences by nationally recognized presenters in the fields of behavioral health or related fields such as medicine or law.

## Contact Hours Granted

(#4) One semester credit hour is equivalent to 15 full clock hours of continuing education. One quarter credit hour is equivalent to 10 clock hours. Audited courses shall have hours in attendance documented. (#5) Up to 10 hours of continuing education may be from independent study or small group study. (#6) Up to 10 hours of continuing education may be from first time presentations by the certified behavioral health professional. (#7) Up to 10 hours of continuing education may be from professional research.

## Documentation

Except for independent study, verification should be in the form of a certificate of attendance, a statement signed by the provider verifying participation in the activity, or an official transcript. All documentation except transcripts must include the clock hours in attendance. A certified behavioral health professional shall maintain documentation of continuing education activities for 48 months following the date of the renewal certificate. (#4) Documentation for graduate or undergraduate courses shall be an official transcript. (#5) Documentation for independent or small group studies should be a list of books, articles, and tapes reviewed or case study hours. For independent study, verification shall include a description of the activity, the subject matter covered, and the dates and number of hours involved. (#6) Documentation for presentations should be outlines, syllabi or the curriculum used. (#8) Documentation for conferences, seminars and workshops shall be in the

## Audit

Documentation of these continuing education activities shall be maintained by the applicant for 48 months following the date of the renewal certificate. The appropriate credentialing committee may request verification of compliance. Renewal applicants shall submit an affidavit signed by the applicant and notarized, on a form available from the board, verifying completion of the continuing education requirements.

## ACE

Yes

# Arkansas

## Requirements

Each licensee is required to complete 48 credit hours of social work continuing education during a two year licensure period. Of those 48 hours, 3 hours must be courses in professional ethics.

## Definitions

SOCIAL WORK CONTINUING EDUCATION (SWCE) has been defined as those formalized activities that are directed at developing and enhancing an individual's social work knowledge base and service delivery skills in the applicable areas of social planning, administration, education, research or direct service with individuals, couples, families, and groups. These activities may include short academic courses, audit courses in colleges and universities, independent study courses, internet courses, workshops, seminars, conferences, and lectures oriented toward enhancement of social work practice, values, skills and

knowledge. SOCIAL WORK CREDIT HOUR represents one clock hour (60 minutes) of a social work continuing education activity. A credit hour represents actual time in the SWCE activity. CONTINUING EDUCATION UNITS are generally offered by colleges or universities at the rate of one CEU for each 10 clock hours of instruction.

## Activities

1. Seminars, workshops, or mini-courses oriented to the enhancement of social work practice, values skills and knowledge. Cross disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable if they are clearly related to the enhancement of social work practice, skills and knowledge. In-service training can be provided by the employer using presenters from the staff or from outside agencies. (Training specifically related to policies and procedures of an agency may not be counted). 2. Academic social work courses or social work related courses such as mental health, administration, health and social research, psychology, sociology, human growth and development, child and family development, counseling and guidance taken for credit or audited. 3. Presentation for the first time of an academic social work course, in-service training workshop or seminar, or other professional seminar. 4. Preparation for the first time of a professional social work paper published in a recognized professional journal or given for the first time at a statewide or national professional meeting. 5. Independent home studies, including correspondence courses and internet courses. Audio/video courses will be approved only if reviewed with a group of professionals, providing there is a supervisor present and an opportunity for questions and dialog. Independent/internet courses are limited to 20 hours every 2 years.

## Contact Hours Granted

(#1) Clock hours will be given for the actual number of hours in attendance. (#2) One academic credit hour is equivalent to 15 clock hours. Credit for auditing an academic course will be for the actual number of clock hours in attendance, not to exceed the academic credit. (#3) A maximum of 10 clock hours will be allowed for preparation and presentation during each two year licensure period. (#4) A maximum of 10 clock hours will be allowed during each two year licensure period. (#5) A maximum of 20 hours of independent home study will be permitted per two-year licensure period.

## Documentation

Continuing education must be listed on a summary sheet and signed by the social worker verifying his/her attendance at the continuing education listed. The board will randomly audit a percentage of the renewals for each licensure period. Social workers selected for audit will be required to submit proof of attendance for 48 of the continuing education hours listed on the summary sheet. Failure to submit proof of attendance will result in a hearing being held to consider revocation of the social worker's license. (#1) An official transcript may be used to verify courses taken for credit. (#2) A copy of the course syllabus and verification that the course, workshop or seminar was presented may be used as documentation. (#3) A copy of the paper and verification of publication or presentation at a professional meeting.

## Audit

Documentation must be maintained by the licensee and submitted to the board upon request if chosen for audit.

## ACE

No

## California

## Requirements

Each licensee is required to complete 36 hours of approved continuing education in or relevant to the field of social work in the preceding two years, as determined by the board. No more than 12 hours may be earned through self-study courses. An initial licensee shall complete at least 18 hours of continuing education, of which no more than 6 hours may be earned through self-study courses, prior to his or her first license renewal. A licensee who started graduate study prior to January 1, 1986 shall take a continuing education course in the detection and treatment of alcohol and other chemical substance dependency during their first renewal period. The course shall be at least 7 hours in length. This is a one-time requirement. A licensee shall take a continuing education course in the characteristics and methods of assessment and treatment of people living with Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) during their first renewal period. The course shall be at least 7 hours in length. This is a one-time requirement. Any licensee renewing his or her license on and after January 1, 2004 shall have completed not less than 6 hours of continuing education in the subject of law an ethics for each renewal period.

## Definitions

CONTINUING EDUCATION COURSE means a form of systematic learning at least one hour in length including, but not limited to, academic studies, extension studies, lectures, conferences, seminars, workshops, and self-study courses. SELF STUDY COURSE means a form of systematic learning performed at a licensee's residence, office, or other private location including, but not limited to, viewing of videotapes, listening to audiotapes, participating in studies electronically transmitted from another location, or participating in self-assessment testing (open book tests that are completed by the member, submitted to the provider, graded, and returned to the member with correct answers and an explanation of why the answer chosen by the provider was the correct answer.) ONE HOUR OF INSTRUCTION is equal to one hour of continuing education credit.

## Activities

The continuing education shall be obtained from one of the following sources: 1. An accredited school of social work, or a school or department of social work that is a candidate for accreditation by the Commission on Accreditation of the CSWE. 2. Other continuing education providers, including, but not limited to, a professional social work association, a licensed health facility, a governmental entity, a continuing education unit of an accredited four-year institution of higher learning, and a mental health professional association, approved by the board. (Effective 1/1/98: A continuing education course shall be taken from a board approved provider with a valid, current approval). Contact Hours Granted (#1) One academic quarter unit is equal to 10 hours of continuing education credit. One academic semester unit is equal to 15 hours of continuing education credit. If a licensee teaches a course, the licensee may claim credit for the course only one time during a single renewal period, receiving the same amount of hours of continuing education credit as the licensee who attended the course.

## Audit

The board shall have the right to audit the records of any applicant to verify the completion of the continuing education requirement. Applicants shall maintain records of completion of required continuing education coursework for a minimum of two years and shall make these records available to the board for auditing purposes upon request.

## ACE

Commonwealth Educational Seminars is an Approved Continuing Education Provider for California Social Workers (Approval # PCE 4693)

## Connecticut

### Requirements

Each licensee applying for license renewal must complete a minimum of 15 credit hours of qualifying continuing education for clinical social workers during the preceding registration period. Hours do not carry over from one registration period to the next. Credit hours are calculated based on the contact hours contained in an approved activity.

### Definitions

CONTACT HOUR means a minimum of 50 minutes of continuing education activity.

### Activities

Subject matter for qualifying continued education shall reflect the scope of practice authorized in the general statutes. Continuing education activities must meet the following requirements: 1. Providers must be graduate schools of social work accredited by the Council on Social Work Education, or providers approved by the Association of Social Work Boards or other nationally recognized organization that demonstrates to the Department that their standards are substantially similar. 2. Up to 6 continuing education hours per renewal period may be home study, including online education. 3. The provider must implement a mechanism to monitor and document physical attendance at the activity or verify that a licensee completed a home study program. 4. The provider must retain written records for a period of 3 years from the participant's actual successful completion of the activity, including but not limited to content description, instructor, date of activity, location of activity, list of participants, participant's evaluation of instruction presented, and number of contact hours. 5. The provider must issue a certificate of completion after the participant's successful completion of the activity. Such certificate shall include the participant's name, provider's name, title or subject area of the activity, date and location of attendance and number of contact hours completed.

### Contact Hours Granted

Courses, institutes, seminars, programs, clinics, conferences, teleconferences: 1 credit hour for each contact hour of attendance (8 credit hours maximum in one day). First presentation of a licensee of an original paper, essay, or formal lecture in clinical social work to a recognized group of fellow professionals at a scientific meeting: 5 credit hours. Original paper published by licensee in a professional journal that accepts papers only on the basis of independent review by experts: 6 credit hours (first publication ONLY). Graduate level coursework offered by schools of social work accredited by the Council on Social Work Education: 1 credit hour for each hour of attendance. Audited courses shall have hours of attendance documented.

### Documentation

Each licensee shall obtain a certificate of completion from the provider of continuing education activities successfully completed as well as written documentation of completion of any activities that do not involve instruction from a provider (papers, presentations, etc.). Documentation shall be retained by the licensee for a minimum of three years following the license renewal due date for which the activities satisfy renewal requirements.

## ACE

Yes

## Delaware

## Requirements

45 clock hours of continuing education are required, including at least 3 clock hours of continuing education in ethical social work practice. At the time of first license renewal, some individuals will have been licensed for less than two years. Therefore, for these individuals only, the continuing education hours have been prorated. Licenses granted during: 1st Year 2nd Year January 1 - June 30 35 hours 15 hours July 1 - December 31 25 hours 5 hours After the first renewal period, all licensees must complete the 45 continuing education hour requirement.

## Definitions

CONTINUING EDUCATION is defined to mean courses in colleges and universities, televised and extension courses, independent study courses, workshops, seminars, conferences and lectures oriented toward the enhancement of clinical social work practice, values, skills and knowledge, including self-directed preparation of a first-time clinical course. CLOCK HOUR CREDIT shall mean 50 minutes of instruction or participation in appropriate course or program. Meals and breaks shall be excluded from credit.

## Activities

1. CATEGORY I: A minimum of 30 clock hours of continuing education shall be in the assessment, diagnosis, and biopsychosocial treatment of mental and emotional disorders, developmental disabilities and/or substance abuse, and shall include at least 3 clock hours in ethical social work practice. 2. CATEGORY II: The remaining hours can be taken in research methods and findings, psychology and sociology, human growth and development, child and family constructs, physical illness and health, social action, advocacy, human creativity, spirituality, and HIV to the extent that such courses are related to an increase the clinical social worker's knowledge of mental and emotional disorders, developmental disabilities, and/or substance abuse. 3. A maximum of five hours may be awarded to first-time preparation and presentation of a clinical social work course, in-service training, workshop or seminar. 4. First-time preparation and presentation of a clinical social work course, in-service training, workshop or seminar (maximum 5 hours awarded).

## Documentation

To receive continuing education credits, each licensee must complete and submit the appropriate continuing education form and documentation which identifies the date and place of the course; the total number of CE hours attended; and the agenda, outline or brochure describing the course; and certificate of attendance attesting to the number of hours the licensee attended. The board will accept and retain originals or photocopies of such documents.

## ACE

Yes

## District of Columbia

### Requirements

An applicant for renewal shall submit proof of having completed 24 hours of approved continuing education credit during the two year period preceding the date the license expires. The board shall approve only continuing education programs that contribute to the growth of an applicant in professional competence in the practice of social work.

### Definitions

The board may grant continuing education in whole hours only, with a minimum of 50 minutes constituting 1 credit hour.

### Activities

1. An undergraduate or graduate course given at an accredited college or university. 2. A seminar or workshop. 3. An educational program given at a conference. 4. Serving as an instructor or speaker at a conference, seminar, or workshop. 5. Publication of an article in a professional journal or publication of a book review in a professional journal or bulletin.

### Contact Hours Granted

(#1) For approved undergraduate or graduate courses that are taken for educational credit, each semester hour of credit constitutes 20 hours of continuing education credit, and each quarter hour of credit constitutes 14 hours of continuing education credit. For approved undergraduate or graduate courses that are audited, each semester hour shall constitute 15 hours of continuing education credit, and each quarter hour shall constitute 10 hours of continuing education credit. (#4) The maximum amount of credit that may be granted for preparation time shall be twice the amount of the associated presentation time. Maximum of 6 continuing education credits per year. (#5) Maximum of 6 continuing education credits per year.

### Documentation

Not specified.

## Audit

The candidate shall maintain, for a period of at least 5 years, the following information with respect to each program: 1. The name and address of the sponsor of the program; 2. The name of the program, its location, a description of the subject matter covered, and the names of the instructors; 3. The dates on which the applicant attended the program; 4. The hours of credit claimed; and 5. Verification by the sponsor of completion, by signature or stamp.

## ACE

Yes

## Florida

### Requirements

A licensee shall not be required to complete continuing education for the first renewal of licensure. For each subsequent renewal, a licensee must complete 30 hours of approved continuing education including one hour on domestic violence and two hours in medical errors during the two year period ending on the last day of the biennial renewal period.

### Definitions

ONE CONTINUING EDUCATION HOUR is defined as a 60 minute clock hour in which there is no less than 50 minutes of uninterrupted instruction.

### Activities

1. Completion of graduate level courses provided by an institution of higher education fully accredited by a regional accrediting body, provided such courses are offered by a program in psychology, counselor education, rehabilitation counseling, guidance or personnel counseling, marriage and family therapy, agency counseling, or community mental health counseling. 2. Completion of graduate level courses in theory of human behavior and practice methods and courses in clinically oriented services provided by accredited programs of social work. 3. Programs offered by providers approved by the board. 4. Attendance at programs designed for the purpose of enhancing the licensee's administrative, office management, or other non-clinical skills. 5. Performing pro bono services to the indigent or in areas of critical need within the state of Florida which are state mental institutions for the mentally retarded, the Department of Corrections, and health manpower shortages areas established by the U.S. Department of Health and Human Services. Such services must be approved in advance by the board. 6. Viewing video cassette courses.

### Contact Hours Granted

(#1) Instructors of graduate level courses may receive continuing education credit the first time the course is taught at the rate of 5 hours of continuing education credit per semester hour of coursework taught. (#3) Presenters / moderators of programs may receive credit on a one time basis for programs where they are actually in attendance for the complete program, provided they receive a certificate of attendance in compliance with this rule. A maximum of 10 hours of credit per renewal shall be received for presenting/moderating approved continuing education activities. (#4) A maximum of 6 of the required 30 hours may be accrued during one biennium. (#5) A maximum of 6 of the required 30 hours may be accrued during one biennium. (#6) Credit for video cassette courses shall not exceed 5 hours per subject.

### Documentation

(#1-2) A letter from the instructor of a graduate level course verifying the course was completed and listing the number of clock hours of attendance completed. Such letter must be written on official stationery of the institution and contain an original signature; or a transcript verifying credit hours earned. (#3) Certificates verifying the licensee's attendance at programs, provided such certificates include a provider number issued by the board which was valid at the time of attendance.

## Audit

The application for renewal shall include a statement in which the licensee shall certify that the required number of approved continuing education credit hours have been successfully completed. The licensee shall maintain and make available upon request the documentation required by this rule for a period of 2 years following the renewal period to which the continuing education credits were applied. The board will audit a number of randomly selected licensees to assure that continuing education requirements have been met.

## ACE

Yes. (CE Provider #50-9633.)

## Georgia

### Requirements

35 clock hours of continuing education are required biennially to renew each license. A minimum of 3 of the 35 hours shall be specifically designated as continuing education in professional ethics relating to any of the specialties of professional counseling, social work, or marriage and family therapy. Continuing education in ethics cannot be obtained through independent study. Of the remaining 32 hours, a minimum of 20 shall be CORE hours and a maximum of 12 shall be RELATED hours.

## Definitions

CEU is defined as 10 clock hours of continuing education. CORE HOURS are continuing education hours acquired in activities in the specialty in which the license is held. RELATED HOURS are continuing education hours acquired in activities in a specialty other than the one in which the license is held, or in the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling.

## Activities

CORE ACTIVITIES must be sponsored by, cosponsored by, or approved by either: 1. A professional association in the specialty in which the license is held. 2. An academic department in the specialty in which the license is held. Core hours may be obtained by completing graduate level coursework offered by such a department, or participating in continuing education programs sponsored, cosponsored, or approved by such a department, so long as that department is in an accredited educational institution. 3. A licensing or certification board in another jurisdiction which regulates the specialty in which the license is held. If the board is a composite board, the activity must be specifically approved for continuing education in the specialty in which the license is held. RELATED HOURS may be obtained by participating in activities sponsored by or approved by: 1. Professional associations in the specialties of professional counseling, social work, marriage and family therapy, or in the allied professions of psychiatry, psychiatric nursing, psychology or pastoral counseling. 2. Accredited educational institutions. 3. Government agencies, school systems, and hospitals. Related hours may be obtained by participating in in-service training, courses or workshops sponsored by federal, state, or local government agencies, public school systems, and licensed hospitals. 4. Licensing or certification boards which regulate the specialties of professional counseling, social work or marriage and family therapy, or the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling. 5. Any of the following independent activities: teaching a course, presenting a lecture, or conducting a workshop for the first time; listening to audio tapes; viewing video tapes; reading, editing or writing professional books or articles; and conducting professional research.

## Contact Hours Granted

Core #1) The professional association shall certify the number of clock hours of education content in each sponsored or approved activity. (Core #2) The academic department shall certify the number of clock hours of educational content in each sponsored or approved program. For graduate level coursework, a semester hour of course credit shall be equivalent to 15 clock hours of continuing education, and an academic quarter hour of course credit shall be equivalent to 10 clock hours of continuing education. (Core #3) The board or a board approved sponsor shall certify the number of clock hours of educational content in each sponsored or approved activity. (Related #1) The professional association shall certify the number of clock hours of educational content in each sponsored or approved activity. (Related #2) The educational institution shall certify the number of clock hours of educational content in each sponsored or approved program. For graduate level coursework, a semester hour of course credit shall be equivalent to 15 clock hours of continuing education, and an academic quarter hour of course credit shall be equivalent to 10 clock hours of continuing education. (Related #3) The provider shall certify the number of clock hours of education content in each sponsored activity. (Related #4) The board or board approved sponsor shall certify the number of clock hours of educational content in each sponsored or approved activity. (Related #5) The licensee shall attest to the number of clock hours completed, the type of activity, the subject material covered, and the dates involved. Maximum of 5 hours of continuing education may be from independent study. Not more than 20 hours of continuing education shall be from any one course, workshop or presentation. This limit does not apply to professional conferences which offer multiple presentations.

## Documentation

Except for independent study, documentation must be in the form of a certificate of attendance, a statement signed by the provider verifying participation in the activity, or an official transcript. Documentation of independent study shall be in the form of an affidavit which includes a description of the activity, the subject matter covered, the dates and the number of hours involved.

## Audit

Each licensee shall maintain for 3 years their own record of the continuing education activities which they have completed. The board will not maintain continuing education files for licensees. The board will audit a fixed percentage of the renewal applications. Licensees whose applications are audited will be required to document their continuing education activities.

## ACE

Yes

## Idaho

## Requirements

The minimum continuing education hours that are required to renew at each licensure level are 20 hours annually. As part of the required hours of continuing education all licensees shall complete at least 1 hour of training every year in professional ethics. Licensees shall not be required to comply with this requirement during the first year in which they become licensed.

## Definitions

CONTINUING EDUCATION HOUR shall equal one clock hour.

## Activities

Category I: includes formally organized learning events, ideally involving face-to-face interaction with a teacher for the purpose of accomplishing specific learning objectives. Courses, workshops, conferences, practice oriented seminars, staff development and training activities coordinated and/or taught by approved and recognized educators also are included in this category. Because of our geographic location and sparse population, closed circuit T.V., video tapes and correspondence courses may be substituted for face-to-face contact if coordinated by an approved instructor. Videotaped presentations require a discussion period to follow that reviews the learning objectives of the taped program. Category II: consists of a variety of self-directed professional study activities and growth experiences. Examples include making presentations on professional issues or programs, teaching a course, presenting a lecture, or conducting a workshop for the first time, editing or writing professional books or articles, and conducting professional research. Continuing Education Sources: All CE hours must be relevant to the profession of social work at the individual's particular level of licensure. Final approval of acceptable programs rests with the board. 1. CE courses which are offered or approved by the National Association of Social Workers are automatically acceptable to the board. 2. CE may be obtained by participating in activities sponsored by or approved by professional associations included but not limited to the specialties of Professional Counseling, Social Work, Marriage and Family Therapy, Psychiatry, Psychiatric Nursing, Psychology or Pastoral Counseling. The professional association shall certify the number of clock hours of educational content in each sponsored or approved activity. 3. CE hours may be obtained by completing coursework not below your level of licensing or by participating in CE programs sponsored or approved by educational institu

## Contact Hours Granted

Courses that are part of the curriculum of a university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded. No more than 10 CE hours may be obtained from category II.

## Documentation

Each licensee shall maintain for three years from the date of submission to the board their own record of the continuing education activities which they have completed. Category I: documentation must be in the form of a certificate of attendance, a statement signed by the provider verifying participation in the activity, or an official transcript. Category II: documentation shall be in the form of an affidavit which includes a description of the activity, the subject material covered, the dates and number of hours involved.

## ACE

Yes

## Illinois

## Requirements

Every licensee who applies for renewal of a license as a social worker or clinical social worker shall complete 30 hours of continuing education relevant to the practice of social work or clinical social work. A licensee renewing their license for the first time shall not be required to comply with the continuing education requirements.

## Definitions

CONTINUING EDUCATION HOUR shall equal one clock hour. SPONSOR shall mean a person, firm, association, corporation or any other group which has been approved and authorized by the department upon recommendation of the board to coordinate and present continuing education courses or programs.

## Activities

1. Attendance at or participation in a program or course which is offered or sponsored by an approved continuing education sponsor. 2. Postgraduate training programs (extern, residency, or fellowship program) or completion of social work related courses which are a part of the curriculum of a college, university or graduate school of social work. 3. Teaching in an approved college, university or graduate school of social work and/or as an instructor of continuing education programs given by approved sponsors. 4. Authoring papers, publications or books and preparing presentations and exhibits. A presentation must be before a professional audience of social workers, clinical social workers, psychologists, or professional counselors. 5. Self-study course that is offered by an approved sponsor.

## Contact Hours Granted

(#2) Courses that are part of the curriculum of a university, college or other educational institution shall be allotted continuing education credit at the rate of 15 continuing education hours for each semester hour or 10 continuing education hours for each quarter hour of school credit awarded. (#3) Credit will be applied at the rate of 1.5 hours for every hour taught and only for the first time presentation of the program. (#4) The preparation of each published book, book chapter or audiovisual presentation dealing with social work or clinical social work may be claimed as 5 hours of credit. 5 credit hours may be claimed for only the first time the information is published or presented.

<b>Documentation</b>
(#1) Certificate of attendance or certificate of completion.
<b>Audit</b>
The Department may require additional evidence demonstrating compliance with the continuing education requirements. This additional evidence shall be required in the context of the Department's random audit. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.
<b>ACE</b>
Yes
<b>Indiana</b>
<b>Requirements</b>
Each licensee shall obtain 40 Continuing Education Units during each 2 year renewal period, at a rate of 20 CEUs per year. Licensees must obtain 50 percent of their continuing education in Category I activities, and 50 percent in Category II activities as defined by the board.
<b>Definitions</b>
A RENEWAL PERIOD is defined as the 2 year period beginning with April 1 of even numbered years. CATEGORY I CONTINUING EDUCATION is formal programming as described and approved by the board. CATEGORY II CONTINUING EDUCATION is self-directed learning as described by the board. CONTINUING EDUCATION UNITS (CEUs) are awarded at rates outlined by the board, and may or may not be proportional to clock hours.
<b>Activities</b>
Category I: Acceptable Category I activities include board-approved formally organized courses, workshops, seminars, symposia, institutes, home study programs (computer, audio, video programs accredited by board-approved organizations), and courses relevant to the licensee's professional skills which are part of the curriculum of an accredited university, college or educational institution, and courses taught for the first time by faculty of an accredited university, college, or educational institution (1.5 CEU's for each hour taught). CEUs obtained from Category I sponsors shall equal the amount of continuing education hours granted by the program sponsor. If the sponsor does not grant continuing education hours, 1 CEU will be granted for each clock hour of attendance. Category II: Acceptable self-directed activities in Category II include journal clubs (1 CEU per hour attended); office in-service trainings (1 CEU per hour attended); case conferences specifically designed for training or teaching (1 CEU per hour attended); services as an instructor, presenter, or supervisor in a relevant professional seminar (1 CEU per hour, limited to the initial instruction, presentation, or supervision given); research and publication of research that results in publication in a recognized professional journal or book (5 CEUs for initial publication ONLY); providing peer review of another licensee's therapy and skills, including consultation, conference, and critique (1 CEU for each hour spent with the peer for this purpose); services on boards and commissions, and holding office in professional organizations specifically related to the licensee's profession (1 CEU for each hour of service).
<b>Audit</b>
It is the responsibility of each licensee to retain or be able to produce evidence of compliance with continuing education requirements. Evidence of compliance shall be requested through random audits of licensees.
<b>ACE</b>
Yes
<b>Iowa</b>
<b>Requirements</b>
27 hours of continuing education shall be obtained by the licensee in order to renew the license. 3 hours of the 27 must be specifically in social work ethics. Individuals who were issued their initial licenses within six months of the license renewal date will not be required to renew their licenses until the next renewal two years later. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 27 hours of continuing education per biennium for each subsequent license renewal.
<b>Definitions</b>
CONTINUING EDUCATION HOUR is hour for hour.

## Activities

Hours of continuing education may be obtained by attending and participating in a continuing education activity offered by a sponsor approved by the board. Any non-approved sponsor will be subject to review by the board at the time of the audit, or the licensee may apply for prior or post approval. The board has added prior or post approval.

## Contact Hours Granted

Not specified

## Audit

Each licensee is required to maintain a file of certificates of attendance to submit a licensee's report of continuing education to the board. The board will select licensees whose continuing education reports will be audited by the board. Each licensee to be audited will be required to provide copies of certificates of attendance for all reported activities.

## ACE

Yes

# Kansas

## Requirements

Each licensee shall have completed 40 units of documented and approved continuing education during each two year renewal period. Each applicant shall complete a program on professional ethics focusing on ethical issues of the behavioral sciences consisting of at least 3 units of formal training. LSCSWs and MSWs: Beginning January 1, 2002, at least 6 units must be related to the diagnosis and treatment of mental disorders.

## Definitions

UNIT shall be a minimum of 50 minutes of classroom instruction between instructor and participant, or a minimum of an actual clock hour of other types of acceptable continuing education activities. CONTINUING EDUCATION means a formally organized learning experience which has education as its explicit, principal intent, and which is oriented towards the enhancement of social work practice, values, skills and knowledge.

## Activities

1. An academic social work course audited or taken for credit. 2. A seminar, institute, workshop, mini-course, computerized interactive learning module, telecast, audiotape, or videotape oriented to the enhancement of social work practice, values, skills, and knowledge. 3. A cross-disciplinary offering from medicine, law, the behavioral health sciences, or other disciplines if such offering is clearly related to the enhancement of social work practice, values, skills, and knowledge. 4. A self-directed learning project approved by the board. 5. Supervision of undergraduate or graduate practicum students or specialty license applicants. 6. A program presented by an approved program provider. 7. A single program approved by the board. 8. First-time preparation and presentation of a social work course, seminar, institute or workshop, or substantial revision and presentation of a social work course, seminar, institute or workshop. 9. First-time publication of a social work article. 10. Cross-disciplinary offering in a foreign or sign-language, computer sciences, professional or technical writing skills, business administration, or management sciences if such offering is clearly related to the enhancement of social work practice, values, skills and knowledge. 11. Participation in a professional organization or appointment to the board of directors of a professional organization, if the goals of the organization or board are clearly related to the enhancement of social work practice, skills, values, and knowledge.

## Contact Hours Granted

(#1) One academic credit hour shall be equivalent to 15 units for the purpose of continuing education. Credit for auditing an academic course shall be for actual clock hours attended during which instruction was given and shall not exceed the academic credit allowed. (#2) 10 units for viewing videotapes or listening to audiotapes when the videotape or audiotape is the totality of the presentation. (#4) The board will evaluate and certify the number of credit hours to be allowed. Maximum of 20 units credit. (#5) 20 units credit. Credit for each supervision shall not exceed 5 units per semester. (#8) 10 units credit for each first-time preparation and presentation of a new course, seminar, institute or workshop. In addition to the preparation and presentation credit allowed, the number of clock hours approved for participants in the program may be given to the presenter, up to a maximum of 10 additional units. If the presentation was presented by more than one social worker or other professional, the CE credit shall be prorated among the presenters. (#9) 10 units for each preparation of a professional social work article. If such material was authored by more than one social worker or other professional, the CE credit shall be prorated among the authors. (#10) A maximum combined total of 20 clock hours credit per renewal. (#11) 15 units of credit.

## Documentation

(#1) A course grade for an academic credit course. A signed statement of hours attended for an audited academic course. (#2) A signed statement of attendance from the provider of the institute, symposium, workshop or seminar; a description of the media format, content title, presenter or sponsor, content description, run time, and activity date when videotapes, audiotapes, computerized interactive learning modules, or telecasts were utilized. (#4) A copy of the self-directed learning project, submitted on board-approved forms. (#5) Written verification from the university practicum instructor that the licensee provided supervision.

A copy of supervisory documents is required for supervision of specialty applicants. (#8) A copy of the academic course syllabus and verification that the course was presented. (#9) A copy of the article or book chapter, and verification of publication or written presentation at a professional meeting. (#11) A letter of appointment to the board of th

## Audit

Each licensee shall maintain individual continuing education records. Records shall document the licensee's attendance. These records may be required to be submitted to the board prior to the license renewal.

## ACE

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# Kentucky

## Requirements

All Licensed Clinical Social Workers will accrue a minimum of 30 continuing education hours during the 3 year renewal period. At least 3 hours must be acquired in social work ethics. At least 2 hours must be HIV/AIDS courses approved by the Cabinet for Health Services.

## Definitions

CONTINUING EDUCATION HOUR means 50 minutes of participating in continuing education experiences. PROVIDER means an organization approved by the Kentucky Board of Social Work for providing continuing education programs.

## Activities

Programs not requiring board approval CE programs may be deemed relevant to the practice of social work and shall be approved if sponsored by the following organizations: · National Federation of Clinical Social Workers or any affiliated state chapters · American Psychological Association or any affiliated state chapters · American Counseling Association or any affiliated state chapters · National Board for Certified Counselors or any affiliated state chapters · American Psychiatric Association or any affiliated state chapters Additionally, an academic course offered by an accredited Post-secondary institution directly related to social work or counseling psychology does not require board approval. Programs requiring board review and approval Programs from any of the following sources will be reviewed by the board, which will make determinations regarding approval: · Relevant programs, including home study and in-service training provided by other organizations, educational institutions, or other service providers approved by the board · Relevant programs or academic courses presented by the licensee (full credit for each contact hour of instruction, not to exceed ½ of CE renewal requirements). · Authoring an article in a relevant, professionally recognized or juried publication (article must have been published within 1 year immediately preceding renewal date; only 1 publication will be counted during each renewal period; licensee may earn no more than half of required CE hours through this option) Note: A general education course or elective required for a degree shall not be counted toward the continuing education requirement. Program approval process Programs offered by entities that are not approved providers may be used for CE if approval is secured by the board. The following information must be submitted for approval consideration: 1 Published course description 2 Names and qualifications of instructors 3 Copy of program agenda indicating

## Documentation

Licensees must maintain documentation verifying successful completion of CE hours for 1 year from the date of renewal.

## Audit

In each calendar year, up to 15 percent of all licensees shall be required by the board to furnish documentation of the completion of the appropriate number of continuing education hours for the current renewal period.

## ACE

Yes

# Louisiana

## Requirements

20 clock hours of continuing education in programs approved by the board shall be obtained before each renewal date. At least 3 hours must be in ethics. LCSWs: at least 10 clock hours of continuing education must be clinical content, including diagnosis and treatment of mental disorders.

## Definitions

CONTINUING EDUCATION is defined as education and training intended to maintain, improve, or enhance social work practice. CONTACT HOUR is a 60 minute clock hour of instruction, not including breaks or meals.

## Activities

1. Educational offerings (workshops, conferences, courses, seminars, teleconferences, and internet courses pre-approved or sponsored by professional social work organizations) 2. Distance learning (teleconferences, telecourses, and internet courses), LIMIT 10 clock hours annually. Teleconferences dealing with social work content, presented by a creditable and knowledgeable presenter, aimed at a professional audience 3. Continuing education activities or academic courses provided by accredited schools or programs of social work. Contact hours are equal to actual class hours. 4. Presentations of social work content at professional conferences, staff development meetings, and other appropriate forums in which the licensee is the primary presenter. Hours are assessed at 1.5 times actual clock hours (special documentation required) 5. Attendance at staff development presentations with a social work focus, such as staff meetings with a formal and in-depth presentation on working with particular client populations (special documentation required) 7. Attendance at professional social work meetings, such as an ASWB item writing workshop (special documentation required) 8. Formal study groups of 3 or more participants with peer consultation (groups should maintain records of topics, attendance, meeting times, and presenters) 9. Contracted professional consultation received by the licensee (special documentation required) 10. Preparation of substantial written material with a social work focus which requires literature search, research, and explication of social work content, LIMIT 5 hours annually (special documentation required)

## Audit

5 - 20 percent of all licensees will be audited annually.

## ACE

No

## Maine

### Requirements

The requirement is met by documenting 25 contact hours of study completed at every renewal. Can be earned up to renewal date.

## Definitions

CONTINUING EDUCATION means planned learning experiences designed to promote the development of knowledge, skills, and attitudes for the enhancement of social work. CONTINUING EDUCATION UNIT (CEU) means 10 contact hours of participation in an organized continuing education experience under responsible, capable direction and qualified instruction.

## Activities

Continuing education contact hours may be either "pre-approved" or "not previously approved" by the board. Pre-approved courses are those for which the sponsor has obtained the board's prior approval to offer the course for continuing education credit. Not previously approved courses are those which have not been submitted for approval by the board. A licensee may submit documentation of completing the course, which will be reviewed by the board for content, relevance, and eligibility. NOTE: courses submitted by a sponsor and denied by the board are not eligible for this category. Contact hours may be earned and documented in the following ways: 1. Seminars: Participation certificate required for documentation (must include subject, presenter name and credentials, dates of session, number of hours) 2. Workshops: Participation certificate required for documentation (must include subject, presenter name and credentials, dates of session, number of hours) 3. Academic courses (transcript required for documentation ) 4. In-service training sessions directly relevant to social work practice. 5. Teaching, writing, audiotapes, videotapes and independent study A maximum of 10 hours is permitted within the following descriptions: A. Teaching (preparation and presentation of a course, workshop, or seminar for the first time it is presented only) Outline or syllabus required for documentation. B. Writing (writing articles and books for publication; reviewing and editing articles and books) Copies of article, letters from editor or publisher, title page of book required for documentation. C. Audiotapes, videotapes, and independent study. Title, subject matter, creator or author and duration must be provided for documentation.

## ACE

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## Manitoba

### Requirements

Renewal of social work registration is contingent on completion of 40 hours of continuing education during the previous year.

## ACE

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## Maryland

## Requirements

Renewal of a social worker's license is contingent on completion and receipt by the board of an application attesting to completion, within the previous 2 year period, of 40 credit hours of continuing education in programs and categories approved by the board.

## Definitions

CONTINUING EDUCATION objectives are to maintain professional competency; increase professional skills and knowledge; prepare for new roles or responsibilities in the practice of social work; and reinforce appropriate professional attitudes. CREDIT HOUR means 60 minutes or its equivalent spent by the social worker in an activity which qualifies for continuing education credit. One credit hour equals a 50-minute classroom hour in a classroom instructional setting. One academic credit=1.5 Credit Hours

## Activities

CATEGORY I -- Formally Organized Learning Activities Programs must be: a) Offered by Board approved sponsors; b) Face-to-face transactions between teachers and learners, in person or through interactive technology; c) Live real time; d) Sessions of at least 3 hours; or a series with each session lasting at least 1.5 hours 1. Academic course conducted by an accredited academic institution taken for credit or audit. 2. Seminars, workshops, symposia, conferences, staff development, invited speaker sessions and staff development CATEGORY II -- Activities which are less structured and do not require prior Board approval. Such activities may include: participation in organized learning experiences; structured peer case conferences among LCSWs and LCSW/Cs; audio-visual instruction programs; home-study courses provided by approved Category I sponsors; journal clubs; preparation and presentation of a scientific or professional paper; editing or reviewing a professional publication; and preparing and presenting Category I activities.

## Contact Hours Granted

CATEGORY I - A minimum of 20 and a maximum of 40 credits shall be earned in this category. Of the required 40 credit hours, 3 Category I credit hours in ethics and professional conduct are required. CATEGORY II - 20 of the required 40 credit hours may be earned in this category.

## Documentation

Category I - An official transcript for hours taken in a course taken for credit; a certificate of participation for all other programs. Category II - A certificate of participation, if available. If not available, the dates on which the program was presented, the names of the presenters, topics presented, and an outline of the presentation.

## Audit

Social workers shall attest to completion of continuing education hours on a form as part of the application for license renewal. Social workers shall retain records of continuing education for 1 year after the licensing renewal date for which the continuing education was submitted to the Board. The board shall audit a percentage of social workers to be determined by the board for each reporting period.

## ACE

Yes

# Massachusetts

## Requirements

LICSW - 30 CE hours LCSW - 20 CE hours LSW - 15 CE hours LSWA - 10 CE hours

## Definitions

CONTINUING EDUCATION means to make available new knowledge that can be integrated in the social worker's professional licensure based on the conviction that clients have a right to the help of knowledgeable and skillful social workers. CE HOUR is one hour of instruction.

## Activities

A continuing education course or program, other than an individual continuing education activity approved for credit pursuant to 258 CMR 31.04(4) below, may be used to satisfy the continuing education requirements set forth in 258 CMR 31.03(1) only if it has been reviewed and approved by a recognized entity, as defined in 258 CMR 31.02 above. A continuing education course or program shall be deemed to have been approved by a recognized entity if: The course or program is presented or conducted by a graduate or undergraduate social work school, program or department accredited by the Council on Social Work Education; The course or program has been reviewed and approved by ASWB as an Approved Continuing Education (ACE) program; The course or program has been approved for continuing education credit by a governmental agency in any other state, province, territory or political subdivision of the United States or Canada which is responsible for the licensure, certification or registration of social workers; The course or program has been reviewed and approved by the National Association of Social Workers or a chapter of

the National Association of Social Workers; The course or program has been reviewed and approved for continuing education credit by the National Association of Black Social Workers or by a state chapter of the National Association of Black Social Workers; or The course or program has been reviewed and approved by any other organization which has been authorized by the Board to review and approve such courses or programs.

## Contact Hours Granted

Continuing education hours shall consist of course hours acquired by licensees. Hours shall consist of not less than 50 minutes of actual instruction time in an approved continuing education course, program, seminar or workshop.

## Documentation

Each licensed social worker shall maintain a written record of all continuing education courses or programs and/or approved individual continuing education activities he or she has completed for a period of not less than two (2) consecutive licensure periods, inclusive of the licensure period during which the course, program or activity was completed. Courses require certificates of attendance or transcripts. Certificates must indicate the licensee's name, number, address, course names, and dates, hours completed, name of institution or program providing continuing education, name of recognized entity, authorization number and signature of representative of the program.

## Audit

The board has the authority to request that the licensee verify continuing education activities for a period not exceeding 2 years following the renewal of the license.

## ACE

Yes

## Michigan

### Requirements

5 hours of approved social work ethics per renewal period.

## ACE

Yes

## Minnesota

### Requirements

Subdivision 1. Total clock hours required. At the time of license renewal, a licensee must provide evidence satisfactory to the board that the licensee has, during the renewal term, completed at least 30 clock hours of continuing education. Subd. 2. Ethics requirement. At least two of the clock hours required under subdivision 1 must be in social work ethics. Subd. 3. Independent study. Independent study must not consist of more than ten clock hours of continuing education per renewal term. Independent study must be for publication, public presentation, or professional development. Independent study includes, but is not limited to, electronic study. Subd. 4. Coursework. One credit of coursework in a semester-based academic institution is the equivalent of 15 clock hours. Subd. 5. Prorated renewal term. If the licensee's renewal term is prorated to be less or more than 24 months, the required number of continuing education clock hours is prorated proportionately.

## Definitions

CONTINUING EDUCATION is that education which is obtained by a licensed social worker in order to maintain, improve, or expand skills and knowledge related to the practice of social work. CONTINUING EDUCATION HOUR (CEH) is defined as 60 minutes containing a minimum of 50 minutes of uninterrupted learning.

## Activities

Acceptable content areas Licensees may attend continuing education programs or activities that have been pre-approved by the board, or other programs or activities that have not been pre-approved, but that address at least one of the following content areas: 1. Theories and concepts of human behavior and the social environment as used in social work practice 2. Social work knowledge and skills 3. Social work research, program evaluation, or practice evaluation 4. Management and administrative skills related to the provision of social work services 5. Social policy related to social work practice or service provided to clients 6. Social work ethics Unacceptable content areas Programs or activities related to marketing, business practices, personal development, time management, and procedural issues will not be accepted. Supervision or consultation provided or received does not constitute continuing education. Acceptable programs and activities Continuing education in acceptable content areas may be obtained through the following programs or activities 1. Academic course work (graduate or undergraduate courses that are part of an accredited social work program; graduate and undergraduate course from a university, college, or other institution of higher education accredited by a national or regional accrediting body; up to 10 hours of self study, including correspondence work, distance learning, televised or audiovisual courses) 2. Educational workshops of institutes at conference or association

meetings 3. Public or private agency staff training programs 4. Individual activities such as publication or professional articles, course or conference presentations, or research leading to publication or presentation, or independent study (e.g. books and video/audio tapes). No more than 10 hours from this category are acceptable as continuing education for each renewal cycle.

## Contact Hours Granted

· Academic course work – one semester credit equals 15 CEHs; one quarter credit equals 10 CEHs. Credit for auditing a course is awarded up to the actual clock hours attended, not to exceed academic credit. · Presentations – licensees presenting a continuing education program to a professional audience will be credited with two CEHs of research time for every hour of a presentation. Research time may apply only once, regardless of the number of times the presentation is made. The actual presentation of the continuing education program is not counted.

## Documentation

For one year following the expiration date of a license, the licensee must maintain documentation of clock hours earned during the previous renewal term. The documentation must include the following: (1) for educational workshops or seminars offered by an organization or at a conference, a copy of the certificate of attendance issued by the presenter or sponsor giving the following information: (i) the name of the sponsor or presenter of the program; (ii) the title of the workshop or seminar; (iii) the dates the licensee participated in the program; and (iv) the number of clock hours completed; (2) for academic coursework offered by an institution of higher learning, a copy of a transcript giving the following information: (i) the name of the institution offering the course; (ii) the title of the course; (iii) the dates the licensee participated in the course; and (iv) the number of credits completed; (3) for staff training offered by public or private employers,

## Audit

The board may audit license renewal and reactivation applications to determine compliance with the requirements of sections 148D.130 to 148D.170. A licensee audited by the board must provide the documentation specified in subdivision 1 regardless of whether the provider or program has been approved by the board, the Association of Social Work Boards, or a similar examination body designated by the board, or the National Association of Social Workers.

## ACE

Yes

# Mississippi

## Requirements

It is required that licensees complete 4 SWUs during the licensure term. Licensees, during their initial licensure term, will not be required to acquire continuing education credits. The requirement for continuing education will begin upon the first renewal of a license.

## Definitions

CONTINUING EDUCATION means education which fosters the enhancement of general or specialized social work practice, values, skills, and knowledge. Continuing education offerings must consist of subjects relevant to social work practice and not relate to the specific administrative procedures of any single agency or organization. CONTINUING EDUCATION UNITS (CEUs) are defined on the basis of 10 certified hours per CEU and may be earned in whole or a fraction thereof. CEUs are training hours accredited through a college or university. SOCIAL WORK UNITS (SWUs) are defined as training hours offered by a designated provider of continuing education. One SWU is equivalent to one CEU. One SWU is equivalent to 10 training hours. Designated providers hold an approved standing with the department. TRAINING HOUR means one 50 minute period of organized learning experience approved for a social worker's continuing education.

## Activities

1. Academic courses taken from a regionally accredited college or university, related to the licensee's social work practice. Each course must be approved individually unless from a CSWE accredited school. 2. Continuing education programs sponsored by a university or college social work program. 3. Workshops, institutes, conferences, or other continuing education programs sponsored by official national, regional, or state social work or social welfare related organizations. 4. Approved public or private agency staff development programs that contribute to the enhancement of social work practice, skills, or knowledge and are not primarily procedural or administrative. 5. Activities planned by individuals working independently, or workshops and presentations not under the auspices of any organized agency. a. Publication of a professional social work paper, presentation of a social work paper at an approved professional conference. b. Participation as the sole presenter, leader, or teacher of an approved workshop or conference. c. Participation as a panel member for an approved workshop or conference. d. Facilitating, moderating, or presiding over an approved workshop or conference. e. Self-directed learning projects intended to increase knowledge or skill development.

## Contact Hours Granted

(#1) One undergraduate academic semester hour successfully completed (a grade of "C" or better) shall be equivalent to 1 SWU. One graduate academic semester hour successfully completed (a grade of "B" or better) shall be the equivalent of 1.5 SWU. . 5 SWUs may be received for auditing an approved academic course. (#3) Sponsoring organizations are responsible for obtaining

approval for contact hour credit prior to conducting the activity. (#5) No more than 2 SWUs may be accrued as a result of individual activities. Both the activity and credit must be approved in advance. (#5a) The initial publication shall be acceptable for 2 SWUs. Presentation of a professional social work paper for the first time at an approved professional conference shall be acceptable for .5 SWUs or twice the approved SWUs for the session, provided the written paper is submitted with the request. (#5b) Acceptable for 3 times the approved SWUs for the session. (#5c) Acceptable for 2 times the approved SWUs for the session. (#5d) Acceptable for the approved SWUs for the session. (#5e) No more than 2 SWUs may be accrued as a result of self-directed learning projects.

## Documentation

It is the responsibility of each organization or sponsor of continuing education to provide the attendee with a statement, verification, or certificate of attendance which verifies completion of the continuing education offering. This verification should contain the following: 1. Name of attendee. 2. Name of offering as approved by NASW. 3. Date of offering as approved by NASW. 4. Sponsor or organizer name as approved by NASW or as appears on the designated provider list as published by the department. 5. Location of offering. 6. Signature of organizer/sponsor or designee. (#5e) Programs intended to increase knowledge shall be documented by means of a paper, or annotated bibliography. Programs intended to increase skill development shall be documented by means of audio or audiovisual tapes.

## Audit

The department may request verification of credits submitted, including information regarding content, certification, and attendance. It is the responsibility of the licensee to obtain records to substantiate credits.

## ACE

Yes

## Missouri

### Requirements

30 hours of continuing education during each 2 year renewal period for Licensed Clinical Social Workers and Licensed Baccalaureate Social Workers. At this time, revisions are being made to the continuing education requirements. Call 573-751-0885 for details.

## ACE

Yes

## Montana

### Requirements

Each licensed social worker is required to earn 20 clock hours of accredited continuing education per year. Social work applicants licensed before July 1 of the renewal year will be required to fulfill the 20 hour requirement. Those licensed after July 1 are required to obtain one-half of the 20 hour requirement, and those licensed after October 1, will not be required to obtain continuing education.

## Definitions

CLOCK HOURS or contact hours shall be the actual number of hours during which instruction was given, disallowing time for registration and breaks. Total clock hours should be rounded off to the nearest hour.

## Activities

1. Attendance at a conference or workshop that is approved for social work continuing education credit by a comparable committee in any other state. In addition, attendance at any NASW or NBCC approved or sponsored continuing education offering is accepted. 2. Attendance at academic classes or workshops offered by accredited colleges or universities. 3. First-time preparation and presentation of a new course, in-service training workshop or seminar which is related to the enhancement of social work/counseling practice, values, skills, and knowledge. 4. Preparation by the author or authors of a professional social work/counseling paper published for the first time in a recognized professional journal or given for the first time at a statewide or national professional meeting.

## Contact Hours Granted

(#2) One semester unit = 15 hours; one quarter unit = 10 hours (#3) Maximum of 10 clock hours (#4) Maximum of 10 clock hours

## Documentation

Sponsors of programs submitted for approval are responsible for issuing the licensees who attend the conference a "proof of

attendance". This may be a letter, signed by the sponsor, or a certificate of completion, which shows the title of the workshop, the name of the licensee attending, the dates of the conference, the clock hours earned by the attendee, and the program number assigned by the board office.

## Audit

It is recommended that each licensee keep copies of documentation verifying attendance at workshops, etc. If the committee has questions regarding clock hours submitted, it will be the responsibility of the licensee to show evidence of attendance.

## ACE

Yes

# Nebraska

## Requirements

Complete 32 hours of approved continuing education during the preceding 24 month period.

## Definitions

CONTINUING EDUCATION HOUR or CREDIT means 60 minutes of participation.

## Activities

1. Courses, clinics, forums, lectures, training programs, seminars, satellite, or other interactive electronic programs that pertain to mental health. 2. College courses from an approved graduate program clearly related to maintaining skills necessary for the safe and competent practice of social work. 3. Micro/macro social work practice and research. 4. Multi-disciplinary programs relevant to the individual's practice setting. 5. Educational/training videos clearly related to maintaining skills necessary for the safe and competent practice of social work. 6. Practicums clearly related to maintaining skills necessary for the safe and competent practice of social work. 7. Publications/articles written by a licensee that enhance the maintenance of skills necessary for the safe and competent practice of social work. Such publications/articles must be published in a refereed professional journal, or be a chapter of a book or an entire book. 8. Homestudy programs clearly related to maintaining skills necessary for the safe and competent practice of social work.

## Contact Hours Granted

(#1) Program must be at least 60 minutes in duration. 60 minutes = 1 credit hour. (#2) One semester hour of academic credit will constitute 5 CE credit hours. Quarter credits shall be converted at 2/3 the weight of a semester credit. An individual teaching a college or university course may earn up to 30 hours. Up to 30 hours may be earned in this category. (LMHP - 1 semester hour = 15 CE credit hours) (#5) May accumulate up to 10 hours of CE within a biennial renewal period. (#6) Social workers may accumulate up to 6 hours of CE within a biennial renewal period for supervising a practicum. (#7) One publication or an article written by a license holder accepted for publication will constitute 20 hours of continuing education. (#8) Social Workers may accumulate up to 15 hours of CE within a biennial renewal period. (LMHPs may gain up to 20 hours of CE utilizing home study)

## Documentation

The completed affidavit must include the following information: 1. The title of the program as it appears on the certificate of attendance, brochure, or application submitted to the board by the provider. 2. The number of hours of approved continuing education credit received for each program. 3. The date(s) of the continuing education program. 4. The location (city/state) of the continuing education program. 5. The name of the provider of the continuing education program.

## Audit

The board may select in a random manner a sample of the license and/or certificate renewal applications for audit of continuing education credits. Each licensee and/or certificate holder shall be responsible for maintaining in his/her personal files such certificates or records of credit from continuing education activities received from approved providers. A licensee and/or certificate holder selected for audit shall be required to produce documentation of his/her attendance at those continuing education activities listed on his/her renewal application.

## ACE

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# Nevada

## Requirements

Each licensed social worker is required to earn 20 clock hours of accredited continuing education per year. Social work applicants licensed before July 1 of the renewal year will be required to fulfill the 20 hour requirement. Those licensed after July 1 are

required to obtain one-half of the 20 hour requirement, and those licensed after October 1, will not be required to obtain continuing education.

## Definitions

CLOCK HOURS or contact hours shall be the actual number of hours during which instruction was given, disallowing time for registration and breaks. Total clock hours should be rounded off to the nearest hour.

## Activities

1. Attendance at a conference or workshop that is approved for social work continuing education credit by a comparable committee in any other state. In addition, attendance at any NASW or NBCC approved or sponsored continuing education offering is accepted. 2. Attendance at academic classes or workshops offered by accredited colleges or universities. 3. First-time preparation and presentation of a new course, in-service training workshop or seminar which is related to the enhancement of social work/counseling practice, values, skills, and knowledge. 4. Preparation by the author or authors of a professional social work/counseling paper published for the first time in a recognized professional journal or given for the first time at a statewide or national professional meeting.

## Contact Hours Granted

(#2) One semester unit = 15 hours; one quarter unit = 10 hours (#3) Maximum of 10 clock hours (#4) Maximum of 10 clock hours

## Documentation

Sponsors of programs submitted for approval are responsible for issuing the licensees who attend the conference a "proof of attendance". This may be a letter, signed by the sponsor, or a certificate of completion, which shows the title of the workshop, the name of the licensee attending, the dates of the conference, the clock hours earned by the attendee, and the program number assigned by the board office.

## Audit

It is recommended that each licensee keep copies of documentation verifying attendance at workshops, etc. If the committee has questions regarding clock hours submitted, it will be the responsibility of the licensee to show evidence of attendance.

## ACE

?

## New Brunswick

### Requirements

Renewal of social work registration is contingent on completion of 40 hours of continuing education during the previous year.

## ACE

?

## New Hampshire

### Requirements

Certificate holders shall demonstrate successful completion of 40 hours of continuing education credit in each 24 month period of the report. Of these 40 hours, at least 30 hours shall be from Category A. Up to 10 hours of continuing education in the 24 month period may be in Category B. 6 of these credits must be in ethics.

## Activities

CATEGORY A 1. Participation in approved seminars or workshops or completion of academic course or home study courses sponsored or approved by the following groups: (1) American Association for Marriage and Family Therapy; (2) American Association of Pastoral Counselor or their accredited training programs; (3) American Psychological Association; (4) National Academy of Certified Clinical Mental Health Counselors; (5) National Association of Social Workers; (6) National Board for Certified Counselors; (7) American Association of Sex Educators, Counselors and Therapists; (8) American Medical Association; (9) American Association of Group Psychotherapists; or (10) American Mental Health Counselor Association. 2. Graduate or postgraduate level courses from a department of psychology or other department in the behavioral sciences at a regionally accredited school, college or university or theological school. 3. Teaching graduate or postgraduate courses and the preparation of a syllabus for a new course. 4. The thorough updating of a course, which shall include preparation of a new syllabus, review of the literature, preparation of reading lists, and course assignments. CATEGORY B 1. Participation in seminars or workshops not meeting the requirements of Category A. 2. Publication of professional books. 3. Publication of articles in professional journals.

## Contact Hours Granted

CATEGORY A: A minimum of 30 hours must be from this category. (#2) Each semester hour of course credit shall be equivalent to 6 continuing education credits. (#3) Shall be equivalent to 10 credits. CATEGORY B: Up to 10 hours of credits may be from this category in any 24 month period.

## Documentation

The licensee shall be responsible for proving attendance at or participation in any continuing education hours submitted for license renewal.

## ACE

No

## New Jersey

### Requirements

Applicants for renewal shall complete a minimum of 20 credits of continuing education. A licensed clinical social worker shall complete at least 10 of the 20 credits in courses or programs directly related to clinical practice.

### Definitions

NSTRUCTIONAL HOUR represents a 60-minute clock hour with no less than 50 minutes of content within the hour. Programs may include one 10 minute break for each instructional hour.

### Activities

1. Programs available at international, national, state, regional or subregional conferences 2. Programs offered at accredited academic institutions 3. Academic coursework 4. A refereed article published in a professional journal within the preceding biennial 5. Teaching appointments for courses offered in accredited institutions 6. Presentations at workshops, training sessions and seminars 7. In-service training, excluding job orientation sessions.

### Contact Hours Granted

(#1) 1 credit for each hour of attendance (#2) 1 credit for each hour of attendance (#3) Coursework in an educational program accredited, or in candidacy for accreditation, by the CSWE: 3 credits for each course credit awarded beyond the required educational standards which the social worker must complete for licensure or certification. Coursework in an educational program not accredited, or not in candidacy for accreditation by the CSWE: three credits for each course credit awarded. (#4) 9 credits per article (#5) 15 credits for each new (a course that the licensee or certificate holder has not taught previously in any educational setting) course which a licensee or certificate holder teaches (#6) 1.5 credits for each hour of a new offering up to a maximum of 9 credits (#7) 1 credit for each hour of training

### Documentation

licensee shall keep comprehensive records of the continuing education hours which the licensee completes in order to verify program attendance or activity completion. Each licensee and certificate holder shall submit such documentation to the board upon its request. A licensee shall maintain verification records for five years following the renewal period for which the board has granted the licensee or certificate holder continuing education credit. (#3) Official transcript (#4) A copy of the published article (#5) Copies of the syllabus, bibliography, course outline and verification from the academic institution that the course was not previously offered (#6) Copies of the program, syllabus, outlines and bibliographies

### ACE

Yes

## New Mexico

### Requirements

15 hours of continuing education will be required annually.

### Activities

1. A three hour college level course in social work or involving the teaching of such techniques as language skills, cultural understanding or other knowledge and skills relevant to the social worker's professional activity. 2. The social worker may select education programs, readings and audio or videotape materials which are in the domain of social work. Presentation time, not to exceed the length of the presentation and time accumulated in presenting a social work seminar or workshop, is included in this section.

<b>Contact Hours Granted</b>
(#1) Acceptable for 15 hours. (#2) Acceptable for up to 5 hours.
<b>Documentation</b>
(#1) The social worker shall cause the conferring institution to submit transcripts directly to the board. (#2) Program brochure, list of readings, etc. and must include the number of hours.
<b>Audit</b>
All continuing education hours must be documented on or before the license renewal date. Documentation of continuing education hours is the responsibility of the social worker seeking relicensure. The board reserves the right to require additional documentation such as a sworn statement in order to document participation.
<b>ACE</b>
Yes
<b>New York</b>
<b>Requirements</b>
New York does not require continuing education.
<b>ACE</b>
?
<b>Newfoundland &amp; Labrador</b>
<b>Requirements</b>
Renewal of social work registration is contingent on completion of 40 hours of continuing education during the previous year.
<b>ACE</b>
?
<b>North Carolina</b>
<b>Requirements</b>
Renewal of licensure/certification shall be based on 40 hours of renewal credits within the two year cycle. However, if a licensure/certification is for less than a full two year period, then renewal shall be accorded on a monthly pro-rata basis. The requirement of ethics CE can only be pro-rated quarterly. During each renewal period all licensed/certified social workers shall engage in a minimum of 4 hours of continuing education focused on ethics.
<b>Definitions</b>
ONE UNIT OF CREDIT is equal to one contact hour.
<b>Activities</b>
1. Academic social work courses for credit or audit. 2. Formal agency based staff development, seminars, institutes, workshops, mini-courses or conferences related to social work practice, values, skills and knowledge. 3. Cross disciplinary offerings from medicine, law and the behavioral/social sciences or other disciplines, if such offerings are related to social work practice, values, skills and knowledge. 4. Self-directed learning projects, including home study and internet courses, only programs approved by ASWB's ACE program or NASW-NC. Distance learning can only account for 50% of CE credits in a renewal period
<b>Contact Hours Granted</b>
(#1) One academic semester hour credit shall be equivalent to 15 clock hours. Credit for auditing an academic course shall be for the actual clock hours attended during which instruction was given and shall not exceed the academic credit allowed. (#4) Maximum number for self-directed learning projects is 20 clock hours.
<b>Documentation</b>
Not specified

## Audit

Random audit done annually.

## ACE

Yes

# North Dakota

## Requirements

30 contact hours per license period for those licensees who have held their license for 12 months or longer during a licensing period. 15 contact hours for licensees of less than 12 months and more than 6 months of an odd-numbered year. New licensees of less than 6 months of an odd-numbered year have no continuing education requirements, until the following licensing period.

## Definitions

CONTINUING EDUCATION means academic or nonacademic courses related to the field of social work. Workshops, seminars, video presentations, etc. presented by qualified individuals related to the field of social work. Self-developed education approved by the board. CONTACT HOUR is a minimum of a 50 minute period of active instruction prorated at 30 minute intervals after the first hour.

## Activities

1. Academic credit courses taken at an accredited college or university and for nonacademic workshops, seminars, etc. that meet the following guidelines: a. Must be presented in a structured setting. b. Must be a minimum of one hour. c. Must be relevant to the social work profession. d. Must be designed for professionals, but not necessarily closed to the public or nonprofessionals. e. Must be presented by persons who have expertise in the subject area. 2. ASWB and NASW's continuing education programs for pre-approval of providers is recognized by the NDBSWE.

## Contact Hours Granted

One semester system academic hour is equal to 15 CEUS. One quarter academic hour is equal to 10 CEUs.

## Documentation

Original attendance/completion certificates, approved attendance forms required.

## Audit

Board has authority to audit providers and licensees.

## ACE

Yes

# Nova Scotia

## Requirements

Renewal of social work registration is contingent on completion of 40 hours of continuing education during the previous year.

## ACE

?

# Ohio

## Requirements

The requirements for license renewal are 30 clock hours of approved continuing education.

## Definitions

by the board. Clock hours exclude refreshment breaks, receptions and other social gatherings, and meals that do not include an acceptable program. CEU is equal to 1 clock hour. INSTITUTE is a formal offering for instruction and information in a particular area of social work practice. SEMINAR is a small group of social workers who meet under expert leadership or resource persons.

Participants prepare reports on some aspect of a problem which is discussed and analyzed. CONFERENCE is a session of one or more days duration designed to serve a varying number of persons to hear different points of view on a central theme. STAFF DEVELOPMENT is an educational program planned by an agency to assist employees in becoming increasingly knowledgeable and competent in fulfilling role expectations within that agency. Frequently includes out-of-agency educational activities. SYMPOSIUM is two or more specialists presenting information on a particular subject. A moderator introduces the subject and each speaker then summarizes and presides during a question and answer period. WORKSHOP is designed to bring together individuals with a common interest and background to solve common problems and gain new knowledge, skills and attitudes. PLENARY SESSION is an assembly designed for all participants. COURSE is a series of learning experiences with a specific content and offered for credit, noncredit or audit by an accredited educational institution. SHORT TERM COURSE is an intensive sequence of learning activities offered regularly over a short period of time. TELECONFERENCE is the transmission of video information where there is an on-site moderator to lead a post-conference discussion and question and answer session.

## Activities

Sources of continuing professional education shall be formally organized learning experiences with education as their explicit principal intent and which are oriented toward the enhancement of social work practice. The following are examples of appropriate formats for such learning experiences: 1. Institute 2. Seminar 3. Conference 4. Staff Development 5. Symposium 6. Workshop 7. Plenary Session 8. Course 9. Short-term Course 10. Journal articles or books on subjects related to social work, and which meet the following requirements: a. Journal articles must be published in refereed journals. b. Chapters authored by licensees in books acceptable under this rule shall be treated as journal articles. c. Reprints or republications of previously published materials are not acceptable as continuing professional education. d. Continuing professional education for publications having joint authorship will be divided equally among the authors. 11. First time preparation and presentation of in-service training workshop, seminar or conference presentation 12. Independent learning activities 13. Distance learning

## Contact Hours Granted

(#9) 15 clock hours will be granted for one academic semester hour. 10 clock hours will be granted for one academic quarter hour. (#10) 10 clock hours will be granted for a journal article. 30 clock hours will be granted for a book. (#11) Credit for presentations may be awarded at the rate of 1.5 hours for every hour of the actual presentation; up to 10 hours per renewal period. (#13) up to 10 hours will be granted per renewal period.

## Documentation

All continuing education shall be documented by copies of certificates of completion furnished by the provider. (#9) Courses taken for credit at accredited educational institutions must be verified by transcripts. Completion of noncredit and audited courses must be verified by certificates of completion or by signed statements from instructors. (#10) Copies of publications for continuing education must be furnished by the board. In the case of journal articles, a copy of the journal's page showing the names of its editorial review board must be included to document that the journal is refereed.

## ACE

No

## Oklahoma

## Requirements

The number of hours specified for each social work license is 16 clock hours of verified continuing education per licensing period. At least three hours must be in social work ethics.

## Activities

It shall be the responsibility of the individual social worker to choose his/her own continuing education program. At least 3 hours must be training in ethics, and at least 8 hours of the continuing education requirement must fall within the parameters of Category I learning experiences, listed below. CATEGORY I: Formally Organized Learning Events Includes learning events involving face to face interaction with a teacher for the purpose of accomplishing specific learning objectives. Examples include courses, workshops, practice oriented seminars, and training offered by accredited programs of social work education, as well as live interactive video. CATEGORY II: Professional Meetings Includes professional meetings on the national, state, and local levels. Events in this category involve formally structured discussions among professionals about professional issues, whereby participants increase their awareness of new developments in social work and related fields. CATEGORY III: Individual Professional Activities Includes a variety of self-directed professional study activities and growth experiences. Examples include writing papers and books for presentation or publication; making presentations on major professional issues or programs; teaching or training assignments, engaging in research, correspondence work, televised courses, audio/visual tapes and other forms of self-study upon approval by the board.

## Contact Hours Granted

(Category I) 8 hours of the continuing education requirement must come from this category. Initial preparation of a course will be awarded continuing education hours commensurate to the number of semester hours of the course. If a quarter system is utilized, credit for quarter hours will be allowed utilizing the ratio of 3 quarter hours to 2 semester hours. (Category III) Completion of article in refereed journal - 6 hours; publication of article in refereed journal - 4 hours; publication of article in non-refereed journal - 2 hours; presentation of paper at national meeting - 3 hours; presentation of paper at state/regional meeting - 2 hours; teaching or training assignments - 6 hours maximum; research project - 5 hours.

<b>ACE</b>
Yes
<b>Ontario</b>
<b>Requirements</b>
Continuing competency program outlined on website.
<b>ACE</b>
?
<b>Oregon</b>
<b>Requirements</b>
A minimum of 40 formal hours of continuing education is required to be reported every 2 years, based on an odd/even license number system. Licensees are not required to comply with this requirement during the first calendar year in which they become licensed.
<b>Activities</b>
The board will allow credit for continuing education provided or approved by mental health professional bodies such as the National Association of Social Workers, the American Psychological Association, the American Psychiatric Association, or other similar credentialing bodies. Activities may include conferences, seminars, or workshops. Social work courses or their equivalent offered by an accredited college or university are also acceptable. The board may allow credit for continuing education activities not provided or approved by a mental health professional body.
<b>Documentation</b>
Certified proof of completion is required.
<b>Audit</b>
Reports of continuing education may be audited by the board or its designee. Licensees must maintain attendance certificates for use in completing biennial reports, and must keep these certificates for a period of at least 36 months.
<b>ACE</b>
Yes
<b>Pennsylvania</b>
<b>Requirements</b>
Each licensee must complete 30 clock hours of continuing education in acceptable courses and programs in social work offered by approved providers. Excess clock hours may not be carried over to the next biennium. 3 hours must be in social work ethics and up to 20 hours may be completed in home study.
<b>Definitions</b>
Clock hour - Fifty to sixty minutes of instruction or participation in an approved course or program.
<b>Activities</b>
Subject matter for qualifying continuing education shall reflect the scope of practice authorized in general statutes. Continuing education activities must meet the following requirements: 1. List of pre-approved providers indicated in the regulations. If not a pre-approved provider listed, must request Pennsylvania Board approval. 2. The provider must implement a mechanism to monitor and document physical attendance at the activity. 3. The licensee shall retain documentation of the prescribed number clock hours for 4 years following certification. 4. The provider must issue a certificate of completion after the participant's successful completion of the activity. Such certificates shall include the participant's name, provider name, title or subject area of the activity, date and location of attendance and number of contact hours completed.
<b>Contact Hours Granted</b>
A minimum total duration of at least 2 clock hours. Clock hours may be granted on a case-by-case basis for the following: participation in clinical conferences. clinical rounds or training under a preceptor provided through hospitals. medical centers.

school and universities, services as a teacher, preceptor, lecturer or speaker and for publications of articles, books and research relating to the practice of social work.

## Documentation

Each licensee shall obtain a certificate of completion from the provider of continuing education activities successfully completed as well as written documentation of completion of any activities that do not involve instruction from a provider (papers, presentations, etc.). Documentation shall be retained by the licensee for a minimum of four years following the license renewal due date for which the activities satisfy renewal requirements.

## ACE

Yes

## Quebec

### Requirements

Continuing competency program; policy encourages 30 hours a year, acceptable in a number of forms.

## ACE

?

## Rhode Island

### Requirements

Every person desiring to renew his or her license shall present such evidence as may be requested by the board attesting to the completion of 30 contact hours of continuing social work education during the preceding 24 months. A minimum of 3 contact hours shall be in the area of cross-cultural practice to include the alleviation of oppression; a minimum of 3 contact hours shall be in the area of social work professional ethics.

## Definitions

CONTINUING EDUCATION HOURS is defined as actual hours earned in continuing education courses, seminars and workshops

## Activities

1. Serving as a supervisor for a student duly enrolled in a program of studies at an accredited social work program at a college or university. 2. Upon prior agreement with the board, credit may be claimed for serving as a supervisor to an impaired practitioner or to a practitioner under disciplinary sanction by the board. 3. Coursework presented, accepted, or approved by NASW or its local chapter, ASWB, other recognized social work professional organizations, any accredited school of social work, or such other professional or accrediting agency as may be approved by the board.

## Contact Hours Granted

(#1) A maximum of 6 hours credit may be claimed during a renewal period for both the supervision of a master's level social work student for the full academic year; and for the supervision of a bachelor's level social work student for a full academic year. (#2) Acceptable for 6 hours for a one year period of supervision.

## Documentation

Course descriptions, proof of attendance or other documentation of completion will be retained by the licensee for a minimum of two years and is subject to random audit by the board.

## Audit

See "Documentation" above

## ACE

Yes

## Saskatchewan

### Requirements

Practising social workers are required to complete 40 credit hours of continuing professional development each year.

## Activities

Continuing education includes such activities as university courses, conferences, workshops, seminars, certificate programs, organized discussion groups, teaching & preparing, self directed learning, research, writing, preparation of articles or presentations, mentoring, committee work & boarding meetings, training in the work-place, educating others about the social work profession and/or supervision of social work students.

## Contact Hours Granted

Hours are granted as per the actual hours engaged in the continuing education activity except for committee work & board meetings whereby the maximum number of hours claimable is 20 hours/year.

## Documentation

Practising social workers are required to complete a continuing education inventory form and submit with the annual renewal registration.

## ACE

?

## South Carolina

### Requirements

A minimum of 40 clock hours of continuing education is required biennially. A minimum of 20 of the 40 hours must be specifically provided by a trained social worker.

### Definitions

CEU is equivalent to 10 clock hours of continuing education.

### Activities

1. Academic social work courses taken for credit or audit. 2. Social work related academic courses taken for credit or audit. Courses must be in related areas such as: administration, research, psychology, sociology, law, child and family development, counseling, gerontology, substance abuse, criminal justice, mental health, etc. 3. Seminars, workshops, institutes, conferences, or mini-courses oriented to the enhancement of social work practice, values, skills or knowledge. 4. First time presentation of a paper, workshop or seminar for a national, regional or statewide or other professional meeting. Repeated presentations of the same materials cannot be counted as separate activities. 5. Preparation of a paper and acceptance for publication in a recognized social work or related journal. 6. Preparation of a new social work or related course for an educational institution or organization.

### Contact Hours Granted

(#1) One semester hour is equivalent to 15 clock hours of continuing education credit. One quarter hour is equivalent to 10 clock hours. (#4) First time presentation will count for 5 continuing education hours. (#5) An accepted paper will count for 5 continuing education hours. (#6) A new course will count for 5 continuing education hours.

### Documentation

(#1) The passing grade report will constitute verification for academic credit hours. A signed statement from the instructor for hours attended will constitute verification for audited courses. (#2) The CEU or certificate of attendance will constitute verification. (#3) A copy of the presentation with letter of acceptance or copy of the program will constitute verification of the first time presentation and acceptance of presenting. (#4) A copy of the paper with a copy of the letter of acceptance for publication. (#5) A copy of the course outline with a confirming letter from the dean/director.

### Audit

Each licensee shall maintain for 3 years their own record and evidence of continuing education which they have completed. The board will conduct a sample audit annually of individual records and verification of continuing education completed by licensees. The board will request that licensees affirm that they have completed 40 hours of continuing education at the time of license renewal.

### ACE

Yes

## South Dakota

### Requirements

It is required that licensees complete 4 SWUs during the licensure term. Licensees, during their initial licensure term, will not be required to acquire continuing education credits. The requirement for continuing education will begin upon the first renewal of a license.

## Definitions

CONTINUING EDUCATION means education which fosters the enhancement of general or specialized social work practice, values, skills, and knowledge. Continuing education offerings must consist of subjects relevant to social work practice and not relate to the specific administrative procedures of any single agency or organization. CONTINUING EDUCATION UNITS (CEUs) are defined on the basis of 10 certified hours per CEU and may be earned in whole or a fraction thereof. CEUs are training hours accredited through a college or university. SOCIAL WORK UNITS (SWUs) are defined as training hours offered by a designated provider of continuing education. One SWU is equivalent to one CEU. One SWU is equivalent to 10 training hours. Designated providers hold an approved standing with the department. TRAINING HOUR means one 50 minute period of organized learning experience approved for a social worker's continuing education.

## Activities

1. Academic courses taken from a regionally accredited college or university, related to the licensee's social work practice. Each course must be approved individually unless from a CSWE accredited school. 2. Continuing education programs sponsored by a university or college social work program. 3. Workshops, institutes, conferences, or other continuing education programs sponsored by official national, regional, or state social work or social welfare related organizations. 4. Approved public or private agency staff development programs that contribute to the enhancement of social work practice, skills, or knowledge and are not primarily procedural or administrative. 5. Activities planned by individuals working independently, or workshops and presentations not under the auspices of any organized agency. a. Publication of a professional social work paper, presentation of a social work paper at an approved professional conference. b. Participation as the sole presenter, leader, or teacher of an approved workshop or conference. c. Participation as a panel member for an approved workshop or conference. d. Facilitating, moderating, or presiding over an approved workshop or conference. e. Self-directed learning projects intended to increase knowledge or skill development.

## Contact Hours Granted

(#1) One undergraduate academic semester hour successfully completed (a grade of "C" or better) shall be equivalent to 1 SWU. One graduate academic semester hour successfully completed (a grade of "B" or better) shall be the equivalent of 1.5 SWU. . 5 SWUs may be received for auditing an approved academic course. (#3) Sponsoring organizations are responsible for obtaining approval for contact hour credit prior to conducting the activity. (#5) No more than 2 SWUs may be accrued as a result of individual activities. Both the activity and credit must be approved in advance. (#5a) The initial publication shall be acceptable for 2 SWUs. Presentation of a professional social work paper for the first time at an approved professional conference shall be acceptable for .5 SWUs or twice the approved SWUs for the session, provided the written paper is submitted with the request. (#5b) Acceptable for 3 times the approved SWUs for the session. (#5c) Acceptable for 2 times the approved SWUs for the session. (#5d) Acceptable for the approved SWUs for the session. (#5e) No more than 2 SWUs may be accrued as a result of self-directed learning projects.

## Documentation

It is the responsibility of each organization or sponsor of continuing education to provide the attendee with a statement, verification, or certificate of attendance which verifies completion of the continuing education offering. This verification should contain the following: 1. Name of attendee. 2. Name of offering as approved by NASW. 3. Date of offering as approved by NASW. 4. Sponsor or organizer name as approved by NASW or as appears on the designated provider list as published by the department. 5. Location of offering. 6. Signature of organizer/sponsor or designee. (#5e) Programs intended to increase knowledge shall be documented by means of a paper, or annotated bibliography. Programs intended to increase skill development shall be documented by means of audio or audiovisual tapes.

## Audit

The department may request verification of credits submitted, including information regarding content, certification, and attendance. It is the responsibility of the licensee to obtain records to substantiate credits.

## ACE

Yes

## Tennessee

## Requirements

Each social worker is required to separately complete 15 clock hours of social work continuing education during each calendar year. Three of those 15 hours must be course work in professional ethics.

## Definitions

CONTINUING EDUCATION is considered to be those preplanned/formalized activities with written learning objectives that are directed at developing and enhancing an individual's social work knowledge base and service delivery skills in the applicable

areas of social work planning, administration, education, research or direct service with individuals, couples, families and groups. CLOCK HOUR means 55 minutes spent in a continuing education activity.

## Activities

1. Cross disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable, if they are clearly related to the enhancement of social work practice, values, skills, and knowledge. 2. In-service training can be provided by the employer using presenters from the staff or from outside agencies. 3. Attendance at educational events sponsored by national, state, regional, or local professional associations in the field or events related to the practice of the profession for which a nationally or regionally accredited institution of higher education grants continuing education units is acceptable. 4. Master or doctoral level social work courses or social work related courses such as mental health, administration, health and social research, psychology, human growth and development, child and family development, counseling and guidance taken for credit or audited from a nationally or regionally accredited institution of higher education. 5. Presentation for the first time of an academic social work course, in-service training workshop or seminar, or other professional seminar. 6. Preparation for the first time of a professional social work paper published in a recognized professional journal or given for the first time at a statewide or national professional meeting.

## Contact Hours Granted

(#4) One academic credit hour is equivalent to 15 clock hours. Credit for auditing will be for the actual clock hours in attendance, not to exceed the academic credit. (#5) A maximum of 5 clock hours will be allowed for preparation and presentation during each renewal period. (#6) A maximum of 5 clock hours will be allowed during each renewal period.

## Documentation

(#2) Written documentation to include employer's name, address and phone number along with the individual's name as registered with the board, certificate / license number and social security number, course name and clock hours of attendance. (#3) Certificates verifying the individual's attendance at continuing education programs. A program presented as evidence must also be accompanied by an original registration receipt, cancelled check (front and back), hotel bill, name badge, an original letter on official stationery signed by a professional associate who attended. (#4) An original letter on official institution stationery from the instructor of the graduate level course verifying that the course was completed and listing the number of credit hours of attendance completed. Official transcript verifying credit hours earned. (#5) Copy of the course syllabus and verification that the course, workshop or seminar was presented. (#6) A copy of the paper and verification of publica

## Audit

Proof of attendance must be retained for a period of 4 years from the end of the calendar year in which the continuing education was acquired. This documentation must be produced for inspection and verification, if requested by the board. The board will conduct a random audit of selected individual records to assure that the continuing education requirements have been met. An individual's records may be audited during consecutive renewal periods.

## ACE

?

## Texas

## Requirements

A licensee must complete 30 credit hours (1.5 CEUs) of continuing education acceptable to the board in the year preceding his or her license renewal date, and active participation in a continuing competency pilot project approved by the board. All licensees shall complete a minimum of 3 hours of professional values and ethics training each year as part of the required continuing education.

## Definitions

CREDIT HOUR means continuing education acceptable to the board.

## Activities

1. Participating in institutes, seminars, workshops, conferences, independent study programs, postgraduate training programs, college academic or continuing education courses which are related to or enhance the practice of social work and are offered, sponsored or approved by an approved provider. Approved providers are: a. Accredited colleges and universities. b. A national or statewide association, board or organization representing members of the social work profession. c. A person, agency or entity who is approved as a provider in accordance with this chapter. d. A person, agency or entity who is approved by a state professional licensing or certification board as a continuing education sponsor or provider. e. Nationally accredited health or mental health facilities. f. A person or agency approved by any state or national organization in a related field such as medicine, psychiatry, psychology, sociology, marriage and family therapy, and similar field of human service practice. 2. Teaching or presenting the activities in #1. 3. Writing a published work or making a presentation directed toward or applicable to the profession of social work. 4. Providing professional guidance as a field instructor for social work interns in connection with a college or university accredited or in candidacy status with CSWE.

## Contact Hours Granted

(#1) One credit hour (.1 CEU) will be given for each hour of participation in a continuing education program by an approved provider. Credit hours may be earned by successful completion of an independent study program directly related to social work offered or approved by an approved provider. With the exception of persons residing outside the United States, a maximum of 10 credit hours (1 CEU) for independent study programs will be accepted per renewal period. (#1a) Credit may be earned through successful completion of postgraduate training programs (i.e., intern, residency, or fellowship programs) or successful completion of social work related courses which are part of the curriculum of a college, university or graduate school of social work at a rate of 5 credit hours (.5 CEU) per each semester hour or its equivalent. (#2) Credit may be earned for verified teaching in a college, university or graduate school of social work. Credit will be applied at the rate of 5 credit hours (.5 CEU) for each original or substantially revised presentation or publication, not to exceed 10 credit hours (1 CEU) per renewal period. (#4) A field instructor for a social work intern will be granted 5 credit hours (.5 CEU) for each college semester completed, not to exceed 10 hours (1 CEU) per renewal period.

## Documentation

All forms of documentation must include the subject, date(s), credit hours given and if applicable, name of the sponsor and sponsor approval number. Acceptable documentation includes the following: (#1) Copies of continuing education certificates of attendance or other form of verification from the provider of the continuing education program. (#1a) Grade reports or transcripts verifying the completion of a college course. (#3) Letters from the program sponsor verifying participation as a presenter in a continuing education program or a copy of the program. (#2 & 4) Letters from the dean or department head or his or her authorized representative verifying the teaching or field instructor assignment. Copies of continuing education programs and other documentation as necessary to establish the relevance of its content to social work practice for any continuing education program which does not have an approved provider number.

## Audit

Credit hours must be listed on the license renewal form supplied by the board. A random sample of renewal applications will be selected for review. Documentation of continuing education listed on the renewal form must be retained for 2 years.

## ACE

Yes

## Utah

### Requirements

During each two year renewal period a clinical social worker shall be required to complete not less than 40 hours of continuing education.

### Definitions

None specified

### Activities

1. Unlimited hours shall be recognized for continuing education completed in blocks of time of not less than 50 minutes in formally established classroom courses, seminars, lectures, conferences, or training sessions which are approved by, conducted by, or under sponsorship of: a. The National Association of Social Workers b. Mental health agencies c. Recognized universities and colleges d. Professional associations, societies and organizations representing a licensed profession whose program objectives are related to the practice of social work 2. Teaching continuing education relevant to clinical social work or mental health therapy

### Contact Hours Granted

(#2) Maximum of 10 hours per renewal period

### Documentation

A licensee is responsible for documenting completion of the continuing education and maintaining the records of the continuing education completed for a period of four years after close of the two year period to which the records pertain.

### ACE

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## Vermont

### Requirements

All licensees shall complete 20 contact hours of eligible continuing education taken within the previous 2 year license period. At least 1.5 hours shall be in the ethics of social work practice, including such issues as boundaries, confidentiality, and dual relationships.

## Definitions

**Formal Educational Activities** Formal educational activities shall include, but shall not be limited to: 1. Conferences, workshops, seminars, academic courses, in-service programs (regularly scheduled staff meetings not eligible) 2. Offerings approved or sponsored by national, regional, or state professional organizations in social work and allied disciplines and accredited social work universities and colleges 3. First time presentations, training, or courses  
**Informal Educational Activities** Informal or self-directed activities may include 1. Viewing of education or training videos or taped programs if they are in relevant areas, have written objectives, are attended by at least 4 other people, and are led by a qualified individual 2. Independent study projects or study groups sponsored by the organizations listed in "Approved Providers," above

## Activities

At least 15 hours shall consist of formal educational experiences. No more than 5 hours may be in informal or self-directed educational activities. Relevant areas of continuing education shall include but shall not be limited to: 1. Clinical theory and techniques; human growth and development; child and family development; individual, marital, family and social change 2. Social and health research; social and public policy development and implementation; social work education and supervision 3. Topics in the fields of medicine, law, administration, education, and behavioral sciences, if specifically relevant to the safe and competent practice of clinical social work  
**Approved providers** The Office will accept eligible continuing education activities offered by the following organizations: · Courses and CE activities offered by accredited colleges and universities · Seminars, courses, conferences, or workshops sponsored or approved by national, regional, or state professional organizations or state boards · Seminars, courses, conferences, or workshops sponsored or approved by national, regional, or state professional organizations in the related specialties of marriage, family and group counseling, psychiatry, psychiatric nursing, psychology, pastoral counseling · Courses and continuing education activities sponsored and approved by the appropriate national, regional, or state professional organization in the fields of medicine, law, administration, education, and behavioral sciences · In-service and CE activities sponsored by hospitals, public and private human services agencies and schools which have been approved for continuing education credit by the above organizations

## Contact Hours Granted

**Formal educational activities:** · General—1 CE hour per each clock (contact) hour of instructional time (breaks and meals excluded) · First time presentations, training, courses—1.5 times the actual instructional time will be awarded (breaks and meals excluded) **Informal educational activities:** · Study groups and training videos—same CE credit as formal educational activities for actual contact time (maximum of 5 hours allowed) · Independent study—credit as assigned by eligible sponsoring organizations (maximum of 5 hours allowed)

## Documentation

Documentation must be provided on a form supplied by the office. Licensees must maintain evidence of compliance for 6 years. Such evidence shall include the following: **Formal educational activities**—programs listing content and speakers, date offered, actual contact hours, certification of attendance, and transcripts, if applicable **Informal educational activities**—curriculum outlines, objectives, names, addresses and qualifications of speakers or leaders, names and addresses of other participating members, and annotated bibliographies as appropriate.

## Audit

Documentation may be randomly scanned for compliance and further audit.

## ACE

Yes

## Virgin Islands

## ACE

Yes

## Virginia

## Requirements

LCSW's shall complete a minimum of 30 contact hours of continuing education and LSW's shall complete a minimum of 15 hours per renewal cycle. At least 2 hours of continuing education must relate to the standards of practice and laws governing the profession of social work in Virginia or the Code of Ethics of one of the social work professional associations listed in the Regulations

## Documentation

All licensees are required to maintain original documentation for 5 years following renewal. Category I documentation must include official transcripts showing credit hours earned or certificates of participation. Category II documentation must include 1. certificates of participation; 2. proof of presentation made; 3. reprints of publications; 4. letters from educational institutions or agencies approving continuing education program; 5. letter for confirmation from the school of social work; 6. official notification from association that sponsored the item writing workshop or continuing education program; 6. signed affidavits confirming attendance at formal staffings; 7. identification of the source of material studied, summary of content, and a signed affidavit attesting to completion of the independent study

## Audit

The board shall conduct a random audit of licensees to verify compliance at the end of each renewal period

## ACE

Yes

## Washington

### Requirements

Licensees must complete 36 hours of continuing education every 2 years. At least 4 of the 36 hours must be in professional ethics and law.

### Definitions

A credit hour is defined as time actually spent in a course or other activities as determined by the regulatory entity as fulfilling continuing education requirements. A credit hour for time actually spent in a course cannot be less than 50 minutes.

### Activities

Acceptable CE courses shall contribute to the advancement, extension, and enhancement of the professional competence of the licensee. Courses or workshops primarily designed to increase practice income or office efficiency are not eligible for CE credit. Acceptable CE activities include: 1. Programs having a featured instructor, speaker, or panel approved by an industry-recognized local, state, national, or international organization or institution of higher learning 2. Distance learning programs, approved by an industry-recognized local, state, national, or international organization or institution of higher learning. These programs require tests of comprehension upon completion. 3. Training programs sponsored by the agency in which the licensee is employed, if the experience can be shown to contribute to the advancement of professional competence (maximum 26 hours). 4. Preparation and presentation of lectures or education that contributes to the professional competence of a certified counselor (hours = hours attained by attendees; may only be used for continuing education credit once during each renewal period). 5. Other learning experiences, such as serving on a panel, board, or council, community service, or publishing articles for professional publication, if the experience can be shown to contribute to the advancement of professional competence (maximum 6 hours).

## Documentation

Acceptable documentation shall include transcripts, letters from course instructors, certificates of completion, or other formal certification. Licensees shall maintain records of continuing education compliance for 4 years after the renewal date.

## ACE

Yes

## West Virginia

### Requirements

Regular licensees shall obtain 50 contact hours and temporary licensees shall earn 80 hours of continuing education within each 2-year license period. Contact hours earned for programs completed during the 45 days of an active license renewal may be applied to the subsequent license renewal period, provided that the licensee has met the continuing education requirements for renewal of the subsequent license prior to the 45 days before the expiration of the active license for completion and resubmission.

### Definitions

CONTINUING EDUCATION means a program promoting social work skills, values, knowledge, and/or ethical considerations in the practice of social work, including, but not limited to, educational programs in the following areas: theoretical concepts; intervention techniques; functional skills; methods of social work practice; management, supervision, and administration in social work practice and human service programs; methods of social research; aspects of human behavior; growth and development; aspects of social change and social action: aspects of social and organizational planning and development: social and public

policy development and implementation; social work education; restoration of the capacity for social functioning; controlling social problems; and altering societal conditions as a means toward enabling people to attain their maximum potential. CONTACT HOUR or instructional hour shall be a minimum of 50 minutes in length. Time spent outside of the program for study, assigned reading, writing assignment or other related activities required for completion of the program, travel time, meeting time devoted to business or committee activity, entertainment, or social activities such as refreshment breaks and meals may not count. Meals or a portion thereof may be included in the computation time only when occurring during an integral part of the educational program.

## Activities

1. Professional meetings and other formally organized learning programs. May be offered as approved continuing social work educational programs only by approved providers. 2. Individual professional activities. May be self-directed, professional social work study activities designed to improve the social work skills, values, knowledge, or ethical considerations of the licensee within his or her practice setting, including: writing for professional publication or presentation; reading professional literature; teaching or training assignments if not part of primary job duties; independent study, research, or tutorial projects; programs or presentations on professional social work issues; preparation for initial consultation if not employed or under contract; professional meetings and formally organized educational programs not approved by the board which increase the social work skills, values, knowledge, or ethical considerations of the licensee in his or her practice setting.

## Contact Hours Granted

(#1) A minimum of 30 contact hours may be earned at professional meetings and other formally organized learning programs. (#2) Only 20 hours of the continuing education requirement earned as individual professional activities may be applied to the 50 hours.

## Documentation

All licensees shall maintain a summary of individual professional activities which describes the activity, date completed, total number of contact hours, complete reference to any text, journal, or publication read or utilized and how the activity has enhanced the social work skills, values, knowledge, or ethical considerations of the licensee in his or her practice setting. This summary shall be maintained in the licensee's records and be provided to the board upon request.

## Audit

Each licensee shall maintain and submit a written record of his or her continuing social work education program activity to the board as evidence of completion of the continuing education requirement. All licensees shall submit to the board, upon request, additional evidence of completion of continuing social work education programs for the purpose of monitoring the quality of programs and accuracy of reports. Receipts, program notes, certificates, sworn statements of provider representatives, or other proof of program attendance may be accepted.

## ACE

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## Wisconsin

## Requirements

Licensees shall complete 30 hours of continuing education in each two-year certification period. At least four of the 30 hours must be in social work ethics and boundary issues.

## Activities

Subject matter The acceptability of continuing education programs depends on the subject matter of the program rather than the program's title. A continuing education program may be used to satisfy renewal requirements if the subject matter of the program is one or more of the following: · Social work practice, knowledge, and skills · A field or subject area allied with and relevant to the practice of social work · Theories and concepts of human behavior and the social environment · Social work research, social policy and program evaluation, or social work practice evaluation · Social policy and program administration or management · Social work ethics · Professional boundaries · A subject of current importance as designated by the board Types of programs The continuing education program may take any of the following forms: 1. Formal presentations at seminars, workshops, programs, or institutes, which may include videotaped material 2. University, college course, which may include videotaped instruction 3. Educational sessions at state and national conferences 4. Educational telephone network courses (may not be used to satisfy ethics requirement) 5. Interactive internet learning courses offered by an accredited university or preapproved by the Association of Social Work Boards 6. Self study courses approved by the Association of Social Work Boards (may not be used to satisfy ethics requirement) 7. Authorship of a published textbook or professional resource book 8. Authorship of a published chapter in a textbook or professional resource book, or publication of professional journal article 9. Development of alternative media, computer software, videotapes, or audiotapes

## Contact Hours Granted

(#1) 1 CEH per hour for attendees; 2 CEHs per hour for presenters (first time presentation only) (#2) 10 CEHs per semester credit or 6.6 CEHs per quarter credit for students; 10 CEHs per semester hour or 13.2 CEHs per quarter hour for instructors (first time presentation only) (#3) 1 CEH per hour for attendees; 2 CEHs per hour for presenters (first time presentation only) (#4) 2 CEHs per hour for presenters (first time presentation only) (#5) 1 CEH per 1 CEU of instruction: limit 16 CEHs in any renewal period (#6)

1 CEH per credit completed; limit 5 CEHs in any renewal period (#7) 20 CEHs allowed (#8) 8 CEHs allowed (#9) 8 CEHs allowed

## Documentation

Licensees shall retain original documents showing attendance at programs and completion of self-developed programs for at least 4 years from the time that credit is claimed for the continuing education program.

## Audit

The board may conduct audits or investigations to monitor compliance by licensees.

## ACE

Yes

# Wyoming

## Requirements

Each licensee shall earn a minimum of 45 clock hours of continuing education every 2 years. Only those hours acquired during the current two year renewal period will be considered.

## Definitions

CLOCK HOURS shall be the actual number of hours (contact hours) during which instruction was received. CEU credit is equal to 10 clock hours.

## Activities

Continuing education activities shall meet the following standards: 1. Have significant intellectual or practical content, and the primary objective shall be to increase the participant's competence within each licensed discipline. 2. They shall constitute an organized program of learning dealing with matters directly related to the clinical practice, professional responsibility or ethical obligations of each discipline. 3. Presenters should be experts in the discipline with at least a master's degree level in education.

## Contact Hours Granted

For academic courses, one semester credit equals 15 contact hours.

## Documentation

Each licensee shall submit an affidavit on a form approved by the board attesting to the number of continuing education hours completed. The affidavit shall state that the applicant is familiar with the requirements for continuing education credit and has attended the appropriate workshop or training session. With the affidavit, the applicant must submit a listing of the continuing education activity on the form provided by the board. In addition to the listing, the licensee must attach copies of any certificates of attendance, letters certifying attendance, transcripts, or any official documents which serve as proof of participation or attendance. Proof of attendance must contain the workshop title, dates, clock hours attended, sponsor and sponsor's signature, presenter, qualifications of the presenter and the name of the licensee.

## Audit

Not specified.

## ACE

Yes