

What is continuing education?

...and why is it important?

- Social work continuing education (CE) is education and training to **maintain, improve,** and **enhance** competent social work practice
- Acceptable CE activities include:
 - Academic coursework completed after your license is granted (*1 semester credit=15 CE hours*)
 - Educational workshops or conferences
 - Staff training offered by an employer
 - Independent learning
- CE promotes continued competence through lifelong learning
- Social workers in all areas of practice can benefit from CE in familiar subjects, or from exploration of new topics
- **It's the law:** Minnesota Statutes sections 148E.130 and 148.145

What is Independent Learning?

Independent learning includes activities like online activities without live interaction, or research for publication, presentation, or professional development

Webinars which are **live and interactive** are **not** considered independent study

How are CE hours applied?

...and when are they required?

- ▶ **CE hours at your first license renewal:**
Prorated because your first license renewal term may be more or less than two years
- ▶ **CE hours if you change license types:**
Not prorated because you remain on your established license renewal schedule and two-year license renewal term

When is CE required?

- CE is an **ongoing** license requirement
- CE is completed during each license renewal term and must be reported **when you renew your license**
- CE is required if you hold an **active** social work license, even if you are not currently in a social work position

Protecting the Public

Social Work Licensing Requirements

CONTINUING EDUCATION



Continuing education
enhances competent
social work practice

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BOARD OF SOCIAL WORK

How many CE hours do I need?

For every **two-year** license renewal term, **ALL LICENSEES** must complete:

40 Total hours, including

Up to **50%** of hours may be independent learning

2 hours ethics

4 hours cultural responsiveness

For **LICSWs** 40 hours must include:

12 hours clinical content

For **LICENSING SUPERVISORS** providing licensing supervision, 40 hours must include:

6 hours supervision content

How do I know if a CE training is acceptable?

► Pre-approved CE Providers:

- The Board approves CE Providers, not specific CE activities
- CE Providers approved by the **Board, Association of Social Work Boards (ASWB),** or **National Association of Social Workers (NASW)** are automatically accepted

► CE activities not pre-approved:

- Pre-approval of CE Providers or CE activities is not required for CE to meet requirements for license renewal
- You are responsible for reviewing the Board's **criteria for acceptable CE content** to determine if the CE activity is acceptable

Criteria For Acceptable CE Content:

- **Contributes to the practice of social work** as defined in Minnesota Statutes section 148E.010
- **Promotes the standards of practice** found in Minnesota Statutes sections 148E.195 to 148E.240



Visit the Board's website:

- Find complete information on CE requirements, view licensing videos
- Search for pre-approved CE Providers

How do I report CE hours?

► At license renewal:

Attest to completion of required CE hours—you are **not** required to submit CE records with your license renewal application

► For one year following license renewal:

Keep CE records for one year to submit if your CE hours are audited by the Board

What documentation is required if I am audited?



- Certificate of attendance for conferences, staff trainings, online CE activities, etc.
- Transcript for academic coursework
- Written summary of independent study activities, dates, times, and resources used

What if I haven't completed the required CE hours by my license renewal?

► Request a CE Extension:

- Request a CE extension on your license renewal application for an extension to complete remaining CE hours
- Your license will be renewed and you are authorized to practice while you complete remaining CE hours
- Full amount of CE hours are required even if you were not in a social work position during the previous renewal term or if you are applying for an alternate license status