

## What are the CE content requirements at license renewal?

Of the 40 total CE hours required at license renewal, the following CE content is required:

### 2 CE Hour Ethics Requirement for LSW, LGSW, LISW, and LICSW:

- History and evolution of values and ethics in social work
- Ethics theories
- Professional standards and ethical codes of professional social work organizations
- Legal requirements of jurisdictions that regulate social workers
- Ethical decision-making process

### 24 CE Hour Clinical Content for LICSWs:

Must include the clinical content areas in Minnesota Statutes, Section 148E.055, subd. 5

- Differential diagnosis and biopsychosocial assessment, including normative development and psychopathology across the life span
- Assessment-based clinical treatment planning with measurable goals
- Clinical intervention methods informed by research and current standards of practice
- Evaluation methodologies
- Social work values and ethics, including cultural context, diversity, and social policy
- Culturally specific clinical assessment and intervention

### 6 CE Hours for Licensing Supervisors:

- If providing licensing supervision during the renewal term, the supervisor must obtain training in the practice of supervision.

## Are there additional CE resources?

Providers approved by the Association of Social Work Boards (ASWB) and programs approved by the National Association of Social Workers (NASW) National Chapter are automatically accepted by the Board.

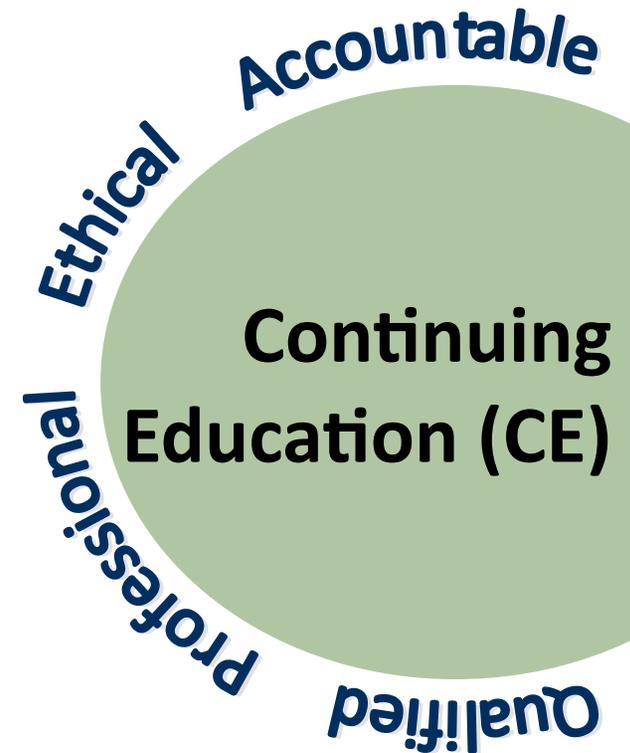
Information can be found at:

<https://www.aswb.org>

<http://www.naswdc.org/credentials>

## Is there more information about the CE requirements?

Complete information about CE requirements, including a list of Board pre-approved CE Providers, is available at the Board's website.



*"To ensure to the residents of Minnesota quality social work services by establishing and enforcing professional standards."*



### *What are the CE requirements?*

Licensees must provide evidence satisfactory to the Board that they have, during the 24-month renewal term, completed at least 40 clock hours of continuing education. **For all licensees** at least 2 of the required hours must be in social work ethics content; **for LICSWs** at least 24 of the required hours must be in clinical content; **for Licensing Supervisors** at least 6 of the required hours must be in the practice of supervision.

Licensees must report only the number of CE hours completed when applying for license renewal. Detailed CE documentation should be maintained in the event the Board requests additional information from the licensee or if the licensee is notified of an audit to determine CE compliance.

### *What are acceptable CE activities?*

- Academic coursework obtained after licensure and offered by an institution of higher learning (1 semester credit = 15 CE hours)
- Educational workshops, seminars, or conferences offered by an organization or individual
- Staff training offered by a public or private employer
- Independent study must be for publication, public presentation, or professional development and includes, but is not limited to, electronic study (limited to 15 of the required 40 CE hours per renewal). Independent study also includes consultation and training with a licensed professional who has demonstrated supervisory skills.

CE programs do not need to be “stand alone” trainings but may be a session or component in a larger training.

### *Are there Board-approved CE providers?*

CE providers and programs are not required to be pre-approved by the Board but must meet all CE requirements to be accepted by the Board.

However, it is an option for a continuing education provider to apply for pre-approval with the Board by submitting a CE Provider Application form and paying a fee. Programs offered by a pre-approved CE Provider will be accepted by the Board. All pre-approved CE Providers are listed on the Board’s website. Go to “Links” and click on “CE Provider List.”

### *What are CE provider and program requirements?*

CE providers or programs must meet the following requirements to be approved by the Board:

- Material (program content) presented must:
  - Promote the Board’s standards of practice
  - Contribute to the practice of social work
  - **Not** be primarily procedural or oriented toward business practices or self-development
- Presenters must be qualified in the subject matter being presented.

### *How are CE hours reported?*

The number of required CE hours are reported on the application for license renewal. Detailed documentation is only required if audited.

The Board may grant a variance to the CE requirements only if the licensee can demonstrate the inability to complete the required number of acceptable CE hours by the renewal/expiration date of the license. If a variance is approved, additional time is granted to complete the requirement. Licensees will not be allowed to complete less than the required number of CE hours. The license renewal cannot be approved until the CE variance requirements are completed. However, licensees are authorized to practice while completing CE variance requirements.

To apply for a variance when submitting a renewal application, the licensee must report: 1) the number of hours not completed, 2) the reason for not completing CE hours, and 3) a plan to complete the remaining hours.

### *When are CE hours audited?*

Licensees are required to maintain proof of completion of CE activities for at least one year after license renewal. This documentation is only submitted if the licensee receives a CE audit notice from the Board.

Required documentation if audited for CE:

- Certificate of attendance for educational workshops or seminars
- Transcript for academic coursework
- Certificate of attendance for staff training
- Written summary of all forms of independent study (including electronic study), which also lists dates, times, and resources used