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Continuing Education Information for Social Workers

Licenses must complete Continuing Education Units (CEUs) each license cycle. The license cycle runs from October 1st of every even year (2016) to September 30th of the next even year (2018). The Board may conduct random audits and request proof of CEUs at any time.

Requirements by License Type:

LICSW = 30 Credits

LSW = 15 Credits

LCSW = 20 Credits

LSWA=10 Credits

Approved Courses:

All continuing education must be approved by a recognized entity. A continuing education course or program shall be approved by a recognized entity if:

- The course or program is presented or conducted by a CSWE accredited social work degree program,
- approved by ASWB as an Approved Continuing Education (ACE) program; or
- approved for continuing education credit by a governmental agency in any other state or province, of the United States or Canada which is responsible for the licensure, certification or registration of social workers;
- approved by the National Association of Social Workers or a chapter of the National Association of Social Workers;
- approved by or the National Association of Black Social Workers or by a state chapter of the National Association of Black Social Workers;
- approved by Another US or Canadian Social Work Licensing Entity

The following sister professions may approve up to 25% of your CEUs as long as it contributes to your professional competence:

American Psychological Association (APA)
National Board for Certified Counselors (NBCC)
Board of Nursing Home Administrator's (NHA)
American Nurses Credentialing Center (ANCC)
Accreditation Council for Continuing Medical Education.



Other Ways to Obtain CEUS:

Licensees may obtain credit for completing an individual continuing education activity:

- (a) If it pertains to their professional growth and practice AND
- (b) Is a lecture, an oral presentation at a course or conference, publication of a book, publication of an article in a recognized professional journal, completion of research for such a presentation or publication AND
- (c) Application for this activity is made to the Board for approval at least 60 days prior to the expiration of their licensure period.

No more than 50% of required CEUs for the license cycle can be earned by completing an individual continuing education activity.

The Board receives a high volume of these CEU requests in the months leading up to the October 1st expiration date. If you request approval during this time frame, you may not receive a decision on whether credit has been awarded until close to, or after, the expiration date of your license.

Exemptions from CEUS:

If you are employed as a social worker of a state, county or municipality, AND you have worked exclusively in this role for the entire renewal cycle, you are exempt from completing CEUs. If you only held the job for part of the renewal cycle, OR, if you work as a social worker in addition to this job, OR you are not functioning as a social worker in your position, you are NOT exempt from completing the CEUs.

Please be advised that there is no CE exemption for retired or unemployed social workers.

Proration of CEUS if you are not licensed for the entire two year cycle

CE requirements are pro-rated based upon the date of issuance your license. If you were recently licensed, please use the following as a guide to determine continuing education requirement:

- first quarter (between Oct. 1 of an even year and March 31 of the following odd year) must complete 75% of the continuing education hours normally required for his or her level of licensure; LICSW=22.5 • LCSW=15 • LSW=11.25 • LSWA=7.5
- second quarter (between April 1 and Sept. 30 of an odd year) must complete 50% of the continuing education hours normally required for his or her level of licensure; LICSW=15 • LCSW=10 • LSW=7.5 • LSWA=5

- third quarter (between Oct. 1 of an odd year and March 31 of the following even year) must complete 25% of the continuing education hours normally required for his or her level of licensure; LICSW=7.5 • LCSW=5 • LSW=3.75 • LSWA=2.5
- Last quarter (on or after April 1 of an even calendar year in which that licensure period ends) is not required to complete any continuing education hours for that licensure period.
LICSW=0 • LCSW=0 • LSW=0 • LSWA=0

Extension of Time for Completing CEUS:

The Board may grant an extension of time to complete the CEUs for those who demonstrate **extenuating circumstances or an undue hardship** due to unforeseen circumstances. You may submit a request in writing to the Board PRIOR to renewing your license. Please submit your request in writing with appropriate documentation (i.e. medical notes). If you attempt to renew your license stating that you have not completed your CEUs, your license will not be renewed unless an extension has been requested and granted. The burden of proof to demonstrate extenuating circumstances is on the licensee.

Additional information:

- Professional Development Points (PDPs) gained through Professional Development Programs provided by a school system will not be accepted.
- The Board conducts random continuing education audits. For this reason, Social Workers should retain their continuing education certificates for a minimum of 2 renewal cycles (4 years). Failure to demonstrate completion of the requisite continuing education will result in discipline on the license. Please be advised that discipline incurred on the license will forever be associated with the license.
- CEs may be obtained in-person and/or online. At this time, there is no limit to the number which may be obtained online.