

# NDBSWE BOARD GUIDELINES

Effective February 1, 2004

## I. CONTINUING EDUCATION

### A. GUIDELINES

1. Licensed social workers must acquire thirty continuing education contact hours during their two-year licensing period. Newly licensed social workers, licensed after December 31st of the even numbered year, are required to obtain 15 contact hours of continuing education for the initial renewal period. Social workers licensed after June 30<sup>th</sup> of the odd numbered year have no continuing education requirement for that licensing period.
2. Continuing education hours cannot be earned until after the license effective date, and only within the current licensing period.
3. Non-acceptable continuing education topics include, but are not limited to, those contrary to the code of ethics, as well as topics such as marketing, business, personal enrichment, time management, supervisory sessions, technology enhancement, staff orientation, agency or other meetings regarding procedural issues, CPR classes, computer-related workshops, etc.
4. Continuing education course content must relate to theories and concepts of human behavior and the social environment, social work knowledge and skills, social work research or practice evaluation, social work ethics, or cross disciplinary courses directly relevant to social work practice or specialty.
5. An individual license holder must provide course outline & hours, learning objectives, & other information as requested, when seeking *pre-approval* of continuing education hours.
6. Upon completion of an individual license holder's pre-approved program, the licensee must provide the Board office with document verification of course completion.
7. One contact hour will be granted for each 50 minutes of uninterrupted learning. After the first contact hour, contact hours may be granted in half-hour increments.
8. Licensee program presenters may receive hour-per-hour contact hours, but only for one presentation of the same program.
9. Continuing education contact hours may be earned through completion of academic courses, at the rate of 15 contact hours per semester credit hour or 10 contact hours per quarter credit hour if documented with a current transcript sent to the Board office.
10. Final determination of the acceptability of continuing education hours rests with the Board.
11. The Board will not record more than the required thirty hours of continuing education contact hours in a social worker's file during the two-year licensing period.
12. The Board office will dispose of all continuing education documentation for licensees once it is recorded in the licensees' files.

### B. APPROVED CONTINUING EDUCATION

1. Continuing Education - **Provider Approval**
  - a. The Association of Social Work Boards (ASWB), & the National Association of Social Workers (NASW) are designated *approved providers* within their endorsed continuing education programs. An *Approved Provider* is additionally defined as an entity of higher education, a government agency or division, or an individual approved by the Board to provide continuing education *without the need for prior Board review on a program by program basis*. Approved Providers are listed on the NDBSWE website.

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- b. Requirements to obtain status as an *approved provider*:
  - (1) provider must complete an application provided by the Board
  - (2) provider must pay an application fee as set by the Board
  - (3) provider must ensure all programs offered contain a course outline, learning objectives, and an evaluation of the learning outcome of participants. These documents must be provided to the Board upon request.
  - (4) the Board will make available to approved providers a continuing education form to be used as directed by the Board. Such form will include space for license number of attendee, documentation of attendance, number of continuing education contact hours earned, & other requested information for entry into social work files.
  - (5) the approved provider must report the participants' completion of CE programs to the Board within 30 days from the date of the program presentation. Failure to do so may result in the loss of approved provider status.
  - (6) complaints directed at providers may be investigated by the Board, and substantiated or repeated complaints may result in removal of provider approval status.
  
- 2. Continuing Education - **Program Approval**
  - a. An *approved program* is defined as one specific program, with defined continuing education contact hours, *approved in advance* by the Board. Approved programs are listed on the NDBSWE website.
  
  - b. Requirements to obtain status as an *approved program*:
    - (1) program sponsor must complete an application provided by the Board
    - (2) program sponsor must pay an application fee as set by the Board
    - (3) program sponsor must ensure all programs offered contain a course outline, learning objectives, and an evaluation of the learning outcome of participants. These documents must be provided to the Board upon request.
    - (4) the Board will make available to an approved program a continuing education form to be used as directed by the Board. Such form will include space for license number of attendee, documentation of attendance, number of continuing education contact hours earned, & other requested information for entry into social work files.
    - (5) the program sponsor must report participants completion of CE programs to the Board within 30 days from the date of the program presentation. Failure to do so may result in the future loss of approved program status.
    - (6) complaints directed at program sponsors may be investigated by the Board, and substantiated or repeated complaints may result in denial of request for future program approval status.
  
- 3. Continuing Education – **Individual License Holder Pre-Approval**
  - a. Individual licensees requesting approval for a program not offered by a Board pre-approved provider should make their requests *prior to attending* a non-approved program. To receive credit after completion of the program, licensees must submit to the Board office a \$10 processing fee along with the completed Individual License Holder's Application for Program Approval (\$10 Form) and a copy of the program completion certificate awarded.
  - b. Program & course content must relate to education areas as identified in I-A-4.
  - c. Home study programs, audio and video conferences, and internet-based distance learning courses qualify **only if the provider is approved by either NASW or ASWB.**