

# NDBSWE BOARD GUIDELINES

Effective March 1, 2011

## 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. 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.
6. Licensee program presenters may receive hour-per-hour contact hours, but only for one presentation of the same program.
7. 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.
8. Final determination of the acceptability of continuing education hours rests with the Board.
9. 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.
10. The Board office will dispose of all continuing education documentation for licensees once it is recorded in the licensees' files.

### B. APPROVAL OF CONTINUING EDUCATION

1. Continuing Education - **Provider Approval**
  - a. An *Approved Provider* is 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.  
\*\* The Association of Social Work Boards (**ASWB**), & the National Association of Social Workers (**NASW**) are designated *approved providers* within their endorsed continuing education programs.

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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 (\$100)
  - (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 at the time renewal of the Approved Provider status is requested.
  - (4) the provider must report the participants' completion of CE programs to the Board within 30 days from the date of the program presentation. Participant verification of completion must be submitted in the form of a typed list containing the program information, Approved Provider number, participants' names and license numbers via post, fax, or e-mail. Failure to do so may result in the loss of approved provider status.
  - (5) provider must renew status annually. Request for renewal must include: application provided by the Board, application fee set by the Board (\$100), list of all trainings offered previous year along with a brief outline and learning objectives for each training.
  - (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 (\$25).
    - (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 program sponsor must report participants' completion of CE programs to the Board within 30 days from the date of the program presentation. Participant verification of completion must be submitted in the form of a typed list containing the program information, Approved Program number, participants' names and license numbers via post, fax, or e-mail. Failure to do so may result in the future loss of approved program status.
    - (5) 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 – **License Holder Request for Approval**
  - a. Individual licensees may request approval for a program not offered by a Board-approved provider. 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), a copy of the program completion certificate awarded, and a brochure/agenda for the program.  
\*\*Any number of programs may be submitted on one \$10 Form for one \$10 fee.
  - b. Program and 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.**

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