

## Understanding Continuing Education Approval Policies and Requirements

**Definitions:** Continuing education means education which fosters the enhancement of general or specialized social work practice, values, skills or knowledge.

**Measurement:** Continuing education is measured in contact hours. One contact hour means one clock hour (60 minutes) of an organized learning experience. (The hour increments can be counted in 15 minutes increments, but you should use .25 = 15 minutes; .50 = 30 minutes; .75 = 45 minutes; 1.00 = 1 hour)

**General Requirements:** Of the required 30 hours, 10 must be obtained in a classroom setting. The remaining 20 can be self-study.

**CE earning period example:** If your license was issued August 2018, CE must be obtained between September 1, 2018 and August 31, 2020.

A minimum of three (3) contact hours in Ethics all renewals received after December 31, 2016 are required. It is recommended that licensees complete the Child Abuse and Neglect Report training. You can receive 1.0 hour of CE for completing the program. (See the link on our website under CE tab) Beginning October 1, 2018, you will also need to report 3 hours in Clinical Social Work, and if you supervise a person for licensure, you will also need 3 hours in supervision.

The following types of CE are accepted by the Board without pre-approval: Programs sponsored by any of the approved providers listed on our website under the link “APPROVAED CE PROVIDERS” (Provider status must be current)

Programs listed on our website under the link “APPROVED CE”

Most programs approved or sponsored by the National Association of Social Workers (NASW) state chapter if it is social work related and contains a psychosocial component that has an impact on psychosocial well being. EXCEPTION: The Institute of Natural Resources (INR) is approved by NASW but has a limited approval with the state Board. Please refer to our website under “Approved CE Providers” for a list of their approved programs.

Programs approved by Association of Social Work Boards (ASWB – ACE)

Programs sponsored by the school of social work of a University or College accredited by CSWE (Council of Social Work Education)

Academic social work or related social work courses offered by a University or College accredited by Council on Social Work Education (CSWE)

Programs approved by any other State Social Work Boards

Programs approved by the Alabama Board of Nursing (ABN) provided the material is social work related. (If time is awarded in nursing hours, the hours must be converted to social work hours).

National Board of Certified Counselors (NBCC) and American Psychological Association (APA) programs that are social work related.

NOTE: Social Work related is containing a psychosocial component and has an impact on a person's psychosocial well-being.

If the program you're interested in does not fall under any of the categories listed above, **it must be approved by the Board prior to attending**. We ask that you submit your request at least two weeks prior to the program. This can be done by submitting the following information:

- Title, date and location of program
- Detailed agenda showing times and topics
- Short bio on any speaker (s)
- Objective (s) of program
- Contact information to register

Once the information is received and reviewed by the Board, you will be notified in writing of its approval status. The Board will also post this information on our website in order of the date of program. Please check our website under "Approved CE Programs" before calling the Board.