



TEXAS STATE BOARD OF SOCIAL WORKER EXAMINERS CONTINUING EDUCATION PROVIDER APPLICATION PROCEDURE

By request, you are receiving the enclosed application to be an approved provider of continuing education for social workers in Texas. This packet contains:

- the application form; and
- a copy of the rules governing continuing education for social workers.

According to the rules governing continuing education for social workers (Texas Administrative Code, Chapter 781, sections 781.508; 781.509; 781.510; 781.511; 781.512; 781.513; 781.514; 781.515), all entities providing sources of continuing education must be approved. The Board of Social Worker Examiners administers a regular audit of CE providers. It is the responsibility of each approved provider to ensure that all of its CE programs are in compliance with the criteria outlined in Ch. 781.

Please read the enclosed copy of these rules and verify that your programs will be in compliance with them before completing the application. Then complete the application and mail it with the correct fee to the provided address.

Upon receipt of your application and fee, you will be issued a CE provider number that will be effective for one year. All programs offered within this period and meeting all approval guidelines in Ch. 781 will be recognized by the board as approved sources of continuing education units (CEU's).

For Office Use Only

Budget #ZZ136

Fund # 008

#: _____

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FORM D



**TEXAS STATE BOARD OF SOCIAL WORKER EXAMINERS
CONTINUING EDUCATION PROVIDER APPLICATION**

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| Provider Name (Business Name): |
| Business Address: Street, City, State, Zip |
| Phone Number |
| Name of individual responsible for program: |

Please check the appropriate boxes below.

This is a: ___ New Application
 ___ Renewal application: current CE Provider Approval #: _____

___ Enclosed is the \$50 annual application fee. (Subject to yearly review and renewal)

___ Exempt: no fee enclosed: (select appropriate automatic approval category below)

___ accredited college/university

___ national/statewide association, board or organization representing members of the social work profession

___ nationally accredited health or mental health facility

___ approved by state or national organization in a related field: medicine, psychiatry, psychology, sociology, marriage and family therapy, or similar field of human service practice.

Mail this form and appropriate fee to: **Texas State Board of Social Worker Examiners
PO Box 12197
Capitol Station
Austin, TX 78711-2197**

I hereby certify that all programs offered by this agency will comply with the Board rules on provider approval (§781.511) and that documentation of compliance with §781.511(e) for each program offered for credit hours will be maintained for a period of 2 years and will be made available to the Board on request.

Signature

Date

§781.508 Hour Requirements for Continuing Education

- (a) A licensee must complete a total of 30 clock-hours biennially of continuing education obtained from board-approved continuing education providers.
- (b) As part of the required 30 biennial clock-hours, a licensee must complete a minimum of six clock-hours of continuing education in professional ethics and social work values.
- (c) A clock-hour is defined as 60 minutes of standard time.
- (d) A licensee may earn credit for ethics as a presenter or a participant.
- (e) Upon a licensee's petition, the executive director may waive part, but not all, of the continuing education renewal requirements for good and just cause or may permit the licensee additional time to complete all continuing education requirements. If the director decides not to waive requirements, a licensee may appeal to the board, which may elect to waive the late fees accrued. Should the board not uphold the licensee's petition, all late fees accrued will apply.

The board accepts continuing education in which the licensee learns by:

- (1) participating in institutes, seminars, workshops, conferences, independent study programs, post graduate training programs, college academic or continuing education courses which relate to or enhance the practice of social work and are offered by a board-approved provider;
- (2) teaching or presenting the activities described in paragraph (1) of this section;
- (3) writing a published work or presenting work applicable to the profession of social work;
- (4) serving as a field instructor for social work interns attending a college or university accredited by or in candidacy status with CSWE;
- (5) providing supervision to a social worker participating in the program in accordance with §781.413 of this title (relating to the Alternative Method of Examining Competency (AMEC) Program); or
- (6) completing the board's jurisprudence training course no more than once per renewal period, unless the board directs otherwise.

§781.510 Activities Unacceptable as Continuing Education

The board will not give credit hours for:

- (1) education incidental to the regular professional activities of a social worker such as learning occurring from experience or research;
- (2) organizational activity such as serving on committees or councils or as an officer in a professional organization;
- (3) meetings and activities such as in-service programs required as a part of one's job, unless the in-service training is acceptable continuing education under §781.509 of this title (relating to Types of Acceptable Continuing Education);
- (4) college academic courses which are audited or not taken for credit; or
- (5) any experience which does not fit the types of acceptable continuing education in §781.509 of this title.

§781.511 Requirements for Continuing Education Providers

(a) A provider must be approved under this section to offer continuing education programs.

(b) A person seeking approval as a continuing education provider shall apply using board forms and include the continuing education provider application fee. Governmental agencies shall be exempt from paying this fee.

(c) Entities that receive automatic status as approved providers without applying or paying fees include accredited colleges and universities; a national or statewide association, board or organization representing members of the social work profession; nationally accredited health or mental health facilities; or a person or agency approved by any state or national organization in a related field such as medicine, law, psychiatry, psychology, sociology, marriage and family therapy, professional counseling, and similar fields of human service practice.

(d) The applicant shall certify on the application that all programs that the provider offers for board-approved credit hours will comply with the criteria in this section; and the provider will be responsible for verifying attendance at each program and provide an attendance certificate as set forth in subsection (k) of this section.

(e) A program the provider offers for board-approved credit hours shall advance, extend, and enhance the licensees' professional social work skills and knowledge; be developed and presented by persons who are appropriately knowledgeable in the program's subject matter and training techniques; specify the course objectives, course content, teaching methods, and number of credit hours; specify the number of credit hours in ethics and values separately and as part of the total hours credited.

(f) The provider must document each program's compliance with this section, maintaining that documentation for three years.

(g) Department staff shall review the continuing education provider application and notify the applicant of any deficiencies or grant approval, assigning the continuing education provider approval number which shall be noted on all certificates.

(h) Each continuing education program shall provide participants an evaluation instrument which may be completed on-site or returned via the web or by mail. The provider and the instructor shall review the evaluation outcomes and consider those outcomes in revising subsequent programs, keeping all evaluations for three years and allowing the board to review the evaluations on request.

(i) The provider will supply a list of subcontractors as part of the renewal process or upon request.

(j) To maintain continuing education provider approval, each provider shall annually apply to renew provider status and pay applicable fees.

(k) It is the provider's responsibility to provide each program participant with a legible certificate of attendance after the program ends. The certificate shall include the provider's name, approval number, and expiration date of the provider's approved status; the participant's name; the program title, date, and place; the credit hours earned, including the ethics hours credited; the provider's signature or that of the provider's representative; and the board contact information.

(l) The provider is responsible for assuring that the licensee receives credit only for time actually spent in the program.

(m) If the provider fails to comply with these requirements, the board, after notice to the provider and due process hearing, may revoke the provider's approval status.

(n) The board may evaluate any provider or applicant at any time to ensure compliance with requirements of this section.

(o) Complaints regarding continuing education programs offered by approved providers may be submitted in writing to the executive director.

(p) A program offered by a provider for credit hours in ethics shall meet the minimum course requirements for an ethics course approved by the board.

§781.512 Evaluation of Continuing Education Providers

(a) Department staff shall audit approved continuing education providers regularly, reporting audit results to the board. During the audit, staff shall request the provider's documentation regarding compliance with §781.511 of this title (relating to Requirements for Continuing Education Providers).

(b) Department staff shall notify a continuing education provider of the results of an audit. A continuing education provider who does not comply with these regulations shall implement a correction plan to address deficiencies, and will submit documentation of these corrective measures to the board within 30 days of the board's notice that corrective actions are necessary.

(c) The board shall review and may rescind the approval status of continuing education providers.

(d) If the board receives written complaints about continuing education offered by approved providers, the department may audit the provider and refer the matter to the board for appropriate action.

(e) A provider whose approval status has been rescinded may reapply for approval on or after the 91st day following the board action. The provider must document that corrective action has been taken and that the provider's programs will be presented in compliance with §781.511 of this title. The board shall review the reapplication.

(f) A licensee may not count hours to renew the license if those continuing education hours were received from a provider that has failed to meet renewal requirements, or whose approval has been denied or rescinded by the board but is accepted by another approval entity.

§781.513 Acceptance of Continuing Education Approved by Another Licensing Board

(a) A licensee may request in writing that the board approve continuing education hours provided by a non-approved provider. The licensee shall submit documentation as specified in §781.511(e) of this title (relating to Requirements for Continuing Education Providers) for the board to review and a fee equal to the continuing education provider application fee.

(b) The executive director will review the documentation and notify the licensee in writing whether the program(s) are acceptable as credit hours. This decision may be appealed to the board.

§781.514 Credit Hours Granted

The board will grant the following credit hours toward the continuing education requirements for license renewal.

(1) One credit hour will be given for each hour of participation in a continuing education program by an approved provider.

(2) Credit may be earned, post-licensure, through successfully completing postgraduate training programs (e.g., intern, residency, or fellowship programs) or successfully completing social work courses in a graduate school of social work at a rate of five credit hours per each semester hour or its equivalent not to exceed 10 hours per renewal period. A licensee may complete the ethics requirement in §781.508(a) of this title (relating to Hour Requirements for Continuing Education) only through a course specifically designated as an ethics course.

(3) Credit may be earned for teaching social work courses in an accredited college or university. Credit will be applied at the rate of five credit hours for every course taught, not to exceed 15 hours per renewal period. A licensee may complete the ethics requirement in §781.508(a) of this title only through teaching a course specifically designated as an ethics course.

(4) A field instructor for a social work intern will be granted five credit hours for each college semester completed, not to exceed 20 credit hours per renewal period.

(5) A presenter of a continuing education program or an author of a published work, which imparts social work knowledge and skills, may be granted five credit hours for each original or substantially revised presentation or publication, not to exceed 20 credit hours per renewal period.

(6) Credit hours may be earned by successful completion of an independent study program directly related to social work offered or approved by an approved provider. With the exception of persons residing outside the United States, a maximum of 20 credit hours for independent study programs will be accepted per renewal period.

(7) A licensee may carry over to the next renewal period up to 10 credit hours earned in excess of the continuing education renewal requirements. Continuing education earned during the licensee's birth month may be used for the current renewal or for the following year.

(8) Completing the jurisprudence examination shall count as three hours of the continuing education requirement in ethics and social work values, as referenced in §781.508(b) of this title.

§781.515 Continuing Education Documentation

(a) Licensees must verify their credit hours on the board's license renewal form. Failing to submit the form with completed continuing education hours is grounds to deny the application for license renewal.

(b) Licensees must maintain documentation of their continuing education for three years.

(c) The board will review a random sample of applications for quality control. A licensee selected for review will be notified by mail and required to submit acceptable documentation of the continuing education listed on the continuing education report form. Documentation must specify the subject, date(s), credit hours, name of sponsor, board-issued sponsor approval number or other identifying sponsor information (if applicable) and board contact information. The licensee shall include such items as copies of attendance certificates or other attendance verification from the provider; grade reports or transcripts verifying that a college course is completed; letters from deans, directors, department chairs, or their representatives verifying a field instructor assignment; letters from program sponsors verifying the licensee presented continuing education; or copies of continuing education programs or other documentation verifying that the continuing education was relevant to social work when the program does not have an assigned provider number.