

# SOUTH CAROLINA BOARD OF SOCIAL WORK EXAMINERS

## GUIDELINES FOR CONTINUING EDUCATION

### A. Requirements

1. A minimum of 40 clock hours of social work related continuing education is required biennially (every two years) to renew each license.
2. A minimum of twenty of the 40 clock hours must be specifically provided by a trained social worker - **a person with a BSW, MSW, or a doctorate degree in social work.**
3. The reporting period is from January 1 to December 31 biennially (every two years).
4. Hours obtained within the past two years (January 1, 2017 through December 31, 2018) by taking graduate level academic social work courses or participating in social work training within Board parameters, regardless of whether or not you were licensed as a social worker at that time, can be used to meet Continuing Education requirements.
5. The Board will waive one license year, continuing education requirements for licensed social workers who are activated in the military for more than 30 days.

### B. Definition of Continuing Education Training

Continuing Education is those social work related activities which are oriented to the enhancement of social work practice, values, skills and knowledge.

1. Academic social work courses taken for credit or audit.
2. Social work related academic courses taken for credit and audit.

Courses must be in related areas such as: administration, research, psychology, sociology, law, child and family development, counseling, gerontology, substance abuse, criminal justice, mental health, etc.

3. Seminars, workshops, institutes, conferences or mini-courses oriented to the enhancement of social work practice, values, skills or knowledge.

#### **4. Training specifically related to policies, general procedures, emergency procedures or other related operational procedures of an agency or organization are *not* eligible for continuing education credit.**

5. A first time presentation of a paper, workshop or seminar for a national, regional or statewide or other professional meeting. Repeated presentations of the same materials cannot be counted as separate activities. One time presentation will count for five continuing education hours.

6. Preparation of a paper and acceptance for publication in a recognized social work or related journal. An accepted paper will count for five continuing education hours.

7. Preparation of new social work or related courses for an educational institution or organization. A new course will count for five continuing education hours.

8. No more than twenty continuing education hours may be counted from Section B, Parts 5, 6, and 7 per biennial renewal year.

9. Any audio and/or visual educationally related home study tapes, or professional journals are approved by the Board for independent self-study Continuing Education credit provided:

- a. Credits are granted by an approved sponsor,
- b. The approved sponsor administers and scores an appropriate test relating to the educational content
- c. The licensee passes the test with a score of at least 70% prior to the awarding of Continuing Education credits.

### **C. Carryover of Continuing Education Hours**

Up to twelve (12) continuing education hours may be transferred from a surplus from the preceding license renewal to the present renewal every two years.

### **D. Verification of Continuing Education**

1. The passing course grade report will constitute verification for academic credit hours.
  - a. One semester hour of academic credit is equivalent to 15 clock hours of continuing education.
  - b. One quarter hour of academic credit is equivalent to 10 clock hours of continuing education.
2. A signed statement from the instructor for hours attended will constitute verification for audited courses.
3. The Continuing Education Unit or other certificate of attendance will constitute verification of workshops, seminars, institutes or mini-courses.

One CEU (Continuing Education Unit) is equivalent to ten clock (contact) hours.

4. A copy of the presentation with a letter of acceptance or copy of the program will constitute verification of the first time presentation and acceptance of presenting at a seminar, workshop, institute, conference or mini-course.
5. A copy of the paper with a copy of the letter of acceptance for publication will constitute verification of the preparation and acceptance of a paper for a journal.
6. A copy of the course outline with a confirming letter from the dean/director will constitute verification for the preparation of a new social work or related academic course.

### **E. Board Approved Educational Institutions, Organizations and Agencies to Provide Continuing Education**

The following educational institutions, organizations and agencies are pre-approved as providers for Continuing Education. Attendance in any social work or related continuing education program sponsored by an institution, organization or agency on this list is pre-approved as acceptable toward meeting the South Carolina Board of Social Work Examiner's Continuing Education requirements.

#### 1. Educational Institutions

University of South Carolina College of Social Work  
Benedict College Social Work Program  
Columbia College Social Work Program  
South Carolina State College Social Work Program  
Winthrop College Department of Social Work  
Limestone College Social Work Programs  
Coker College Social Work Program

Formal social work or related academic and continuing education credits granted by all regionally accredited colleges and universities in the United States.

Formal Social work or related academic and continuing education credits granted by regionally accredited two year technical and comprehensive education centers or institutions within the United States.

Formal social work or related academic and continuing education credits granted by all schools of social work in the United States which are accredited by the Council on Social Work Education.

2. Organizations (including South Carolina affiliates)

American Association of Marriage and Family Therapy  
Association of Social Work Boards  
American Health Care Association Section on Social Work  
American Hospital Society for Directors of Hospital Social Work Services  
American Public Health Association - Public Health Social Work  
Council on Social Work Education  
National Association of Black Social Workers  
National Association of Christians in Social Work  
National Association of Social Workers  
National Federation of Societies for Clinical Social Work  
South Carolina Association of School Social Workers  
South Carolina Council of Nephrology Social Workers  
Family Services America

3. State Agencies

Board of Examiners for the Licensing of Professional Counselors, Associate  
Counselors and Marriage and Family Therapists  
Division on Aging  
Department of Alcohol and Other Drug Abuse Services  
Commission for the Blind  
Office of Human Resource Management  
Children's Foster Care Review Board  
Continuum of Care for Emotionally Disturbed Children  
Department of Corrections  
Department of Education  
Department of Health and Environmental Control  
Department of Mental Health  
Department of Disabilities and Special Needs  
Department of Probation, Parole and Pardon Services  
Department of Social Services  
Department of Vocational Rehabilitation  
Department of Juvenile Justice  
The South Carolina University Affiliated Program  
Department of Health & Human Services  
John de le Howe School  
South Carolina Board of Social Work Examiners

Training provided by any city, county, state or federal governmental entity both within or outside South Carolina which is similar to those listed within the South Carolina state government listing.

Training provided by the United States Armed Services.

4. Other national or state professional associations relating to one's social work or related practice specialty and of which one is a member.

5. Licensed Hospitals.

6. Any workshop, seminar, institute, conference or mini-course to be provided by other than one of the Board approved groups listed in section E, parts 1, 2, 3, 4, and 5 will also be approved if formally co-sponsored or endorsed by one of the Board approved Educational Institutions, Organizations or State and Federal Agencies listed above.

If the licensed social worker's employer approves/recommends in writing that an employee attend a program presented by an organization other than those listed above, this will constitute "formal endorsement" of the program and therefore may be counted as Continuing Education credit.

7. Nationally focused human services related conferences sponsored by non-membership based, not for profit organizations will be pre-approved for continuing education credit if such training is social work or social work related in its nature.

#### **F. Documentation**

1. Each licensee shall maintain for three years their own record and evidence of continuing education which they have completed. The Board will not maintain continuing education files for licensees.

2. The Board will require that an Affirmation of Continuing Education be signed on the renewal form at biennial license renewal. **Documentation of individual continuing education sessions completed should be retained by the licensee for 3 years and not sent to the Board.**

3. The Board will conduct a sample audit biennially of individual records and verification of continuing education completed by licensees. The Board may also request from an applicant at license renewal that they provide their records and evidence of continuing education training.

#### **G. Requests for Sponsorship**

An Application for Continuing Education Sponsorship may be obtained by calling the Board office directly.

A non-refundable fee of \$25.00 is required for processing on all sponsorship requests. The Board requires that all requests for sponsorship approval be in the Board office no later than 30 days prior to the next scheduled Board meeting and no less than 60 days prior to the first presentation of the workshop. **If the application for sponsorship is not received before the 60 day deadline or the 30 day deadline, the workshop will not be approved by the Board.**

Board approved sponsor status for each training workshop shall expire (2) years from the date of Board approval and must be renewed by making application to the Board.

The Board retains the right to monitor Continuing Education programs sponsored by Board approved sponsors and will withdraw approval from a sponsor who does not maintain the standards demonstrated in their application.

**Revised: 10.24.2018**