

## RULES

IX. Continuing Education Guidelines: [\(Ark. Code Ann. §17-103-203\)](#)

**A. Definition:**

1. Social Work Continuing Education (SWCE) has been defined as those formalized activities that are directed at developing and enhancing an individual's social work knowledge base and service delivery skills in applicable area of planning and administration, education, research or direct service with individual, couples, families, and groups.
2. A SWCE Credit Hour represents one clock hour (60 minutes) of a SWCE activity. A credit hour represents actual time of the SWCE activity. For example, a workshop that begins at 9:00 a.m. and ends at 3:00 p.m. with one-hour lunch break would provide five (5) credit hours for the participant.
3. Credits must be a minimum of fifteen (15) minutes or more to qualify.
4. Academic Credit Hour: One academic credit hour is equivalent to fifteen (15) clock hours for the purpose of license renewal. Credit for auditing an academic course will be for the actual number of clock hours in attendance, not to exceed the academic clock hour equivalent. Academic credit hours will not apply towards license renewal until the completion of the course.

**B. Basic Requirements:**

1. Each licensee is required to complete thirty (30) credit hours of SWCE during each two-year licensure period. Of the thirty (30) hours, a minimum of three (3) hours must be in professional ethics with no more than fifteen (15) hours of independent study.
2. SWCE may be documented on the form for reporting continuing education supplied by the Board or any other form provided the same information is presented. A typed or computerized list of training that is kept by the social worker's employer is acceptable for documentation. The list must include the same information as the form for reporting SWCE and the employer's name, address and phone number. The licensee and the licensee's supervisor or employer must sign the list certifying that the social worker attended all the sessions listed.
3. Documentation of the SWCE must be maintained by the licensee for a period of two (2) years following the renewal date.
4. After each renewal period, the Board will, at its discretion, audit a percentage of the renewal applications to ensure that the continuing education requirements have been met. Each audited licensee will be required to provide documentation of all the continuing education hours listed on his/her summary sheet.
5. A continuing education course will not be allowed more than once during the two-year renewal period. If the course name is the same, the social worker has the responsibility to make sure the content has changed since the last date the course was taken. The social worker may be required to provide documentation of the changes.

**C. Examples of Acceptable Social Work Continuing Education (SWCE):**

1. Seminars, workshops, or mini-courses oriented to the enhancement of social work practice, values, skills and knowledge.
  - a. Cross-disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable if they are clearly related to the enhancement of social work practice.

- b.** Clock hour credit will be given for the actual number of hours in attendance.
  - c.** In-service training provided by the employer using presenters from the staff or from outside agencies.
  - d.** Training specifically related to policies and procedures of an agency may not be counted.
2. Academic social work courses or social work- related courses such as mental health, administration, health and social research, psychology, sociology, and human growth and development, child and family development, counseling and guidance taken for credit or audited. An official transcript may be used to verify courses taken for credit. One academic credit hour is equivalent to fifteen (15) clock hours for the purpose of license renewal. Credit for auditing will be for actual clock hours in attendance, not to exceed the academic the academic clock hour equivalent.
  3. Presentation for the first time of an academic social work course, in-service training, workshop or seminar, or other professional seminar. A copy of the course syllabus and verification that the course, workshop or seminar was presented may be used as documentation. The actual number of hours of presentation plus an equal number of hours for preparation will be allowed. The total number of clock hours for both preparation and presentation of all first-time courses shall not exceed ten (10) hours per renewal period.
  4. Preparation for the first publication of a professional social work paper that has been published in a recognized professional journal. A copy of the paper and verification of publication must be submitted to the Board for evaluation and certification of the number of hours of credit to be allowed. A maximum of ten (10) clock hours will be allowed during each two-year licensure period.
  5. Independent home studies/online courses which provide credit directed at developing and enhancing the licensee's knowledge base and service delivery skills in the applicable areas of social planning, administration, education, research or direct service with individuals, couples, families and groups. A maximum of fifteen (15) clock hours will be allowed during each two-year licensure period.
  6. To be considered as face-to-face hours for credit, webinars must be both live and interactive. If audited, the licensee must submit sufficient documentation to show that the webinar was live and interactive.

**D.** The Board does not pre-approve continuing education workshops. It is the licensee's responsibility, using his/her professional judgement, to determine the workshops that are applicable and appropriate to his/her professional development as a social worker and that they meet the definition of SWCE. If a licensee submits documentation for training that is not clearly identifiable as SWCE, the Board will request a written description of the training and how it applies to the individual's professional development as a social worker. If the Board determines that the training cannot be considered SWCE, the individual will be given three (3) months to replace the disallowed hours. Those hours will be considered replacement hours and cannot be counted during the next licensure period.

**E.** If credit is not given for the SWCE submitted, the licensee may request a hearing before the Board.

**F.** Extenuating circumstances that prevent licensees from completing the continuing education requirement will be reviewed on an individual basis. Extension requests must be made prior to expiration in accordance with Rule VIII (B) (6).

