

## **Tips for Understanding The New Jersey Social Work Regulations for Continuing Education**

**This information is based on the latest revision of the NJ Social Work Regulations (N.J.A.C. 13:44G). These Regulations are published by the Board of Social Work Examiners (BSWE) and can be accessed at <http://tinyurl.com/NJSWRegs13-44G>. For more information, please review the NJ Social Work Regulations, SUBCHAPTER 6.1 through 6.7.**

### **How many Continuing Education Units (CEUs) am I required to complete for my license?**

Social workers applying for license or certification renewal will need to confirm that they completed the necessary continuing education requirements for their license/certification level. The information below is for a full 2-year licensing cycle (currently September 1 of an even year through August 31 of the following even year).

- **Certified Social Worker (CSW):** CSWs must complete a minimum of 20 hours of continuing education (5 hours of which must be in ethics and 3 hours in the area of social and cultural competence). CSWs who have completed more than the 20 hours during the biennial period may carry over a maximum of 4 surplus hours into the next cycle.
- **Licensed Social Worker (LSW):** LSWs must complete a minimum of 30 hours of continuing education (5 hours of which must be in ethics and 3 hours in the area of social and cultural competence). LSWs who have completed more than the 30 hours during the biennial period may carry over a maximum of 6 surplus hours into the next cycle.
- **Licensed Clinical Social Worker (LCSW):** LCSWs must complete a minimum of 40 hours of continuing education (5 hours of which must be in ethics and 3 hours in the area of social and cultural competence). At least 20 hours must be related directly to clinical practice. LCSWs who have completed more than the 40 hours during the biennial period may carry over a maximum of 8 surplus hours into the next cycle.

If an applicant initially obtains a license or certificate within the second year of a biennial license period (September 1 or later in an odd year), the applicant shall complete not fewer than one-half of the minimum required credits of continuing education, 3 credits of which shall be related to ethics and 2 credits of which shall be related to social and cultural competency. An LCSW shall complete at least 10 of their 20 credits in programs which directly relate to clinical practice.

### **What types of credits (CEUs) are required for my license/certification?**

All license and certification levels are required to complete:

- 5 hours in ethics and
- 3 hours in social and cultural competence ([13:44G-6.2\(c\) CREDIT-HOUR REQUIREMENTS](#)).

In addition, LCSWs must complete at least 20 hours of continuing education related directly to clinical practice. To determine whether a course is related to clinical practice, please see the definition of clinical social work services at [13:44G-1.2 DEFINITIONS](#).

**NOTE: Some CE credits are offered in more than one category (clinical, ethics, social & cultural competence). These credits can count for requirements in clinical and one other category. However, the same course credits (hours) cannot be counted for both ethics and social & cultural competence. LCSWs must have at least 20 clinical and 40 CEUs in total.**

**What topics can be covered in the courses I take?**

- a) The Board shall grant continuing education credit only for courses which are **directly related to social work practice** and which are advertised and available on a nondiscriminatory basis.
- b) **The following content areas, when they are directly related to social work practice, are acceptable for continuing education credit:**
  - 1) Theories and concepts of human behavior and the social environment;
  - 2) Social work practice, knowledge and skills;
  - 3) Social work research, program evaluation or practice evaluation;
  - 4) Management/administration/social policy; and
  - 5) Social work ethics, including, but not limited to, topics in boundary relationships, conflicts of interest, confidentiality, and recordkeeping.
- c) **The following content areas are unacceptable for continuing education credit:**
  - 1) Personal development; and
  - 2) Supervisory sessions.

**Where can I take CE courses? What courses are accepted by the Licensing Board?**

- a) Attending a course **offered by** the National Association of Social Workers (NASW) or any NASW State Chapter, including NASW-NJ. This does not cover programs from other agencies that are listed as **approved by** NASW or an NASW State Chapter. (See section (o) for further explanation.)
- b) Attendance at programs or courses approved by the Association of Social Work Boards (ASWB): one credit for each hour of attendance. **NOTE: The course itself must be approved by the ASWB New Jersey Continuing Education Course Approval Program. If the presenter is approved rather than the course, this course will NOT be accepted by the Board of Social Work Examiners.**
- c) Attendance at courses offered by the Child Welfare Training Academy within the New Jersey Department of Children and Families.
- d) Attendance at courses given at state and national social work association conferences, where the criteria for membership is an academic degree in social work.
- e) Attendance at **continuing education programs** offered at a regionally accredited Institution that is accredited by a regional accrediting body recognized by the United States Department of Education, Office of Postsecondary Education. As with all continuing education requirements, the programs must be **directly related to social work practice**. To see the list of recognized schools, click [here](http://ope.ed.gov/accreditation/Search.aspx):
- f) Attendance at **continuing education programs** provided by institutions accredited or in candidacy for accreditation, by the Council on Social Work Education (CSWE). To see the list of schools accredited by the CSWE, click [here](http://www.cswe.org/Accreditation/Accredited-Programs.aspx)
- g) Completion of **undergraduate or graduate-level coursework** in an academic program accredited, or in candidacy for accreditation, by the CSWE: five credits for each course credit can count towards your certification or license.

- h) Completion of **undergraduate or graduate-level coursework** related to social work practice at an academic institution accredited by a regional accrediting body recognized by the United States Department of Education, Office of Postsecondary Education. You can count a maximum of three credits for each course credit awarded; these courses can count for no more than ½ of your required CE credits.
- i) Attendance at in-service training provided by:
  - 1. an organization that provides social work services and which is licensed by or under contract to provide social work-related services with the Department of Children and Families, the Department of Community Affairs, the Department of Health, or the Department of Human Services, or
  - 2. an organization accredited by the Child Welfare League of America (CWLA), the Council on Accreditation (COA), the Council on Accreditation of Rehabilitation Facilities (CARF), the Family Service Association of America (FSAA), or The Joint Commission.

**NOTE: In-service training requires that the organization presenting the workshop/course is your employer and that there is no cost to you as the employee. Documentation must show proof that the organization presenting the workshop/course meets the criteria described in section i.1 or i.2 above. The in-service trainings that you wish to count for CE credit must be in a subject matter related to the setting in which you work.**

If you're not sure whether the organization you work for meets the criteria listed above (in section i.1 or i.2), check with your place of employment before trying to determine if the in-service is acceptable to the Board of Social Work Examiners.

In-service trainings can count for no more than ½ of your required CE credits. Staff meeting, job training, training on administrative procedures or policies, quality assurance or case reviews, or case management does not count for CE credits. For more information on in-service programs, see 13:44G-6.4 (c)9 and (c)10 [\*\*SOURCES OF CONTINUING EDUCATION CREDITS AND CREDIT-HOUR CALCULATIONS\*\*](#).

- j) Attendance at courses approved by Boards that license social work practice in other states.
- k) Attendance at courses related to social work practice that are recognized or approved by the NJ Alcohol and Drug Counselor Committee, the NJ State Board of Marriage and Family Therapy Examiners or the NJ Professional Counselor Examiners Committee.
- l) Publishing a refereed article in a professional journal within the preceding biennial (licensing) period (i.e. for which you have not received prior credit): nine credits per article..
- m) Teaching courses related to social work practice that are offered in academic institutions accredited by a regional accrediting body recognized by the United States Department of Education, Office of Postsecondary Education: 15 credits for each new course that you teach within a biennial (licensing) cycle. A "new" course is a course that you have not taught previously in any educational setting.
- n) Presentations at workshops, training sessions and seminars: 1.5 credits for each hour of a new offering up to a maximum of nine credits. A "new" workshop, training session, and seminar is one that you have not taught previously in any educational setting.
- o) In addition to programs described in (a) – (n) above, attendance at courses approved by "an entity recognized by the Board of Social Work Examiners (BSWE)" pursuant to N.J.A.C. 13:44G-6.7. Currently the only "approved entities" are the New Jersey Social Work Continuing Education Approval Collaborative ("The

Collaborative," which is administered by NASW-NJ) and the Association of Social Work Boards' (ASWB) New Jersey Continuing Education Course Approval Program.

**NOTE: Remember that the course itself must be approved.** This is how the ASWB New Jersey Continuing Education Course Approval Program (NJCECAP) is designed.

**If the presenter is approved by ASWB but the course is not approved by the ASWB NJCECAP, then this course will NOT be accepted by the NJ Board of Social Work Examiners.**

If and when other entities are approved by the Board, they will be listed on the BSWE Web site.

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