

STATE BOARD OF LICENSED SOCIAL WORKERS
CONTINUING EDUCATION REPORT

Name _____ License No _____
(Last) (First) (M)

IMPORTANT-Please read the following in its entirety.

THE TOTAL CONTINUING EDUCATION HOURS DUE IS PRINTED ON YOUR RENEWAL APPLICATION

ORS 675.565 requires evidence of continuing education as a condition for renewal of your license.

OAR 877-025-0011 (c) A report covering a two-year period must contain a minimum of 40 hours of creditable continuing education. Please submit the number of new continuing education hours as indicated on your renewal invoice. These new hours start the day after your last birth month in which your reported continuing education.

**If your Renewal has the phrase "RENEWAL TO BE AUDITED" across the right hand corner, you must submit a copy of all your attendance certificates with your CE report. Our computer system randomly selects the licensee's to be audited. If your renewal is not selected for the audit, simply complete the Attestation Form on the reverse side of this form and return it with your renewal. Please do not send us certificates if you are not being audited. Certificates must identify the date, number of hours, and the credentialing body. If certificates do not identify the credentialing body, it is your responsibility to obtain this information prior to sending in your report or it will be considered incomplete.

OAR 877-025-0016(1) A licensee must **report a total of six (6) or more hours of continuing education in ethics.**

OAR 877-025-0021(2) states, "The report is part of the renewal application and must contain information sufficient to demonstrate that the licensee has met the requirements in this division of rules. A licensee who fails to meet the requirement is subject to a denial of the application for renewal unless the failure was due to circumstances beyond the reasonable control of the licensee and the licensee agrees to a plan to compensate for the deficiency.

If there is a deficiency, you are expected to correct it as soon as possible. If you are required to submit a continuing education report and you submit an incorrect number of CE hours, your Continuing Education Report form will be returned. This delays processing your renewal, issuing a new license, and may result in late fees. If you do not correct any continuing education deficiency before your lapse date your license will not be reissued.

If there are circumstances (such as a major illness or other hardship) which has prevented you from meeting the required 40 hours of Continuing Education, you may request an exception or waiver by submitting a letter of explanation with your report. The Board will consider requests for exceptions and/or waivers on an individual basis and notify you of its decision after the nearest Board meeting following the receipt of your request in the Board office.

IMPORTANT: Please make sure all parts of your renewal are completed, signed, and reviewed for accuracy. Make a copy of the renewal forms for your records. All Renewals must be returned in the enclosed envelope or sent to the following address:

Oregon Board of Licensed Social Workers
Unit 03
PO Box 4395
Portland, OR 97208-4395

Document your CE information on the opposite side of this page

ATTESTATIONS FOR RENEWAL FORM FOR CONTINUING EDUCATION

CONTINUING EDUCATION COMPLIANCE

This Continuing Education Form does not apply to: 1) Renewals of Inactive Licenses
2) Renewals of Active Licenses that are subject to a Continuing Education Audit (or)
3) Renewals of Active Licenses not required to report Continuing Education.

QUESTION 1 I certify that I have completed _____ (insert number) hours of continuing education during my renewal cycle that comply with Board continuing education requirements as set forth in OAR Chapter 877 Division 25.

QUESTION 2 I certify that the continuing education hours I am reporting above include a minimum of six hours of ethics continuing education [] Yes [] No

I understand it is my responsibility to maintain records including certificates of completion as applicable for the continuing education I have completed, for a minimum of two years from the date of renewal application submission.

Signature

Date

Your renewal will not be considered complete and cannot be processed unless you answer both questions, insert the total number of continuing education hours completed during this cycle, and sign the form. If you have questions about which continuing education providers are approved by the Board, please refer to the list included with your renewal invoice. You do not need to submit a complete record of your continuing education hours and certificates of completion unless you are being audited or the Board specifically requests these records from you.

Please note that the Board will no longer have a historical record of the continuing education you have taken. Supervision courses you have taken as required to supervise a Clinical Social Work Associate will require a photo copy of the applicable completion certificates to be sent to the Board office.