

Oregon State Board of Licensed Social Workers

Continuing Education Report

Name _____ License # _____
(Last) (First) (M)

IMPORTANT - Please read the following in its entirety.

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

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 you reported continuing education. 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.

ORS 675.565 requires evidence of completion of continuing education requirements as a condition of renewal in order to ensure the highest quality of professional services to the public.

OAR 877-025-0011(1)(c) A report covering a two-year period must include: (A) For a Registered Baccalaureate Social Worker (RBSW), a minimum of 20 hours of creditable continuing education. (B) For a Licensed Masters Social Worker (LMSW), a minimum of 30 hours of creditable continuing education. (C) For a Licensed Clinical Social Worker (LCSW), a minimum of 40 hours of creditable continuing education.

OAR 877-025-0016(1) **The report must contain 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 regulated social worker has met the requirements in this division of rules. A regulated social worker who fails to meet the requirements is subject to a denial of the application for renewal or to sanction by the board unless the failure was due to circumstances beyond the reasonable control of the regulated social worker and the regulated social worker 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 have 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.

Document your CE information on the opposite side of this page

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Continuing Education Attestation Form

This Continuing Education Attestation 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.