

WV BOARD OF SOCIAL WORK EXAMINERS
CONTINUING SOCIAL WORK EDUCATION PROVIDERS
POLICIES & PROCEDURES

FROM LEGISLATIVE RULE: 25CSRI §25-1-9.

GENERAL

These policies and procedures shall define and specify areas of qualifications for those organizations that wish to offer social work continuing education programs in the State of West Virginia with the approval of the West Virginia Board of Social Work Examiners (hereafter referred to as the Board).

The Board's "Continuing Education Committee" shall coordinate and monitor continuing education activities and make recommendations to the Board regarding continuing education policy and activities.

DEFINITIONS

Individually Approved Provider: This is an individual, agency, institution or organization that has applied to the Board and received approval to provide a **specific** program on a specific dates or series of dates. One application may be filed to repeat the same program up to three (3) times. For example, if the program is repeated to reach a larger audience in other areas, a single application will cover the same presentation, content, and program up to three times within a reasonable period of time. If a program is repeated six months or a year later, a new application must be made even if the same program was previously approved.

Certified Provider: An agency, organization, or institution who has applied to and received approval by the Board to provide programs of continuing social work education under it's own auspices, and who maintains these privileges by completing the re-certification application process every two years. They are assigned a specific, unique number that applies to their agency/organization name **ONLY**.

Continuing Social Work Education: A program promoting social work skills, values, knowledge, and/or ethical considerations in the practice of social work, including, but not limited to education programs in the following areas: theoretical concepts; intervention techniques; functional skills; methods of social work practice; management, supervision, and administration in social work practice and human service programs; methods of social research; aspects of human behavior, growth and development; aspects of social change and social action; aspects of social and organizational planning and development; social and public policy development and implementation; and altering societal conditions as a means toward enabling people to attain their maximum potential.

Continuing Social Work Education Program: A *formally organized* educational program sponsored by a certified or individually approved provider and offered in the form of a class, course, workshop, seminar, professional development or training activity,

or formally structured discussion. *Programs shall be designed to enhance social work skills, values, knowledge, and/or ethical considerations in social work practice.* All providers **shall make programs available to the greater social work community** and may not restrict programs to only those employed with the provider agency or organization. A data base of names and addresses of active licensed social workers in any County or the entire state is available upon request. See Administrative Assistant/Technical Support Amy Polen: amypolen@wvsocialworkboard.org for help.

Contact Hour: A contact or instructional **hour of training** shall be **fifty (50) minutes in length or sixty (60) minutes in length.** Approved credit hours will be determined by the length of actual presentation/instruction and will exclude any break in the program in excess of ten (10) minutes or any other non-instructional periods (registration, non-instructional meal period, breaks in excess of ten (10) minutes, etc.). *One hour is one hour whether fifty minutes or sixty minutes in length.* Continuing education program credit is calculated in **whole and quarter hours only.** Approval award of contact hours is determined by the CE Committee based upon the detail of the Agenda offered as part of the application process. The Agenda shall include specifics as to non-instructional registration, breaks, and/or meal times as part of the content that include the beginning and ending time of each segment of the event.

All licensed social workers are required to obtain a specific number of contact hours of continuing social work education within each two-year licensing period as a condition of maintaining and renewal of their license. With the exception of twenty (20) hours allowed under the self-directed study “Individual Professional Activities” (category II), training must be obtained from professional training events organized and presented by WV Board approved **Individual** or **Certified** providers. Other states cannot approve any program offered within the State of West Virginia without prior approval and application through the WV Board of Social Work Examiners.

POLICIES/PROCEDURES

Individually Approved Provider Status for In-State Presentations: The Individual, agency, organization or institution may contact the Board and request an application or download this from the Board’s website for approval for a **specific** program that will be presented to social workers in West Virginia either physically or via technical means. Any agency or group from any State may file an application. The provider shall submit the application to the Board’s “Continuing Education Committee” with the non-refundable fee of \$60.00. The application, fee, and required attachments must be received in the Board office *sixty (60) to ninety (90) days prior to the date of the event.* A single application will allow the presenter to offer the same program, title, and content on three separate dates within a time period found reasonable by the Committee. The specific dates of availability must be included on the application.

The Committee meets on the second Friday of every month to review applications and conduct CE Committee business. The applicant must indicate the name, telephone number, and social work license number of the currently licensed WV social worker that holds either a **Bachelors or Masters Degree in Social Work** (BSW or MSW) that is

responsible for the program's adherence to social work practice considerations. The application requires the signature of the responsible BSW/MSW licensed social worker and agency contact person or CEO.

An individually approved provider or certified provider may not offer a professional meeting that is not an integral part of a larger, approved formally organized learning event.

Upon completion of the initial review of the application materials, a written is submitted to the applicant within ten business days. The response will consist of the Committee's decision to either: 1) approve the application as submitted; 2) deny the application; or 3) indicate approval ***pending*** submission of additional materials.

Individually Approved Provider Applicants For Out Of State Providers: The process and application are the same as for in-state applicants including the requirement of naming and offering the signature of a **West Virginia Licensed Social Worker that holds a bachelors or masters degree in Social Work** that will be responsible for the program's adherence to social work practice considerations and ethical values. The Board staff can provide names and addresses of eligible social workers to out of state applicants upon request. It will be the responsibility of the provider to make arrangements regarding the planning of the program with the responsible social worker.

Upon review, approval, and completion of the program, all participant evaluation forms and attendance records must be *maintained by the provider* and available to the Board upon request for monitoring purposes. Providers of continuing education programs shall maintain records of all approved programs for five (5) years unless the provision is revised within future legislation.

Continuing Education Training Programs Outside of West Virginia: A licensee may **attend** a continuing social work training event in another state and obtain approval by the Board if **the event is approved by another Social Work Board jurisdiction**. The licensee shall offer written verification of state social work board approval in order to receive credit towards their West Virginia license upon request. The licensee will use **provider number 499999** when completing their "Continuing Education Recording Form" and indicate the City and State in which they attended the event.

How to Become A WV "Certified Provider": In order for a provider to become a "Certified Provider" of social work programs, they must first develop an approved "training track record". The applicant must have applied for and received approval for **at least thirty (30) hours of training programs under the "Individually Approved Provider" procedure within the previous two years prior to making application for Certified Provider approval**. The thirty (30) hours must consist of at least three (3) separate programs with different topics, agenda, and content. The agency/organization may then request an application for "Certified Provider" status and submit the appropriate non-refundable fee. Please note that even though the applicant may have, on record, documentation of approval for at least thirty (30) contact hours of events approved under the Individually Approved Provider procedure, this alone, does not necessarily mean that the application will be approved. The Committee may monitor each individual event to

determine the quality and content of each program, timely submission of application materials, and degree of accuracy and attention to specific details required with the application. Additionally, the following requirements must be met and sufficient documentation submitted:

1. Submit a description of the agency or organization and services. The responsible agency individual and WV licensed BSW or MSW assigned to the provider shall sign the application.
2. Choose **three (3) events** previously approved under the Individually Approved Provider procedure; attach a sample or summary of COMPLETED participant evaluation forms and attendance records; or equivalent documentation/records if presented via technical means from each of these three events.
3. The Agenda, and vitae or resume of presenters is on file.
4. Describe how programs are advertised or made available to the *greater social work community* outside of the presenting agency or organization (the Board does advertise all Individually Approved Provider events on the website which is updated monthly; specify if the provider has their own website in which programs are advertised as well).

The Continuing Education Committee will review the application materials and offer their recommendation to the Board for final decision. The provider applicant will receive a response following the Board's final decision. If approved, they will receive relevant information and be informed of the designated *certified provider number assigned to the provider*.

If the application does not meet with the approval of the Committee and the Board, the Committee, with the concurrence of the Board, will inform the applicant of further requirements as determined.

Individually Approved and Certified providers shall inform those in attendance of the appropriate approved provider *name, number, and hours of credit* earned from participation in each program.

The **Certified Provider** shall inform the Board within **thirty (30) days** of any change in the name, address, or phone number of the provider or the responsible licensed BSW or MSW social worker of record. The certified provider must submit a semi-annual "*Six-Month CE Activity Report*" to the Board confirming each separate program that was offered under their certified provider name and number within a specified period of time (six-month intervals). This report is due every January and July as indicated on the form.

AS A WVBSWE BOARD CERTIFIED PROVIDER, a group is granted a unique provider number that *may not* be used by any other organization or individual without the prior approval of the responsible licensed BSW or MSW that represents that provider. The licensed social worker of your agency is responsible for reviewing the content, learning objectives, and presentation of any social work program using a

Certified Provider number for a specific group or agency. The provider must **obtain and maintain** all written documentation for the program (i.e., agenda, resume of presenters, attendance sign-in sheets, completed participant evaluation forms, etc.) for monitoring purposes. These programs must be included in the six-month report of activity to the Board. The Certified provider sponsoring this program is responsible for any presentation offered under that provider number. The Board does not encourage “***lending the Certified Provider privilege***” as a co-sponsor, however, there is no legal provision that would prohibit them from doing so as long proper records maintenance and other provisions are followed.

Recertification of Certified Provider Status

Every two years an existing Certified Provider will receive a “Recertification Application” that is due in the Board office within sixty days (by September 1st) that will allow the provider to renew the status for an additional two years. Specific items will be addressed and a recertification fee of \$100.00 is required. Providers who fail to recertify the provider status within the prescribed time frame are subject to loss of provider status and number.

Individual and Certified Providers

Facilities selected as program sites must be handicapped accessible for all attendees as provided in the “American’s With Disabilities Act”.

Social Work Ethics Programs

Any Ethics event that is offered by either an individually approved or certified provider shall be **presented** by a licensed social worker in good standing who has earned either a BSW or MSW accredited degree in Social Work. All Ethics programs shall incorporate the Code of Ethics of the National Association of Social Workers as a substantial part of the program.

Environment: A certified or individually approved provider shall offer formally organized learning events in a formal, structured learning environment involving **face-to-face** instructional methods and/or **educational technology** that allows **inter-action** between the instructor and participant. On-line programs should include a pre and post test and a process for documenting compliance with approved provider provisions (sign-in rosters, participant evaluations, detailed agenda, program presenter/organizer vitae or bio, etc.). Audits are conducted by the Committee.

A professional meeting is recognized as a formally organized learning event when offered by a certified provider in the form of a facilitated discussion or similar focused learning activity related to topics and issues that stimulate, promote, increase, or impart professional knowledge, experiences and/or opinions in the practice of social work, or that concern social work values, skills, knowledge, and/or ethical considerations.

Review and Monitoring of Continuing Social Work Education Providers

The Board's volunteer "Continuing Education Committee" is charged with assuring that quality is maintained in continuing social work education activities. All providers may expect to be monitored at some point in time.

The CE Committee refers recommendations to the members of the Board who may refuse to approve the application or rescind the certified or individually approved provider status of any group that does not adhere to the Legislative requirements set forth within Legislative Rules 25CSR1-Series 1 (Qualifications for Licensure As A Social Worker) §25-1. 9. see pages 8 through 11 or Rules..

Applications are available upon request or may be downloaded from our web site at www.wvsocialworkboard.org.

Questions and/or comments shall be submitted to:

**Attn: CEC
WV Board of Social Work Examiners
PO Box 5459
Charleston, WV 25361**

**Email CEC Leader Martha Minter, MSW, LICSW at mlm420@aol.com or
Judith Williams, Executive Director (Law/Rules/Policies) bswe2@suddenlink.net**