



Counselor, Social Worker & Marriage and Family Therapist Board

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2016 CE Program & Provider GUIDELINES

Program & Provider approval takes a minimum of 5 weeks to process. To ensure your request is approved in a timely fashion be sure it is received five weeks prior to the upcoming Board meeting. For example; the Board meets the third Thursday in May if the request for approval is received in the Board's office the first week of April, The agency requesting approval won't know anything until two weeks after the board meeting in May. Requests for approval or renewal need to be submitted at least five weeks prior to a board meeting. Board meeting dates can be found on the Board's website under the CSWMFT Board tab at the top of the home page.

When requesting provider approval it's important to specify if you will offer distance learning or live programs (or both). Individual Program requests for Board approval of a home study or online offerings requires copies of:

- A five question post-test for every one hour of content
- An explanation of how the CEU hours were calculated
- The CEU certificate which needs to specify the program was completed through distance learning (home study or online).

Already Approved Providers wishing to include home study approval to their provider status the following needs to be submitted to the Board;

- Descriptions of three programs
- Number of CEU's and how that number was determined
- Copy of a five question post-test for every one hour of content
- Name of author with bio
- Copy of CEU certificate showing the program was a home study offering

Once all three approval requests have been received the home study programs can be reviewed the same as live programs.

THE SPONSOR IS RESPONSIBLE FOR ALL ITEMS LISTED IN THIS GUIDE

The sponsoring agency is responsible for maintaining and making available to the Board upon request the following items listed below:

- **Approval number (cannot be handwritten on the attendance certificate)**
- **Attendance certificate**
- **Agenda with content and timeframes reflecting the number of continuing education hours offered.**
- **Presenter's resume showing qualifications**
- **Number of clock hours actually earned by the participant**
- **Individual evaluation forms**
- **All records are to be maintained for five years**

Sponsorship:

As the approved program/provider of record your name must be printed on each attendance certificate and you are responsible for the program's presenters, program content, attendance certificates, individual evaluation forms and maintaining all records.

4757-9-05(A)

(2) "Co-sponsorship" means an approved provider works jointly with another entity to develop and offer a joint program by both entities. The continuing education program developed may use the approved provider's number and the approved provider shall keep all records as listed in paragraph (C)(6)(h) of this rule. Only the board may authorize a continuing education program when an entity with provider status has not been directly involved as a co-sponsor.

Advertising Guidelines:

Sponsors should not imply Board approval or pending Board approval until they actually receive notice from the CSWMFT Board. Participants attending programs offered prior to receiving CSWMFT Board approval must be given corrected certificates listing Board approval. If a program is denied by the Board, the sponsoring agency is responsible for notifying all participants.

4757-9-05 (D) Guidelines for continuing education program advertising: All advertising for board approved programs by approved continuing education providers and program sponsors shall clearly indicate the target audience of any program being advertised. A provider or sponsor offering continuing education programs shall include:

(1) Approved for counselors and/or social workers and/or marriage and family therapists each listed as appropriate;

(2) If ethics or supervision, then include: Approved for number of hours of ethics and/or number of hours of supervision each listed as appropriate; and approved for counselors and/or social workers and/or marriage and family therapists each listed as appropriate.

Clock Hours:

Clock hours exclude refreshment breaks, receptions and other social gathering, and meals that do not include an acceptable program.

4757-9-05 (B)(c) The program shall have a minimum duration of one clock hour.

Teaching or Presenting CE programs.

- Licensees who present continuing education can receive extra CE credit. A maximum of 10 CEU hours of teaching credit can be earned within a two year renewal period. For every hour taught licensees may receive ½ hour of teaching credit. In order to receive this extra credit the licensee must complete a post program approval form. The Board keeps track of teaching hours because a licensee cannot receive teaching credit twice for the same program within a five year period without showing proof that the course has significantly changed. An attendance certificate showing them as the instructor will allow them to receive the same CEU hours as the attendees but for the additional teaching credit a post program approval form will need to be completed prior to renewal.

Program Content Area must clearly relate:

Programs that lean heavily towards business, religion or are medically based (without a mental health component), and those with content such as Reiki, sign language and first-aid, are not considered as being related to counseling, social work or marriage and family therapy. In addition, continuing education to promote personal growth of the licensee shall not be accepted.

4757-9-05(B)(e) The program shall be related to counselor, social work, and/or marriage and family therapy content areas as listed in rules 4757-9-01, 4757-9-02 and 4757-9-03 of the Administrative Code. Individuals or organizations seeking approval for programs with content which is not clearly related to these content areas for generalist theory or practice or specifically referenced in counseling, social work and/or marriage and family therapy accredited academic training programs may be required to provide the following additional information to substantiate the direct applicability of the content to social work, marriage and family therapy, and/or counseling professionals.

(f) Conduct programs that satisfy one or more of the program areas in counseling, social work or marriage and family therapy as defined in rule 4757-9-01, 4757-9-02 and rule 4757-9-03 of the Administrative Code and/or in counseling, social work or marriage and family therapy as defined in divisions (A), (C) or (H) of section 4757.01 of the Revised Code;

(g) Include an evaluation component in all programs offered;

The sponsoring agency is responsible for proving the presenters has both education and experience in the subject area

Program Provider Renewal:

It is important that you **renew** your CSWMFT Board approval number in a timely manner. The review process can take up to 30 days or longer if any questions arise that require Board approval.

(C) Guidelines for provider approval: 4757-9-05(C)(6)

(c) Apply for renewal of approved provider status two months prior to the desired two-year period;
4757-9-05(C)

(4) The board may refuse to renew the approved status of any provider who fails to comply with the requirements of this rule. Approved provider status may be withdrawn for cause.

(5) Programs offered by a provider while that provider does not have approved status shall not be accepted by the board toward fulfillment of license renewal requirements unless program approval for such programs was obtained as set forth in this rule

- Please request provider renewal information from Patty Miller at **Patty.Miller@cswb.ohio.gov** at least two months prior to the month of renewal. The Board will request:
 - Descriptions of past programs,
 - Presenter's qualifications,
 - Number of CEU's
 - Did any program meet the supervision or ethics requirements?
 - A list of potential new program topics
 - A copy of the CEU attendance certificate template being used.
 - The renewal fee is \$125.

4757-9-05

(E) The board has the right to have a board employee attend unannounced any approved continuing education program offered under this rule. The staff member or board member attending the program may not claim continuing education credit for the course without paying the requisite fee, if any.

Supervision Continuing Education:

- **Social Work supervision** should be focused on training supervision of LSWs working toward their two years of supervised practice or SWTs in their field work per rule 4757-23-01 paragraph (E)(3)(b): Supervision CEU hours should contain content that includes the: supervisor, supervisee and – the client.
- **Counselor supervision** should be focused on training that will aid supervisors in helping their supervisees (counselor trainees and clinical residents) gain the experience required for licensure. Supervision for professional counselor or professional clinical counselors should be geared towards improving their skills as a supervisor as listed in rule 4757-13-01 of the Administrative Code.
- **Marriage & Family Therapist supervision:** Some Board approved providers as well as many Board approved individual programs offer supervision courses and are approved for counselors, social workers and MFTs. This type of supervision is acceptable for MFT renewal but not for the IMFT with training supervision renewal. The IMFT-S will need an AAMFT approved supervision refresher course or equivalent supervision course. This type of supervision needs to cover current supervision literature from the past five years. At this time we only have one approved program and one non-approved course within the State of Ohio.
 - Under rule 4757-29-1(F)(4) an IMFT-S needs to renew supervision designation every 5 years with 5 approved hours. Jan 2016 the MFT Professional Standards Committee voted to change this rule. The change won't go into effect until sometime in 2017. This change to the rule will allow the IMFT-S to renew every 2 years with 3 supervision hours instead of five hours.
 - You should also be aware of another change concerning MFTs that will begin Oct 2016. Since 2004 MFT's have been allowed to request post approval for non-approved programs completed in-state and in-person this exception to rule 4757-9-05 was put in place due to the lack of approved MFT programs. Beginning Oct 2016 this exception will

end. MFTs will not be able to request post approval for non-approved programs completed in-state and in person.

Attendance Certificates:

The law requires the sponsoring agencies to give the attendee their certificate at the end of the program. However, the CSWMFT Board will allow the program/provider 7 business days to send the attendee their certificates. Certificates can be sent by US Mail, e-mail or hand delivered. It is very important to the licensee that attendance certificates contain all required information. A provider or program who fails to list the required information on any certificate is in violation of Ohio Administrative Code 4757-9-05, which may result in withdrawal of their Board approval. Altered certificates where the date, amount of hours or approval number must be clearly initialed by the sponsoring agency. When possible the attendee should be sent a corrected certificate.

4757-9-05(B)(I)

(I) The sponsor shall ensure that the program conforms to the planned hours of attendance, attendance certificates are given to attendees after the end of the program and that any late arrivals or early departees are given certificates accurately reflecting their actual times of attendance.

Certificates need to specify if any or all of the hours obtained include: The below information must be listed on any attendance certificates containing ethics, supervision or distance learning.

- **ETHICS**
- **DISTANCE LEARNING** (*online or home study*)
- **SUPERVISION**

The items listed below need to appear on all attendance certificates:

- **BLANK SPACE FOR LICENSE NUMBER**
- **TITLE OF THE PROGRAM**
4757-9-07(D): Licensees may not attend the same program twice within a two-year renewal period. If a program has multiple parts, the title of the program shall specify part numbers or letters for a multi-part series of programs, e.g. "Title" part 1, "Title" part 2, etc. Licensees may attend and count/include eligible continuing education hours earned through programs that are required annually by national accreditation, state certification(s) and/or adherence to evidence based practice models, programs, and curriculums during the two year renewal cycle.
- **IMPORTANT: GRAND ROUNDS, PEER CONSULTATION OR TREATMENT ROUNDS OR ANY OTHER TYPE OF GROUP CONSULTATION.**
- Each attendance certificate must appear unique. We suggest a code name for each session that appears on each weekly or monthly certificate.
- If there is a training supervisor and their supervisee(s) taking part in these meetings they should be aware these hours can't be counted towards both their training supervision hours and continuing education hours.
- **DATE(S) OF THE PROGRAM**
- **CSWMFT BOARD'S PROGRAM/PROVIDER APPROVAL NUMBER**
- **NAME OF THE SPONSORING AGENCY OR ORGANIZATION**
- **THE NAME OF THE PARTICIPANT**
 - (k) The sponsor of the program shall provide program participants certificates of completion on paper or electronically, which contain the information in paragraphs (B)(2)(k)(i) to (B)(2)(k)(vi) of the Administrative Code:
 - 4757-9-05(B)(2)(k)(iii) The name of the participant, which may be legibly handwritten, and the number of clock hours of continuing. professional education earned by the participant; (any attendance certificate received during an audit without the attendee's name listed will not be accepted or counted during an audit)
- **NUMBER OF CLOCK HOURS EARNED**
 - Any changes made to the attendance certificate must be initialed by the instructor or a representative of the sponsoring agency. If this is not possible a corrected certificate should be issued within 7 business days.
- **SIGNATURE OF THE INSTRUCTOR** or the official representative of the sponsoring organization