

CONTINUING EDUCATION FACT SHEET LICENSED SOCIAL WORKER AND LICENSED CLINICAL SOCIAL WORKER

- No Continuing Education (CE) is required for the first renewal of a license.
- Do not submit proof of CE unless specifically requested by the Department.
- Section 11 of the Clinical Social Work and Social Work Practice Act (225 ILCS 20/11) and Section 1470.95 of the Administrative Rules provide additional detailed information on CE requirements. The Act and the Rules are available at IDFPR.illinois.gov.

BEGINNING WITH 2021 RENEWAL the required continuing education hours shall include at least one hour of sexual harassment prevention training.

Continuing Education (C.E.) Hour Requirements

Every licensee who applies for renewal of a license as a social worker or clinical social worker shall complete 30 hours of continuing education (CE) relevant to the practice of social work or clinical social work. **At least 3 of the 30 hours must include content related to the ethical practice of social work. At least 3 of the 30 hours must include content related to cultural competence in the practice of social work.**

A prerenewal period is 24 months preceding November 30 in the year of the renewal.

- CE requirements shall be the same for licensed social workers and clinical social workers.
- One CE hour shall equal one clock hour.
- Courses that are part of the curriculum of a university, college, or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour, or 10 CE hours for each quarter hour of school credit awarded.
- A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Illinois license.
- Social workers or clinical social workers licensed in Illinois but residing in other states shall comply with the CE requirements set forth in this Section.

Approved Continuing Education Sponsors and Programs

CE credit may be earned for verified attendance at or participation in any program given by one of the following sponsors:

- The National Association of Social Workers (NASW) and its affiliates;
- The Association of Social Work Boards (ASWB) and its affiliates;

- American Association for Marriage and Family Therapy or its affiliates;
- Employers licensed under the Hospital Licensing Act [210 ILCS 85];
- Illinois Licensed Social Work Continuing Education Sponsors [225 ILCS 20] (68 Ill. Adm. Code 1470.95);
- Illinois Licensed Professional Counseling Continuing Education Sponsors [225 ILCS 107] (68 Ill. Adm. Code 1375.220);
- Illinois Licensed Clinical Psychologist Continuing Education Sponsors [225 ILCS 15] (68 Ill. Adm. Code 1400.85); or
- Any other regionally accredited school, college or university, community college or State agency that provides CE in a form and manner consistent with this Section.

Approved Continuing Education

1. CE credit shall be earned for verified attendance at or participation in a course which is offered or sponsored by an approved continuing education sponsor except for those activities provided in numbers 2, 3, 4, and 5 below.
2. CE credit may be earned through postgraduate training programs (e.g., extern, residency, or fellowship programs) or completion of social work related courses which are a part of the curriculum of a college or university.
3. CE credit may be earned for verified teaching in a college, university or graduate school of social work approved in accordance with Section 1470.30 and/or as an instructor of continuing education programs given by approved sponsors. Credit will be applied at the rate of 1.5 hours for every clock hour taught and only for the first presentation of the program (i.e., credit shall not be allowed for repetitious presentations).
4. CE credit may be earned for completion of a self-study course that is offered by an approved sponsor who meets the requirements in Section 1470.95(c). Each self-study course shall include an examination.
5. CE credit may be earned for authoring papers, publications or books and for preparing presentations and exhibits. The preparation of each published paper,

book chapter or presentation dealing with social work or clinical social work may be claimed as 5 hours of credit per renewal period. A presentation must be before a professional audience. Five credit hours may be claimed for only the first time the information is published or presented.

Continuing Education Earned in Other Jurisdictions

If a licensee has earned CE hours in another state not given by an Illinois approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$25 processing fee, within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program. Applicants may seek individual program approval prior to the participation in the program.

If a licensee fails to submit an out of state CE approval form within the required time frame, late approval may be obtained by submitting the approval request form with the \$25 processing fee plus a \$10 per hour late fee not to exceed \$150. The Board shall review and recommend approval or disapproval of the program.

Certification of Compliance with Continuing Education Requirements

- 1) Each renewal applicant shall certify, on the renewal application, to full compliance with the CE requirements.
- 2) The Department may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance.

Procedures for Requesting a Waiver of the Continuing Education Requirement

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

- A) Full-time service in the armed forces of the U.S. during a substantial part of the prerenewal period;
- B) An incapacitating illness documented by a statement from a currently licensed physician;
- C) A physical inability to travel to the sites of approved programs documented by a currently licensed physician; *or*

D) Any other similar extenuating circumstances. Requests for a waiver of the Continuing Education requirement must be submitted **prior** to the expiration date of your current license. To request a CE waiver, you must submit the following to the Department:

- Completed renewal application along with the \$60 renewal fee (**fees are non-refundable**); *and*
- A statement setting forth the facts upon which the request for a waiver is based; *and*
- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; *or*
- A signed statement from your attending physician verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education Requirements

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, the license will be renewed.

THE RENEWAL OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary non-renewed status.

A waiver request will not be granted if you are no longer practicing your profession.

NOTE: For licensees requesting a CE waiver: the renewal form may be obtained online but **must be submitted by mail** with the renewal fee and specified documentation **before the expiration date of the license.**