CSWMFT BOARD CONTINUING EDUCATION AUDIT

50 West Broad Street, Suite 1075 Columbus, Ohio 43215-3344

Audit coordinator: Paula J. Broome Phone: 614-752-5165 **E-Mail:** Paula.Broome@cswb.ohio.gov

You are required to list AND attach copies of your attendance certificates with this form.

Name and contact information: The address you list with the Board is a public record under Ohio's Open Records Laws: Most information given the Board is a public record. If you have privacy concerns, the Board suggests you list a business address or Post Office Box. **Confirm your contact information. Any new address or work address listed below will change your address of record.**

Name:					
If this is a business address list the name of the business, suite number, dept. or mail code:					
Address:			City:	State:	Zip Code
Daytime phone:			E-Mail:		
License number:				Last four of SSN:	
Are you practicing in the State of Ohio?	yes	no	Are you using banked hours from your previous renewal?	yes	no

Ethics:

List three hours of ethics training below as required by 4757-7-01 (C)(2). Ethical CEUs do not always contain the word ethics in the title or description. Some CEUs cover ethical subjects such as: scope of practice, multiple relationships, documentation, termination, HIPPA, boundary concerns, cultural diversity, human trafficking and some types of supervision.

Program title	Sponsor or Instructor	Board Program/provider number or social workers only NASW or ASWB	Date	Clock hours

Supervision Designation:

PC-S & PCC-S 4757-9-02(A) for professional clinical counselors & professional counselors with supervising designation need **three** of the thirty clock hours in supervision. This supervision needs to be focused on training that will help supervisor to help their supervisees (counselor trainees and clinical residents) to gain the experience required for licensure as a professional counselor or professional clinical counselor, and to improve their own skills as a supervising counselor.

LISW-S 4757-9-03 (D) for those independent social workers with supervising status, **three** of the thirty clock hours shall be in supervision, this supervision needs to be focused on training supervision of LSW's working toward their two years of supervised practice or SWTs in their field work per rule 4757-23-01 paragraph (E)(3)(b).

TIP: supervision should contain content that includes the: supervisor, supervisee and the client

Program title	Sponsor or Instructor	Board Program/provider number or social workers only NASW or ASWB	Date	Clock hours

College course work: One quarter credit hour equals ten clock hours. One semester credit hour equals fifteen clock hours

Graduate level coursework completed within the same department as your licensure is automatically approved. You must provide a copy of an unofficial transcript or grade report showing your name, the name of your college and date the coursework was completed. **Please note:** If you renewed with college coursework taken outside your department of licensure and did not seek post approval prior to renewal of your license you will need to complete an **AUDIT POST PROGRAM APPROVAL FORM** and attach it and the course description to this audit. For example, you took a graduate level course in Education but you are licensed as a Counselor.

Name of college	Degree program or department	Course title	Quarter hours	Semester hours	Date course work was completed	Graduate or under graduate	Clock hours

Name:	License Number:

- All CEU certificates must be listed; the ethics and supervision hours listed previously on this form do not need to be listed again
- If you are banking hours from a previous renewal, you must list 60 hours (all courses used in this renewal and previous renewal)
- Sponsor/Instructor: i.e. E-Based Academy, ODADAS, NASW, ASWB, CME, Cross Country, or write in the name of at least one of the instructors
- If you received a notice of action after submitting a post program approval form, use your notice of action as you would an attendance certificate and list it on this page.
- If you need more room to list additional hours, make copies of this page.

Program Title	Check if this CEU was taken in person	Sponsor/Instructor	Program/Provider Number, or NASW or ASWB approval (social workers only)	Date(s) Attended	Clock Hours