



Counselor, Social Worker & Marriage and Family Therapist Board

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2014 CE Program & Provider GUIDELINES

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**
- **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**

Co-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.

4757-9-05(C)

(2) Providers for counselor and marriage and family therapist programs are not independent authorizing entities for continuing education programs offered by other entities. Providers for social work programs are not independent authorizing entities for continuing education programs offered by other entities except that national social work associations may be approved as independent providers per paragraph (D) of this rule. Continuing education offerings that include outside presenters, that are not co-sponsorships, shall be submitted separately and independently to the board for approval. If approved, that program shall use the individual program number of the applying entity.

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.

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;

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

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.

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)(1)

(1) 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:

- **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.
- **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;
- **NUMBER OF CLOCK HOURS EARNED**
- **SIGNATURE OF THE INSTRUCTOR** or the official representative of the sponsoring organization