*NASW-Michigan*

*Social Work Continuing Education Collaborative*

**These rules are only for fully licensed social workers that are currently in a three year licensure cycle. The guidelines were promulgated on March 31, 2021.**

**Social workers who renewed their license this year 4/30/21 will follow these new CE requirements starting May 1, 2021.**

**Limited licensed social workers are not required to accumulate any continuing education hours until they become fully licensed and are on a three-year renewal.**

**Let's Talk About Your Social Work License**

# *Who issues your license?*

* Your license is issued by the State of Michigan, Department of Licensing and Regulatory Affairs (LARA). [www.michigan.gov/lara](http://www.michigan.gov/lara)
* [Your license is ***not*** issued by NASW-Michigan. www.nasw-michigan.org. NASW-Michigan is a membership association and is not linked to LARA. NASW-Michigan has no jurisdiction over your license.](http://www.nasw-michigan.org/)

# *Who keeps track of your required CE Hours?*

* ***YOU DO!***
* You are required to keep all tangible proof of attendance/participation for a period of 7 years. This would be your certificates and/or forms indicating your attendance/participation in an approved CE presentation.

**Keep them in a safe place**

* ***DO NOT*** send your certificates to the State of Michigan/LARA when you renew your license. LARA will send you a letter of audit if they want you to send in your proof of attendance/ participation.

# *Where do you get the certificates that show your attendance?*

* The CE Provider (organization sponsoring the presentation) will issue a certificate or form as proof of attendance once the presentation has ended.
* The following information must be on your certificate of attendance/participation:
  1. The CE Provider's name (not the presenter's name)
  2. Your name (attendee) and social work license number if available
  3. Type of Presentation (Live, Synchronous or On-demand, Self-Study)
  4. Title of the presentation
  5. Date of the presentation
  6. Number of CE hours approved for the presentation
  7. Indication if Ethics and/or Pain credits were approved
  8. CE approval information: presentation approval number and approval statement by one of the recognized approving bodies.
  9. Signature of provider representative
* ***Do Not*** leave or sign out the the presentation without getting or knowing when you will get your certificate of attendance. Approved CE trainings require that the CE provider to issue the certificate within 30 days of the event. It is a good idea to get the Provider's phone number, email and primary contact information.
* In the event that you get audited by LARA they will ask you to send in your proof of attendance records. (certificates)

# *What do I do if I lose my certificate?*

* Contact the CE provider (this is why you get their contact information)
* They will verify your attendance through their sign in/sign out records and then reissue your certificate.
* If you did not sign in/sign out of the event and they cannot verify that you were in attendance

the CE provider cannot reissue the certificate of attendance.

# *When do I renew my license?*

* Every three years. Your renewal date is printed in the lower right-hand side of your license.

# *When do my continuing education hours have to be completed?*

* They must be completed during the three years prior to your renewal date.

# *How do I renew my license?*

* Click on the link below:
  1. [***https://www.michigan.gov/***](https://www.michigan.gov/lara/0%2C4601%2C7-154-89334_72600_72603_27529_27554---%2C00.html)

# [*lara/0,4601,7-154-89334\_72600\_72603\_27529\_27554---,00.html*](https://www.michigan.gov/lara/0%2C4601%2C7-154-89334_72600_72603_27529_27554---%2C00.html)

* 1. [Answer the questions that pop up on your screen](https://www.michigan.gov/lara/0%2C4601%2C7-154-89334_72600_72603_27529_27554---%2C00.html)
  2. [If you have not completed your hours do not proceed with the renewal](https://www.michigan.gov/lara/0%2C4601%2C7-154-89334_72600_72603_27529_27554---%2C00.html)
  3. [Do not renew until you have completed the required # of CE hours via the established guidelines](https://www.michigan.gov/lara/0%2C4601%2C7-154-89334_72600_72603_27529_27554---%2C00.html)

[that are given on the next page of this document.](https://www.michigan.gov/lara/0%2C4601%2C7-154-89334_72600_72603_27529_27554---%2C00.html)

# *What happens next?*

* Once LARA has processed your online renewal request they will issue a new license to you
* ***Make sure that your name and address are current with LARA's records. Name and address changes need to be requested in writing to:***

***Administrative Rules Division - Ottawa Building-2nd Floor***

***611 W. Ottawa Street, Lansing, MI 48933***

***Once you have renewed:***

LARA will now begin randomly selecting licensees for an audit, here is what will happen:

* You will receive a letter from Michigan Department of Health and Human Services, Licensing and Regulatory Affairs (LARA) requesting copies of your CE certificates. They want to verify that you did in fact get all of the approved required hours.
* Be sure to make a copy of your CE certificates before sending them in to LARA
* You will be contacted by LARA if you did not pass the audit. At that time they will let you know if you did not meet the requirements and what the next steps are to reinstate your license.

**CONTINUING EDUCATION REQUIREMENTS**

All social workers that are renewing their license a their license every three years must get

***45 approved*** CE hours during the three years preceding the renewal of their license.

* This is required for every renewal, every three years
* You cannot carry over CE hours from one three-year cycle to your next three-year cycle
* You cannot earn CE hours for attending the same course twice in your renewal cycle.

How are the hours defined?

The requirements listed here apply to both ***LBSW and LMSW*** (Macro & Clinical designations)

* One half (1/2) 22.5 CE hours ***at the most*** may be taken by self-study, or in an on- demand, or other format that is not considered live.
* ***At least*** 22.5 CE hours or more may be earned by attending a live approved CE event:A live event is defined as an in-person, face-to-face, live training/presentationLive webinars are considered an in-person, face-to-face, live training/presentation
* At least 5 CE hours in each renewal cycle must be in an approved ethics training
* At least 2 CE hours in each renewal cycle must be in Pain/Pain Sympton Mngmt including behavior modifaction.
* As it relates to addressing pain.At least 2 CE hours in each renewal cycle must be in Human Trafficking
* 3 Hours in Implicit Bias- Must be live interactions
* Any CE approvals by any one of the following organizations is acceptable:
  + ASWB
  + NASW
  + NASW-State Chapters (NASW-Michigan)
  + CSWE Schools of Social Work
  + Another state's board of social work
* Attendance of an academic course or a continuing education program related to the practice of social work offered by an education program through a CSWE accredited school. (University Schools of Social Work)
* Fifteen CE hours may be earned for each semester credit earned
* Ten CE hours may be earned for each quarter credit earned
* Presentation of an approved CE program that is not part of the licensee’s (presenter) job description.
* Three CE hours may be earned for each 60 minute presentation
* A maximum of 15 CE hours may be earned this way for each renewal cycle, this can only be counted once every three years.
* Publication in a ***peer reviewed*** journal or textbook of an article or chapter related to the practice of social work.
* A maximum of ten CE hours may be earned for publication in a journal or textbook.