

**20-195o(c)-1. Definitions****Continuing Education for Clinical Social Workers****20-195o(c)-1. Definitions**

For the purposes of sections 20-195o(c)-1 to 20-195o(c)-7, inclusive, of the Regulations of Connecticut State Agencies:

- (1) "Active practice" means the treatment in Connecticut of one or more patients by a licensee during any given registration period;
- (2) "Certificate of completion" means a document issued to a participant by a provider which certifies that the participant has successfully completed a continuing education activity;
- (3) "Contact hour" means a minimum of fifty minutes of continuing education activity;
- (4) "Department" means the Department of Public Health;
- (5) "Face-to-face instruction" means in-person, live instruction which a participant physically attends, either individually or as a part of a group of participants;
- (6) "Home study program" means continuing education activities clearly related to maintaining skills necessary for the safe and competent practice of clinical social work that require successful completion of a proficiency examination, and may include distance learning and internet-based educational programs;
- (7) "Licensee" means a clinical social worker licensed pursuant to Section 20-195n of the Connecticut General Statutes;
- (8) "License renewal due date" means the last day of the month of the licensee's date of birth;
- (9) "Participant" means a licensee who successfully completes a continuing education activity;
- (10) "Provider" means the individual educator or sponsoring organization conducting a continuing education activity; and
- (11) "Registration period" means the one-year period during which a license has been renewed in accordance with Section 19a-88 of the Connecticut General Statutes and is current and valid.

(Added effective October 1, 1999; amended effective December 5, 2005.)

**20-195o(c)-2. Number of credits required**

- (a) Each licensee applying for license renewal shall have completed a minimum of fifteen credit hours of qualifying continuing education for clinical social workers during the preceding registration period.
- (b) Continuing education credit hours completed in one registration period shall not carry over to a subsequent registration period.
- (c) Each licensee applying for license renewal shall sign a statement attesting that he satisfies the continuing education requirements specified in section 20-195o(c)-1 to section 20-195o(c)-7 of the Regulations of Connecticut State Agencies.  
(Effective October 1, 1999.)

**20-195o(c)-3. Basic requirements for qualifying continuing education activities**

- (a) Continuing education activities shall meet the following requirements:
  - (1) The providers of continuing education are graduate schools of social work accredited by the Council on Social Work Education, or programs that are approved by the National Association of Social Workers, Association of Social Work Boards or other nationally recognized organization that demonstrates to the department that their standards are substantially similar;
  - (2) the activity involves face-to-face instruction or a home study program;
  - (3) the provider implements a mechanism to monitor and document physical attendance at such instruction or to verify that a licensee completed a home study program as defined in section 20-195o(c)-1(6) of the Regulations of

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**20-195o(c)-4. Award of credit hours**

- (4) Connecticut State Agencies; the provider retains written records for a period of three years from the participant's actual successful completion of the activity, including but not limited to: content description; instructor; date of activity; location of activity; list of participants; participant's evaluation of instruction presented and number of contact hours; and
- (5) the provider issues a certificate of completion after the participant's successful completion of the activity. Such certificate shall include the participant's name, provider's name, title or subject area of the activity, date and location of attendance and number of contact hours completed.
- (b) Subject matter for qualifying continued education activities shall reflect the scope of practice authorized under Chapter 383b of the Connecticut General Statutes.
- (c) Activities which do not qualify for award of contact hours include: professional organizational business meetings; speeches delivered at luncheons or banquets; reading of books, articles, or professional journals; correspondence courses and other mechanisms of self instruction, except when used as a component of a home study program; and audio-visual materials, except when the latter is used as a component of a qualifying continuing education activity identified in subsection (a) of this section.  
(Added effective October 1, 1999; amended effective December 5, 2005.)

**20-195o(c)-4. Award of credit hours**

- (a) Continuing education credit hours shall be awarded as follows:
  - (1) Courses, institutes, seminars, programs, clinics, conferences and teleconferences: one credit hour for each contact hour of attendance;
  - (2) graduate level coursework offered by schools of social work accredited by the Council on Social Work Education: one credit hour for each hour of attendance. Audited courses shall have hours of attendance documented;
  - (3) first presentation by licensee of an original paper, essay or formal lecture in clinical social work to a recognized group of fellow professionals at a scientific meeting: five credit hours; and
  - (4) original paper published by licensee in a professional journal that accepts papers only on the basis of independent review by experts: six credit hours for the first publication only of the material.
- (b) Eight credit hours shall be the maximum continuing education credit hours granted for any one day's participation in the activities specified in subsection (a) of this section.
- (c) Continuing education activity that provides content related to organizational structure, marketing and similar topics relating to business management, shall be limited to not more than three contact hours in any one registration period.
- (d) Continuing education activities that are completed as part of a home study program shall be limited to not more than six contact hours in any one registration period.
- (e) The licensee shall successfully complete a continuing education activity for award of any continuing education credit hours.  
(Added effective October 1, 1999; amended effective December 5, 2005.)

**20-195o(c)-5. Record retention by licensees**

- (a) Each licensee shall obtain a certificate of completion from the provider of continuing education activities successfully completed. Each licensee shall maintain, for continuing education activities specified in subsection (a) of section 20-195o(c)-4 of the Regulations of Connecticut State Agencies, written documentation of completion. Certificates of completion shall be retained by the licensee for a minimum of three years following the license renewal due date for which the activity satisfies license renewal requirements.
- (b) The department may inspect such licensee records as it deems necessary. Certificates of completion shall be submitted by the licensee to the department only upon the

**20-195o(c)-6. Exemptions from and waiver of the continuing education requirements**

department's request. Such records shall be submitted to the department by the licensee within 45 days of the department's request.

- (c) A licensee who fails to comply with the continuing education requirements of Sections 20-195o(c)-1 to 20-195o(c)-7 of the regulations of Connecticut State Agencies may be subject to disciplinary action, pursuant to section 20-195p of the Connecticut General Statutes.  
(Effective October 1, 1999.)

**20-195o(c)-6. Exemptions from and waiver of the continuing education requirements**

- (a) A licensee applying for license renewal for the first time in Connecticut shall be exempt from continuing education requirements.
- (b) A waiver of the continuing education requirement may be extended to a licensee who is not engaged in clinical social work during a given continuing education registration period provided he submits, prior to the expiration of the continuing education registration period, a notarized application on a form provided by the department. The application shall contain a statement that the licensee shall not engage in active practice until the licensee has shown proof, to the satisfaction of the department, of completion of the requirements specified in sections 20-195o(c)-1 to 20-195o(c)-7, inclusive, of the Regulations of Connecticut State Agencies.
- (c) The department may, in individual cases involving a medical disability or illness, grant waivers of the minimum continuing education requirements or extensions of time within which to fulfill the same. The application for a waiver or extension of time shall be accompanied by a document signed by a licensed physician detailing the nature of the medical disability or illness. Waivers of the minimum continuing education requirements or extensions of time may be granted by the department for a period not to exceed one (1) year. If the medical disability or illness, upon which a waiver or extension of time is granted continues beyond the period of the waiver or extension of time, the licensee may reapply for an additional waiver or extension of time.  
(Added effective October 1, 1999; amended effective December 5, 2005.)

**20-195o(c)-7. Requirements for return to active practice following waiver of the continuing education requirements**

- (a) A licensee who has received a waiver, pursuant to subsection (b) of section 20-195o(c)-6 of the Regulations of Connecticut State Agencies, shall submit to the department evidence of successful completion of seven contact hours of continuing education within six months after returning to active practice.  
(Effective October 1, 1999.)