

# Return with a Self-Addressed, Stamped Envelope.

Return To Board Office Prior To Start Date:

## South Dakota Board of Social Work Examiners

810 N. Main Street, Suite 298 • Spearfish, SD 57783 • 605-642-1600

### For Board Use Only:

Approved by \_\_\_\_\_ Date Approved \_\_\_\_\_

Program Number \_\_\_\_\_ CEU's \_\_\_\_\_ or Contact Hours \_\_\_\_\_

### INSTRUCTIONS

1. Complete this form and return to the board office along with an AGENDA OR BROCHURE if available or a brief description of the program that includes a **time schedule** and return with a **stamped self-addressed #10 envelope**. A copy of the approved form will be returned to you.
2. Approved programs will be assigned an approval number and a copy of this form will be returned to you. This number should appear on all certificates of attendance along with the participant's name and number of CEU/Contact Hours.
3. Sponsor Organizations, please do not send the board a list of attendees. You are required by law to keep a list of participants for a minimum five years.
4. Mark **Individual** if you are seeking approval of a program but are not the program sponsor. Other attendees of the program may also use this approval. All attendees need to attach a copy of this approval form to their certificate of attendance and return with the bi-annual renewal application.
5. If program is held out of South Dakota and approved by that state's social work licensure board, you do not need to seek South Dakota approval. Program is considered preapproved for South Dakota as the other States' License Board have reviewed it. You do not need to complete this form but your attendance certificate from the program must have the approval of the Out of State Licensure Board printed on it.

Check One:  Sponsor Organization  Individual  
 Out of State not approved by that state's Social Work licensure board

Contact Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P.O. Box)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(\_\_\_\_\_)

(If any questions, telephone number)

### Type of Program:

- Conference  Workshop  In-Service Training  Independent Study  
 Electronic/Internet Course  \*\*Completion of College Course Related to Social Work  
\*Preparation of  Published Social Work Paper  
 of in-service training workshop or seminar  
 of social work paper for professional meeting  
 of academic social work course

Program Title \_\_\_\_\_

Presented By \_\_\_\_\_  
(Name of Company, University, Hospital, etc.)

Program Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Program Location \_\_\_\_\_  
(City) (State)

Evaluation Method: \_\_\_\_\_

Number of CEU's Requested \_\_\_\_\_ or Contact Hours requested \_\_\_\_\_

Note: one CEU equals 10 contact hours; do not include registration or lunch or dinner breaks. You may include a 15 minute break for every 4 hours of instruction.

### \*Requirements, which must be met to qualify for continuing education credit for preparation:

1. Must be a first time preparation of a course, workshop, or article.
2. Course syllabuses or a copy of the article must accompany this request.
3. Presentation of Academic course must be verified by the Academic Dean of College or University, please include a memo or letter from the Dean.
4. Presentation of material for an in-service training workshop or seminar must be verified by your supervisor.
5. Articles must have been published in a professional social work journal.
6. A maximum of ten (10) clock hours may be given for any preparation. A maximum of 10 clock hours may be used per renewal period.

\*\*College courses are automatically approved and one semester hour equals 15 contact hours or 1.5 CEU's. Please submit a copy of your transcript with the course highlighted and send with your renewal application. You do not need to complete this form.

**20:59:04:01. Definitions.** Terms used in this chapter mean:

- (1) "Academic credit hour," one semester credit hour earned at an accredited college or university;
- (2) "Continuing education," postgraduate courses, either academic or nonacademic, related to the field of social work;
- (3) "Continuing education sponsor," an educational institution, a professional association, or a business or governmental organization approved by the board under § 20:59:04:08 to award continuing education units for organized social work education; and
- (4) "Continuing Education Unit (CEU)," 10 contact hours of participation in a noncredit organized continuing education program conducted by an approved sponsor.

**20:59:04:01.01. Courses eligible for continuing education credit.** The board may allow continuing education credit for academic credit courses taken at an accredited college or university and for nonacademic workshops, seminars, conferences, lectures, and agency staff development training given by an approved continuing education sponsor. Courses for which continuing education credit is allowed must meet the standards in § 20:59:04:09 or 20:59:04:10. Staff development or activities of agencies which address procedural or administrative issues are ineligible. One academic credit hour is equal to 15 contact hours of participation in a noncredit continuing education program.

**20:59:04:02. Amount of continuing education required.** All licensees submitting applications for license renewal must include a copy of the original certificate of completion or request the sponsors to submit verification of attendance for 30 contact hours of continuing education taken within the previous 2-year license period.

**20:59:04:04. Waiver due to certified illness.** A licensee may apply for a waiver of the continuing education requirement if the licensee presents a physician's certified statement that the licensee was physically incapacitated to the extent that the licensee could not satisfy the requirement within the previous two-year license period.

**20:59:04:06. Continuing education obtained out-of-state.** A licensee who has attended a workshop, seminar or conference outside the state of South Dakota must submit validation on a form provided by the board.

**20:59:04:07. Preparation or publication of a professional social work topic or paper.** A licensee who has prepared an academic social work course, a social work in-service training workshop, or a social work seminar, or who has published a social work article in a recognized professional journal may be allowed a maximum of 10 contact hours per licensure term for each original presentation or publication. The licensee must secure prior approval from the board by providing the board with a written summary of the intent to present or publish and one letter of reference from a licensed social worker or certified social worker, verifying the intent. Verification of completion of the presentation or of publication shall be submitted by the licensee on a form provided by the board.

**20:59:04:08. Standards for approval of continuing education sponsor.** A sponsor for nonacademic continuing education in social work must meet the following standards to be approved by the board;

- (1) The sponsoring organization must designate a professional staff person to administer and coordinate an organized schedule of continuing programs;
- (2) The sponsoring organization must maintain administrative control of all program elements. Programs jointly sponsored by more than one organization must designate which organization will record and report CEUs;
- (3) The sponsoring organization must provide or arrange for educational facilities and instructional aids and equipment consistent with the educational content, format, and objectives of the continuing education; and
- (4) A permanent individual record of participation must be maintained by the sponsoring organization and made available to each participant upon request.

A sponsor shall apply for approval on a form provided by the board before giving programs.

**20:59:04:09. Standards for approval of continuing education programs.** Continuing education programs in social work must meet the following standards to be approved by the board:

- (1) The continuing education must be in a recognized field of social work or clearly related to social work. The continuing education must be related to practice, values, skills, and knowledge of social work;
- (2) The program must be planned to meet educational needs of target group;
- (3) A clear statement of goals must be prepared in advance for each program;
- (4) Instructors must have education and experience in the area of the program they conduct;
- (5) Specific performance requirements for CEU credit must be established;
- (6) Participant registration must provide dates, course titles, and number of CEUs awarded for a permanent record of individual participation;
- (7) Evaluation procedures must be planned for and used to measure the effectiveness of the program design and operation; and
- (8) The program must be provided by an approved continuing education sponsor.

Continuing education program approval may be applied for on a form provided by the board.

**20:59:04:10. Standards for approval of continuing education programs for agency administrators.** Continuing education programs for agency administrators who are responsible for social work staff must enhance the practice, values, skills, and knowledge of administrators in the areas of administration, planning, and research related to human services and must meet the standards in subdivisions 20:59:04:09(2) to (8), inclusive.

Continuing education program approval for agency administrators may be applied for on a form provided by the board.