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# News Link



COUNSELOR, SOCIAL  
WORKER & MARRIAGE  
AND FAMILY  
THERAPIST BOARD

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*The Board  
changed the  
Newsletter  
process and  
sending links to  
short articles  
rather than  
mailing the  
newsletter only  
to those  
renewing each  
quarter.*

## Continuing Education Audits



Photo courtesy of the Ohio  
Statehouse Photo Archive

Dear Licensees: My name is Paula Broome and I am the new Continuing Education Audit Coordinator. My job will be to audit licensees and Continuing Education providers and programs that are approved by this Board. With this email I would like to alert all licensees to the upcoming changes to the audit process. They are as follows:

- At present we audit 20% quarterly, which will change to 20% monthly and increase to 50% by 2013
- Anyone renewing late will be audited
- Licensees will be able to return their audits by email.
- Licensees will be asked to list their **competencies** with their

audit per paragraph (2) of rule **4757-5-02**

- Licensees will need to include a copy of their **disclosure statement** with their audit per rule **4757-5-12**
  - A personal statement will be required for licensees who are not able to comply with the audit
- Fines of \$75 to \$500 may be issued for those renewing their license without completing 30 CEUs within their 2 year renewal period per rule 4757-1-07.

"The Board's primary responsibility is to protect the citizens of the State of Ohio. The Board does this through the establishment of licensure and practice standards for professional practice". Auditing licensees is the best way for the Board to ascertain if the standards for professional practice are being upheld. Continuing education is important to ensure licensees are staying current with their profession.

Licensees who renew their license without completing 30 CEUs open themselves up to fines, disciplinary action, suspension, reprimand and or loss of licensure. The time to review your CEU attendance certificates is not when you learn you've been audited, but before you renew your license. Be sure:

- All CEUs have been approved
- All CEUs are taken within your two year renewal period or you can document banked hours
- You have all your attendance certificates

I invite all licensees reading this email to review their disclosure statements, which are required by law. Those of you not practicing will not need a disclosure statement.

As the CE Audit coordinator, I will also be responsible for auditing **continuing education programs**. The Board approves thousands of programs and we will need your assistance. A percentage of licensees who have attended audited programs will be asked to review the program's educational content. Licensees will receive a short survey that can be completed online or returned to the Board: by fax, email or the US postal service. The Board's **CE program audit** will look for:

- Properly completed attendance certificates
- Content clearly related to generalist theory or practice for the intended clientele
- Whether the planned hours accurately met
- Whether the instructor was knowledgeable

If as a licensee you have serious complaints about a program, I encourage you to contact me directly at [paula.broome@cswb.state.oh.us](mailto:paula.broome@cswb.state.oh.us). With this new position, my goal is to help ensure the Ohio Board's licensees are in compliance with our Laws and Rules.