



# Electronic Rule Filing

The Honorable Jon Husted  
Secretary of State  
180 E. Broad St., 15th Floor  
Columbus, OH 43215

Mark Flanders, Director  
Legislative Service Commission  
77 South High St., 9th Floor  
Columbus, OH 43215

Larry Wolpert, Director  
Joint Committee on Agency Rule Review  
77 South High St., Concourse Level  
Columbus, OH 43215

Christiane Schmenk, Director  
Department of Development  
77 South High St., 27th Floor  
Columbus, OH 43215

It is hereby confirmed that the Counselor, Social Worker, and Marriage and Family Therapist Board **final filed** the following rule(s) pursuant to section 119.04 of the Ohio Revised Code.

**Package Number:** 87637  
**File Date and Time:** 12/13/2011 11:30 AM  
**Confirmation Number:** 95e139a9ca19a5794c8a7aae2bcb350

## FINAL FILE

Rule Number	Type	FYR?	JE Date	Eff Date	Next FYR	Tagline
4757-1-05	Amendment	N	12/10/2011	04/01/2012		License fees.
4757-9-05	Amendment	N	12/10/2011	04/01/2012		Approval of continuing professional education programs required for renewal of licenses and certificates of registration issued by the board.

4757-1-05

**License fees.**

License fees shall be established by the board in amounts not to exceed the maximum allowable under section 4757.31 of the Revised Code. Fees are subject to change by action of the board, the controlling board, and/or the general assembly.

- (A) Fees shall be paid by credit card, certified check or money order made payable to "Treasurer, State of Ohio."
- (B) Fees shall be submitted to the board office at the time of the initial application. Renewal fees shall be the same as initial licensure or registration fees.
- (C) Fees are not refundable.
- (D) Fees for a two-year license or registration of title are as follows. Late renewal shall incur an additional fee of forty dollars except social worker assistant late renewal shall be twenty dollars.
  - (1) For professional clinical counselor the fee is seventy-five dollars;
  - (2) For professional counselor the fee is sixty dollars;
  - (3) For independent social worker the fee is seventy-five dollars;
  - (4) For social worker the fee is sixty dollars;
  - (5) For social worker assistant the fee is forty dollars.
  - (6) For social work temporary license the fee is twenty dollars.
  - (7) For independent marriage and family therapist the fee is seventy-five dollars;
  - (8) For marriage and family therapist the fee is sixty dollars;
  - (9) For marriage and family therapist temporary license the fee is twenty dollars.
- (E) Board provided continuing education program fees shall be ten dollars per continuing education hour. The board laws and rules examination for initial licensure shall be ten dollars.
- (F) Licensees requesting written board certification of their licensure to other states or

entities shall pay a twenty-five dollar fee for that verification.

(G) Licensees requesting replacement wall certificates for name changes or any other reason shall pay a fifteen dollar fee for that wall certificate.

(H) Applicants per rule 4757-9-05 for continuing education program approval shall pay a thirty dollar fee for each application.

(I) Applicants per rule 4757-9-05 for continuing education provider approval shall pay a one hundred and twenty-five dollar fee for each application.

Effective: 04/01/2012

R.C. 119.032 review dates: 09/20/2014

CERTIFIED ELECTRONICALLY

---

Certification

12/13/2011

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4757.31  
Rule Amplifies: 4757.31  
Prior Effective Dates: Effective: 6-11-85 (Emer.); 9-19-85 (Emer.);  
12-19-85; 7-3-97; 9-20-02; 4-10-04; 1-1-06; 10-18-09

4757-9-05

**Approval of continuing professional education programs required for renewal of licenses and certificates of registration issued by the board.**

The goals of the board's continuing professional education requirements are to assist licensees: in maintaining and expanding professional competence and expertise, in becoming aware of new professional issues and developments; and in providing responsible, quality and competent service to clients and community. Continuing education to promote personal growth of the licensee shall not be accepted.

Continuing education credits may be obtained in several ways: attendance at programs offered by approved providers, approved programs, post-approved programs, publications as cited in paragraph (B) of rule 4757-9-06 of the Administrative Code and presentations as cited in paragraph (C) of rule 4757-9-06 of the Administrative Code. The board or its designee shall approve providers, programs, and offer post-program approval under the following guidelines.

Any individual or business providing continuing education courses for this board's licensees shall comply with federal law title III of the Americans with disabilities act "ADA." Continuing education programs shall be offered in locations and in a manner, which are accessible to persons with disabilities, or offer alternative accessible arrangements for such persons. Individuals or businesses who hold provider status or are approved to provide individual programs are required to provide auxiliary aides and services that are necessary to ensure equal access to the goods, services, facilities, privileges or accommodations that it offers unless an undue burden or a fundamental alteration would result. Issues on undue burden or disability accommodations should be addressed to the federal department of justice "ADA" technical assistance section. The technical assistance section can be reached through searching online for the contact number. In May 2007 the number was 800-514-0301 and online at [www.ada.gov](http://www.ada.gov).

(A) The following meanings shall apply to all continuing education rules promulgated by the counselor, social worker, and marriage and family therapy board.

- (1) "Provider Status" means an individual or entity granted approval to develop continuing education program offerings without prior approval from the board for each program offered. All continuing education offerings shall utilize the same provider authorization number assigned by the board. A licensed individual shall review each CEU program as noted on the provider application or most recent renewal application on file with the board.
- (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 CEU provider number and the approved provider shall keep all records as listed in paragraph (B)(5)(h) of rule 4757-9-05 of the Administrative Code. Only the board may authorize a CEU program when an entity with provider status has

not been directly involved as a co-sponsor.

(B) Guidelines for continuing education program approval:

- (1) Academic courses offered in accredited education institutions by counseling, social work, and marriage and family therapy degree programs as defined in paragraphs (A) of rule 4757-13-01, (C)(1)(g) of rule 4757-19-01 and (A)(1) of rule 4757-25-01 of the Administrative Code, are automatically granted program approval. Transcripts and/or grade reports shall be used to document this training. If the licensee audits an approved course, a letter from the professor shall be required to verify actual number of hours of attendance, which shall be used to determine hours of continuing education credit granted.
- (2) Approved programs may be sponsored by departments of accredited educational institutions; national, regional, state, or local professional organizations or associations; public or private human service agencies or organizations; private consultants; or individuals. In order to obtain approved status from the board, a program shall meet the following requirements:
  - (a) The program shall be presented by competent individuals as documented by appropriate academic training and professionally recognized experience. Presenters should have an identifiable involvement with human services. In approving a particular presenter the board shall be guided by the following range of presenter qualifications.
    - (i) Counselors, social workers or marriage and family therapists with appropriate expertise in the content area shall clearly be accepted.
    - (ii) Related professionals with the ability to connect content to counseling, social work or marriage and family therapy practice shall usually be accepted.
    - (iii) Expert presenters with no apparent link to counseling, social work and marriage and family therapy, or related practice may or may not be acceptable based upon content to be presented and intended audience.
    - (iv) Presenters with no apparent professional qualifications nor link to social work, counseling, marriage and family therapy, or human services shall not be accepted.

- (v) Presenters providing training in practice areas that would require licensure shall show evidence of current licensure in Ohio or another state.
- (b) The program shall meet the professional needs of the intended clientele, which shall include counselors, social workers, and/or marriage and family therapists.
- (c) The program shall have a minimum duration of one clock hour.
- (d) The program shall have written goals and objectives which are responsive to the needs of prospective counselor, social worker and marriage and family therapist attendees. Applications shall include agendas with content and timeframes for each session of the program.
- (e) The program shall be related to counseling, 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 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.
  - (i) Explain and justify the content applicability to counseling, social work and marriage and family therapy theory or practice and the implications for generalist practice.
  - (ii) Programs with content in areas or subjects not specifically taught or referenced in counseling, social work and marriage and family therapy curriculum, in order to be approved, require inclusion with the application of peer reviewed journal articles, which validate the direct application to counselors, social workers and marriage and family therapists of the theory or intervention, which is the focus of the continuing education program.
  - (iii) Peer reviewed journals shall meet the following criteria: (a) have an independent editorial board, (b) be sponsored by a national professional society for counseling, social work, marriage and family therapy, psychology or psychiatry, and (c) have paid

subscribers. Articles appearing in publications dealing with the specific program topic area shall not constitute validation.

- (f) The program shall be disseminated via appropriate instructional methods, such as lecture, group discussion, video, film, computer or other electronic means, written materials, or interactive teleconferencing.
- (g) The program shall include an evaluation component directly related to its stated goals and objectives.
- (h) The program shall be offered in a place and manner which is accessible to persons who are physically challenged.
- (i) The program approval request shall be submitted for review, on a form designated by the board, at least sixty days prior to the scheduled program date. Program approval requests received on or after the date of the program shall be denied.
- (j) The program's promotional information shall state that program approval has either been applied for or has been granted, and to which license(s) renewal requirements the program shall apply.
- (k) The sponsor of the program shall provide program participants certificates of completion which contain the following information:
  - (i) The title and date(s) of the program and the board's program approval number;
  - (ii) The name of the sponsoring agency or organization;
  - (iii) The name of the participant and the number of clock hours of continuing professional education earned by the participant;
  - (iv) The signature of the instructor or the official representative of the sponsoring organization;
  - (v) The hours of ethics, distance learning and/or supervision included in the program if any; and
  - (vi) A blank space on the certificate of completion in which the participant may place their registration or license number.

- (l) 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.
- (m) The sponsor shall maintain records of program content, presenter qualifications and individual participation, and individual evaluation forms for five years and make such records available, if the board requests them;
- (n) Applicants shall use the form prescribed by the board for approval of the continuing education program. Applicants shall pay a fee set in rule 4757-1-05 of the Revised Code for each program submitted and each renewal.

(C) Guidelines for provider approval:

- (1) Approved provider status for newly approved providers shall be granted for a one-year period and is subject to renewal for two year periods if the provider meets the requirements of this rule.
- (2) Providers for counselor and marriage and family therapist programs are not independent authorizing entities for CEU programs offered by other entities. Providers for social work programs are not independent authorizing entities for CEU programs offered by other entities except that national social work associations may be approved as independent providers per paragraph (D) of this rule. CEU 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.
- (3) Providers may use their own approval numbers for presentations by this board's staff members, for example ethics or licensing presentations
- (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.

- (6) The board may grant provider status, which may include but are not limited to: counseling, social work and marriage and family therapist degree programs, national regional, state, or local professional organizations, public or private human service agencies, private consultants or individuals. The applicant for approved provider status shall meet the following requirements:
- (a) Make application for approval status on a form provided by the board at least two months prior to the date of the first scheduled program offering. A list of proposed programs and program goals shall be included with the application.
  - (b) Submit to the board, no later than two months before the end of the probationary period, a synopsis of all programs during the previous ten months;
  - (c) Apply for renewal of approved provider status two months prior to the desired two-year period;
  - (d) Provide or arrange for appropriate educational facilities and instructional aids and offer programs and facilities that are accessible to persons who are handicapped.
  - (e) Have program presenters who have the professionally recognized skills to conduct the programs being offered in accordance with paragraph (A) of this rule;
  - (f) Conduct programs that satisfy one or more of the program areas in counseling, social work or marriage and family therapy as defined in rules 4757-9-01, 4757-9-02 and 4757-9-03 of the Administrative Code and/or in counseling, social work or marriage and family therapy as defined in division (A), (C) or (H) of section 4757.01 of the Revised Code;
  - (g) Include an evaluation component in all programs offered;
  - (h) Maintains records of program content, presenter qualifications and individual participation, and individual evaluation forms for five years and make such records available, if the board requests them;
  - (i) Furnish to each participant a certificate of completion that includes the following information:

- (i) Name of the provider and the approved provider number;
  - (ii) The name of the participant and a blank space on the certificate of completion in which the participant may place their registration or license number;
  - (iii) The title and date(s) of the program;
  - (iv) The hours of ethics, distance learning and/or supervision included in the program if any;
  - (v) The signature of the instructor or the official representative of the sponsoring organization; and
  - (vi) The number of clock hours of continuing professional education earned by the participant.
- (j) Indicate, on any promotional literature disseminated, the provider number issued by the board and the license(s) renewal requirements to which the program(s) shall apply.
- (k) Each program shall have review and or input by a counselor, social worker and/or marriage and family therapist as appropriate.
- (l) Provider status shall not be approved for applicants that plan to provide less than five programs during the initial approval year nor renewed for applicants that plan to offer less than eight programs during a two-year renewal period. These applicants should request individual program approvals.
- (m) The provider 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.
- (n) Applicants shall use the form prescribed by the board for approval of the continuing education provider status. Applicants shall pay a fee set in rule 4757-1-05 of the Revised Code for each provider application submitted or renewed. Initial provider status is valid for one year from date of approval and renewals are valid for two years.

(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.

~~(D)~~(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.

~~(E)~~(F) Social work association provider approval and provider status:

(1) The board approves and adopts by reference in these rules the association of social work board's approval process for continuing education providers set forth in the publication entitled "ACE Provider Guidelines," effective April 12, 2004, which is available from the association of social work boards (ASWB), 400 south ridge parkway, suite b, Culpeper, VA 22701 at no cost on the association's website at <http://www.aswb.org/SWL/conteducation.asp>. A link to the guidelines are available on the board's web site under social work forms.

(2) Any course accredited by the ASWB shall be accepted by this board for continuing social work education. If the course materials say "ACE Approved" or "approved as a provider for continuing education by the Association of Social Work Boards," it is acceptable.

(3) The board approves and adopts by reference in these rules the national association of social workers (NASW) continuing education approval program set forth in the publication entitled "Continuing Education Approval Program," effective 2006, which is available from the national association of social workers, 750 first street, NE, Suite 700 Washington, DC 20002-4241 at no cost on the association's website at <http://www.socialworkers.org/ce/approval.asp>. A link to the guidelines is available on the board's web site under social worker forms.

- (4) Any course accredited by NASW shall be accepted by this board for continuing social work education. If the course materials say "NASW Approved" with a NASW approval number or "NASW State Chapter Approved" with a NASW approval number, it is acceptable.
- (5) Other national social worker associations may apply for similar approval. In order to be approved they shall provide proof that their programs are substantially similar to the ASWB and/or NASW continuing education approval processes.
- (6) The social worker professional standards committee shall review the provider status of the associations under this paragraph as part of Chapter 119. of the Revised Code five year rule review process.

~~(F)~~(G) Post program approval:

- (1) Social work licensees or registrants shall apply on a form prescribed by the board for post-approval for relevant distance learning, out of state continuing professional education programs and coursework in related disciplines.
- (2) Counselor licensees shall apply on a form prescribed by the board for post-approval for relevant distance learning, out of state continuing professional education programs and coursework in related disciplines.
- (3) Licensees shall apply for post-program approval, on a form designated by the board, within ninety days of completing a program.
- (4) Marriage and family therapists may apply on a form prescribed by the board for post-approval for relevant distance learning, out of state continuing professional education programs and coursework in related disciplines.
- (5) To obtain a post-program approval, the licensee shall provide the following:
  - (a) Documentation that the program presenter(s) met the requirements of paragraph (A)(2)(a) of this rule;
  - (b) A copy of the program brochure and other documentation to demonstrate that the program met the requirements of paragraphs (A)(2)(b) to (A)(2)(f) of this rule;

- (c) A certificate of completion, transcripts, grade card, or signed statement from the presenter to demonstrate the licensee's attendance at the program or course.

Effective: 04/01/2012

R.C. 119.032 review dates: 09/20/2014

CERTIFIED ELECTRONICALLY

---

Certification

12/13/2011

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4757.31 & 4757.33  
Rule Amplifies: 4757.31 & 4757.33  
Prior Effective Dates: 5-22-86; 9-26-88; 7-3-97; 7-10-00; 4-10-04; 9-20-07;  
10-18-09; 9-1-10; 4-1-11