

## LICENSE RENEWAL INFORMATION SHEET

**If you renew online do not mail in your renewal papers!**

### **Dear Licensee or Registrant:**

The first renewal of your license is due two years from the date of licensure. You should receive a licensure renewal application approximately 3 to 6 months prior to your renewal date. If you do not receive a renewal application, you will need to call the board office and request one. It is your responsibility to contact the Board prior to your expiration date to request a renewal application or change your address. Once you have submitted your application for renewal **10%** will be selected for a random audit of the continuing education.

The continuing education requirement for license renewal is **30 clock hours** every two years, **3 hours of Ethics training** must be included in the required 30 clock hours. Continuing Education may include workshops, seminars, course work, published articles or books, home study classes, teaching or presenting.

*1 Quarter credit hour equals 10 clock hours*

*1 Trimester hour equals 12 clock hours*

*1 Semester hour equals 15 clock hours*

*Refereed Journal Articles equal up to 10 clock hours*

*Published books equal up to 30 clock hours (If you are the sole writer)*

*15 hours of pre-approved home study are acceptable per renewal cycle*

*10 hours for teaching or presenting maybe accepted per renewal cycle*

*(If teaching is not a part of your regular employment)*

**All Licensees & Registrants** should keep appropriate documentation to verify their continuing education for up to two years. To document your attendance for pre-approved programs, ***(programs that hold a RCST or MCST number are pre-approved by the Board)***; keep attendance certificates showing approval number to attach to your audit form. A **(C)** in the prefix shows approval for counselors, a **(S)** in the prefix shows approval for social workers, and a **(T)** in the prefix shows approval for therapist. To document your attendance for programs that were not pre-approved you must complete a post program approval form. You must attach a copy of your attendance certificate and a brochure to the post program approval form. Post approval forms should be submitted within ninety days of completion of the program and prior to your renewal date. If your continuing education is in the form of University course, keep a copy of your grade report or submit a copy of your transcript. If you are a social worker and you take social work course work the course work will be automatically accepted. If you are a counselor and you take counseling course work the course will be automatically accepted. Post approval notices, pre-approved certificates of attendance, transcripts or grade reports are to be attached to the audit form when requested.

**Post approval notices are only valid for out-of-state CEUs that have not been approved by the board with the exception of MFTs who can apply for approval of in-state CEUs using the post approval process due to the small number of approved CEU programs available to them.**

**\*Social Workers licensed with a degree in a related field (non social work degree) see information on course work requirements.**

**\*Counselors with the supervising counselor designation 6 of the thirty required hours of continuing education must be in supervision.**

Information contained in the ORC section 4757.32 & 4757-9-06 also on our website [www.cswmft.ohio.gov](http://www.cswmft.ohio.gov).