

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 **60-90** days 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 **20%** will be selected for a random audit of 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 home study are acceptable per renewal for Counselors

30 hours of home study are acceptable per renewal for Social Workers & MFTs

10 hours for teaching or presenting maybe accepted per renewal cycle

All Licensees & Registrants should keep appropriate documentation to verify their continuing education for up to two years. **If you are banking hours you must keep documentation of hours for four 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. For Social workers only, programs approved by ASWB-ACE or NASW are automatically accepted for renewal. To document your attendance for programs that were not preapproved 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 college courses the course work will be automatically accepted, if you have a transcript with at least a “C” for bachelor’s levels and a “B” for graduate level courses. If you are a counselor and you take counseling course work the course will be automatically accepted. Post approval notices, preapproved certificates of attendance, transcripts or grade reports are to be attached to the audit form when requested.

For Social Workers licensed with a degree in a field other than Social work. The first renewal of your license requires two college courses, from a social work program or college. Subsequent renewals require 30 clock hours of continuing education 3 of which must be ethics. (contact the board for further information)