



Ohio Counselor, Social Worker & Marriage and Family Therapist Board

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POST PROGRAM APPROVAL is now an online process completed through CE Broker. The review process takes about 5 to 7 business days. During this process the course you submit for approval will not show in your CE Broker account. Once your request has been reviewed the approved hours will be added to your CE Broker account and you will be notified by email.

It is very important you include a **course description**. Please do not upload all of the PowerPoint slides or pages and pages of program materials. That information is not needed and can delay our response. The course description for most programs is a short paragraph that states the program or course objectives. Find the information that relates to the course and upload it along with your non-approved attendance certificate under the option:

Continuing education program not previously approved by the Board (post program approval process)

The link **continuing education program not previously approved by the Board** is for non-approved programs completed online, through home study or out-of-state. Remember: **non approved programs completed in-state and in-person are not eligible for post program approval**.

The Board stopped sending out post program approval letters in December 2017. Licensees still holding post program approval letters from the Board will upload them as they would a Board approved certificate. Upload under:

Pre-Approved Continuing Education (certificates and board approval notices submitted here)

When asked for the approval number type in **'Post Approved'**.