



Ohio Counselor, Social Worker & Marriage and Family Therapist Board

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2019 **CE PROGRAM & PROVIDER GUIDELINES**

Program & Provider Status approval can require a minimum of 5 weeks to process. Your request must be received at least 60 days prior to the date of the first planned program offering. **Requests received the day of or after a program takes place will be denied.** Provider status approval is awarded the months of board meetings; January, March, May, July, September and November.

****PLEASE NOTE **** CE Broker refers to all agencies or individuals opening an account as a Provider. Through CE Broker the CSWMFT Board offers two types of approval:

1. Program Approval as a Sponsor
2. Provider Status

APPLY FOR INDIVIDUAL PROGRAM SPONSOR APPROVAL

The CSWMFT Board awards program approval for individual programs submitted for review. The Board will review content, resumes of the presenters and approve individual programs for a set number of hours. The sponsor can request approval for counselors, social workers and/or marriage & family therapist. The Board approval number will begin with the letter **M**. (MCSTXXXXXX). Board approval will be for 1 year.

Go to the Board's website <https://cswmft.ohio.gov/>

Under **How Do I Find** click on: [CE Program & Provider](#)

Click on: **Program Sponsor Approval**: Read down the page. At the bottom you'll find the link to CE Broker's website where you can apply for approval. Once the program sponsor account is created the following documents will need to be uploaded into CE Broker to activate your program sponsor status:

1. **Presenters resume** (education, training, work experience) please only send the first few pages (previous presentations, publications, awards, etc. are not needed).
2. **Agenda** with time frames and content reflecting the start, end, and breaks. If multiple presenters, please list their name by the time frame of their presentation.
3. **Evaluation form & sign-in sheet must include license numbers**
4. Copy of the **CE certificate** with the program information so the template can be reviewed, the only information that would not be included is the approval number.
 - a. The statement "**Approved by the State of Ohio. CSWMFT Board**" (specify which professions are approved) then list the approval number when received and amount of CE hours offered. see [sample certificate](#)

5. The **fee is \$60 per program** and approval is for one year.
 - a. After one year you will need to re-apply there is no renewal option at this time.

APPLY FOR PROVIDER STATUS

If requesting provider status, please review the requirements and what provider status means before applying. The CSWMFT Board awards provider status for agencies that have a licensee from the profession for which approval is requested. That licensee will then review content and resumes of presenters for future offerings from that agency. Programs are not submitted to the Board for review.

1. In the first year of approval the provider must offer at least, five **different** programs,
2. Thereafter the provider must offer eight **different** programs every two years.

Go to the Board's website <https://cswmft.ohio.gov/>

Under **How Do I Find** click on: [CE Program & Provider](#)

Click on: **Provider Approval**: Read down the page. At the bottom you'll find the link to CE Broker's website where you can apply for approval. Once your provider status account is created in CE Broker the following documents will need to be uploaded into CE Broker to activate your provider status request:

1. **resume(s) of the licensees who will review programs,**
2. **a list of a few new topics or titles that programs may be developed for in the first year.**
3. **three individual programs**
 - a. each program needs to include **resume of the presenter, agenda with time frames and content showing a start, end, and any break times,**
4. **evaluation form, & sign-in sheet must include license numbers**
5. **[sample certificate](#)** with the program information so the template can be reviewed
 - a. The statement "**Approved by the State of Ohio. CSWMFT Board**" (specify which professions are approved) then list the approval number when received and amount of CE hours. see [sample certificate](#)
6. The fee is \$250 for initial approval
 - a. First renewal due in one year \$250
 - b. Renew every two years thereafter \$250

LIVE OR HOME STUDY FORMAT

If requesting **individual program approval** and you wish to offer the same program both **Live** and in the **Home Study** formats, select the live format and attach a memo requesting to also offer the program as a home study. In CE Broker both formats cannot be selected. Program requests for home study or online offerings require additional documentation:

1. A five-question post-test for every (one) hour of content.
2. An explanation of how the CE hours were calculated.

Once all documentation is received the program will be reviewed for both live and home study formats.

If requesting **provider status approval**, the 3-initial program(s) can be offered live or in a home study format. However, if you want one or all the programs offered both live and in-home study formats, select the **live format** and attach a memo requesting approval as a home study as well. In CE Broker both formats cannot be selected. Requests for home study or online offerings require additional documentation:

1. A five-question post-test for every (one) hour of content.
2. An explanation of how the CE hours were calculated.

Once all documentation is received the program will be reviewed for both live and home study formats.

AFTER LIVE APPROVAL: HOW TO ADD HOME STUDY FORMAT

If **provider status** or **individual program approval** has already been awarded and now the program is also in a home study format, please e-mail the following to patty.miller@cswb.ohio.gov

1. Title and brief description of the content.
2. Number of CE hours and how that number was determined.
3. Copy of a five-question post-test for every 1 hour of content.
4. Name of author/presenter and resume including education/experience. Please do not include previous publications, presentations, grants, awards, etc. only the first page or two is needed.
5. The approval number of the live format and the CE Broker tracking number.

RECORDS MAINTAINED FOR FIVE YEARS

If awarded Program Sponsor Approval or Provider Status the following records must be maintained for five years. **These records are not uploaded into CE Broker but must be available to the Board if requested:**

1. Sign-in sheet to verify attendance; name, license number, time of arrival.
2. Agenda with content and timeframes reflecting the number of continuing education hours offered. A start, ending time, and breaks need to be included.
3. Presenter's resume showing qualifications
4. Individual evaluation forms.

NEW OFFERING / ADVERTISING

Watch Video: [Creating a course on CE Broker](#)

Board approved **Provider Status** and **Program Sponsors** are required to **create a course** for every program they offer. As a Board approved program sponsor and provider status, you are required to report attendance (within 14 days) every time the course is completed. By reporting attendance, the hours completed are added to each licensee's CE Broker account.

Watch Video: [Advertising your course/offering on CE Broker](#)

Licensees search for Board approved programs through [CE Broker's course search](#). After you have created a course in CE Broker you have the option to advertise the course offering. This will allow the course to be listed in the **course search**. By advertising your live and home study courses you help the Board in offering licensees a large selection of approved options.

REPORTING ATTENDANCE

Watch Video: [How to report a Roster \(Attendance\)](#)

Read: [Technical Details for Reporting](#)

The Board requires all approved providers and program sponsors to report attendance to CE Broker each time a course is completed.

The provider/program sponsor will report a list of attendee's **license numbers** to CE Broker. This is referred to as an **Attendance Roster**. Attendance will need to be reported to CE Broker within 14 business days of course completion. CE Broker will then add the hours to each licensee's CE Broker account.

CE attendance certificates paper or electronic copies still need to be distributed to attendees at the end of the course or within 7 business days of completion.

Only licensees from this board are reported in the attendance roster. **License numbers are required so please request this information at the time of registration or on the sign-in sheet.**

ADVERTISING GUIDELINES

Sponsors should not imply Board approval or suggest approval is pending until they receive notice from the CSWMFT Board. Participants attending programs offered prior to receiving CSWMFT Board approval must be given corrected certificates listing Board approval. If a program is denied by the Board, the sponsoring agency is responsible for notifying all participants.

CLOCK HOURS

Clock hours do not include refreshment breaks, receptions, poster sessions, networking and other gatherings. If requesting CE credit during lunch, all attendees must be seated with their lunch before the presentation begins.

4757-9-05 (B)(c)

The program shall have a minimum duration of one clock hour.

- A program must be a minimum of one hour and then can be offered in 15-minute increments. For example, 1.25, 1.5, 1.75 always rounding down to the quarter hour.

TEACHING OR PRESENTING CE PROGRAM

- Licensees who present continuing education are granted the amount of time of the presentation plus one-half hour prep-time for each hour of the presentation. To receive the extra credit, the licensee needs to request post program approval.
- **A maximum of 10 CE hours** for presenting or teaching a course can be earned within a two-year renewal period. The Board keeps track of teaching hours, licensees cannot receive teaching credit twice for the same program within a five-year period without showing proof that the course has significantly changed.
- A CE certificate showing the licensee as the instructor will allow the licensee to receive the same CE hours as the attendees but for the additional teaching credit the licensee will need to request post program approval that will be submitted through CE Broker to the Board. The licensee will need to make this request prior to renewal of their license and allow 5 to 7 business days for processing.

PROGRAM CONTENT AREA MUST CLEARLY RELATE

Under 4757-9-05(B)(e) the program shall be related to counselor, 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/or 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.

(f) Conduct programs that satisfy one or more of the program areas in counseling, social work or marriage and family therapy as defined in rule 4757-9-01, 4757-9-02 and rule 4757-9-03 of the Administrative Code and/or in counseling, social work or marriage and family therapy as defined in divisions (A), (C) or (H) of section 4757.01 of the Revised Code;

(g) Include an evaluation component in all programs offered;

BOARD ATTENDANCE

Under 4757-9-05(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.

SUPERVISION CONTINUING EDUCATION

- **Social Work supervision** should be focused on training supervision of LSWs working toward their two years of supervised practice or SWTs in their field work per rule 4757-23-01 paragraph (E)(3)(b): Supervision CEU hours should contain content that includes the: supervisor/supervisee/client relationship.

- **Counselor supervision** should be focused on training that will aid supervisors in helping their supervisees (counselor trainees) gain the experience required for licensure. Supervision for professional counselor or professional clinical counselors should be geared towards improving their skills as a supervisor as listed in rule 4757-13-01 of the Administrative Code.
- **Marriage & Family Therapist supervision:** any program offered to meet the supervision requirement must be submitted for review by the Board. Please contact patty.miller@cswb.ohio.gov for additional information.

ATTENDANCE CERTIFICATES

The law requires that attendees receive their certificate at the end of the program. However, the CSWMFT Board will allow 7 business days to send the attendee their certificates. Certificates can be sent by US Mail, e-mail or hand delivered. It is very important to the licensee that attendance certificates contain all required information. CE certificates that do not list the required information are in violation of Ohio Administrative Code 4757-9-05, which may result in withdrawal of Board approval. Altered certificates will not be accepted. A new CE certificate must be awarded to the attendee(s).

DISTRIBUTING CERTIFICATES

In accordance with 4757-9-05(B)(I) 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.

CERTIFICATES NEED TO SPECIFY IF ANY OR ALL OF THE HOURS OBTAINED INCLUDE:

- ETHICS
- SUPERVISION
 - The amount of ethics or supervision must be listed (see [sample certificate](#))

The items listed below need to appear on all attendance certificates:

- **BLANK SPACE FOR LICENSE NUMBER**
- **TITLE OF THE PROGRAM**
4757-9-07(D): Licensees may not attend the same program twice within a two-year renewal period. If a program has multiple parts, the title of the program shall specify part numbers or letters for a multi-part series of programs, e.g. "Title" part 1, "Title" part 2, etc.
 - Each attendance certificate must appear unique. We suggest a specific name for each session that appears on each weekly or monthly certificate.
 - If there is a training supervisor taking part in these meetings along with their supervisees, they should be aware these hours cannot be counted towards both their training supervision hours and continuing education hours.
- **DATE(S) OF THE PROGRAM**

- **CSWMFT BOARD'S PROGRAM/PROVIDER STATUS APPROVAL NUMBER** (This is not the CE Broker tracking number.)
- **NAME OF THE SPONSORING AGENCY, INDIVIDUAL OR ORGANIZATION** awarded approval.
- **THE NAME OF THE PARTICIPANT**
 - (k) The sponsor of the program shall provide program participants certificates of completion on paper or electronically, which contain the information in paragraphs (B)(2)(k)(i) to (B)(2)(k)(vi) of the Administrative Code:
 - 4757-9-05(B)(2)(k)(iii) The name of the participant, which may be legibly handwritten, and the number of clock hours of continuing. professional education earned by the participant; (any attendance certificate received during an audit without the attendee's name listed will not be accepted or counted during an audit)
- **NUMBER OF CLOCK HOURS EARNED**
- **SIGNATURE OF THE INSTRUCTOR** or the official representative of the sponsoring organization. An electronic signature is accepted but must be an image of an actual signature.