

Amended by R.2003 d.265, effective July 7, 2003.  
See: 35 N.J.R. 380(a), 35 N.J.R. 2936(b).  
Rewrote the section.

### 13:44G-6.3 Content areas for continuing education credit

(a) The Board shall grant continuing education credit only for programs or courses which are directly related to social work practice and which are advertised and available on a nondiscriminatory basis.

(b) The following content areas are acceptable for continuing education credit:

1. Theories and concepts of human behavior and the social environment;
2. Social work practice, knowledge and skills;
3. Social work research, program evaluation or practice evaluation;
4. Management/administration/social policy; and
5. Social work ethics, including, but not limited to, topics in boundary relationships, conflicts of interest, confidentiality, and recordkeeping.

(c) The following content areas are unacceptable for continuing education credit:

1. Personal development; and
2. Supervisory sessions.

(d) The Board shall maintain a list of all approved programs, courses and seminars at its offices.

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### 13:44G-6.4 Sources of continuing education credits and credit-hour calculations

(a) The Board shall grant credit only for continuing education programs or courses that are at least one instructional hour long, and are directly related to social work practice. For purposes of this subchapter, an "instructional hour" represents a 60-minute clock hour with no less than 50 minutes of content within the hour. Programs or courses may include one 10-minute break for each instructional hour.

(b) A licensee or certificate holder shall complete and be able to verify such completion of a continuing education program or course in order to receive continuing education credit. The Board shall grant a licensee or certificate holder continuing education credit for each two year period as follows:

1. Attendance at programs or courses approved by the ASWB: one credit for each hour of attendance;

2. Attendance at programs or courses approved by the National Association of Social Workers (NASW): one credit for each hour of attendance;

3. Attendance at programs or courses given at State and national social work association conferences, where the criteria for membership is either licensure or certification as a social worker: one credit for each hour of attendance;

4. Attendance at continuing education programs offered at a regionally accredited institution: one credit for each hour of attendance;

5. Completion of an undergraduate or graduate-level course at a regionally accredited institution: five credits for each course credit, up to a maximum of one-half of the required continuing education credits; and

6. Attendance at in-service training in a subject matter related to the setting in which the licensee works: one credit for each hour of training up to a maximum of six credits. Such in-service training shall not include staff meetings, quality assurance or case reviews or case management.

(c) Licensees or certificate holders shall receive continuing education credit for the following:

1. A refereed article published in a professional journal within the preceding biennial period: nine credits per article;

2. Teaching appointments for courses offered in accredited institutions: 15 credits for each new course which a licensee or certificate holder teaches. For the purposes of this subsection, "new" represents a course that the licensee or certificate holder has not taught previously in any educational setting; and

3. Presentations at workshops, training sessions and seminars: 1.5 credits for each hour of a new offering up to a maximum of nine credits.

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### 13:44G-6.5 Documentation of continuing education credit

(a) A licensee or certificate holder shall keep comprehensive records of the continuing education hours which the licensee or certificate holder completes in order to verify program attendance or activity completion. Each licensee and certificate holder shall submit such documentation to the Board upon its request.

(b) The licensee or certificate holder shall verify attendance at approved continuing education programs by a certificate of attendance or by a statement from the instructor of the offering. The verification shall include the name of the licensee or certificate holder, the name of the sponsor, the title, location and date of the offering, the signature of a

program official and the number of continuing education hours.

(c) The licensee or certificate holder shall verify individual activities by retaining the following:

1. For publications, a copy of the published article;
2. For presentations, copies of the program, syllabus, outlines and bibliographies;
3. For teaching appointments, copies of the syllabus, bibliography, course outline and verification from the academic institution that the course was not previously offered.

(d) A licensee or certificate holder shall verify completion of academic coursework by an official transcript.

(e) A licensee or certificate holder shall maintain verification records for five years following the renewal period for which the Board has granted the licensee or certificate holder continuing education credit.

#### 13:44G-6.6 Waiver of continuing education requirements

(a) The Board may, at its discretion, waive continuing education requirements on an individual basis for reasons of hardship such as illness, disability, active service in the military or other good cause.

(b) A licensee or certificate holder who seeks a waiver of the continuing education requirements shall provide to the Board, in writing, the specific reasons for requesting the waiver and such additional information as the Board may request in support of the waiver.

#### 13:44G-6.7 Responsibilities of continuing education sponsors

(a) A continuing education sponsor not included in N.J.A.C. 13:44G-6.4(b) shall obtain Board approval for each course offered and advertised as satisfying continuing education requirements.

(b) The continuing education sponsor shall submit the following for each course for which the sponsor seeks approval:

1. A detailed description of course content and hours of instruction;
2. A curriculum vitae of the lecturer, including specific background which demonstrates that the lecturer is reputable and qualified in the area of instruction; and
3. The fee required pursuant to N.J.A.C. 13:44G-14.1.

(c) The sponsor shall not make substantive changes to an approved course or program, such as a change in course content or instructor, without prior notice to, and approval by, the Board.

(d) The sponsor shall monitor attendance at each approved course and furnish to each enrollee a verification of attendance, which shall include at least the following information:

1. Title, date and location of course offering;
2. Name and license or certificate number of the attendee;
3. Number of credits awarded; and
4. Name and signature of officer or responsible party.

(e) At the conclusion of the program, the sponsor shall solicit evaluations from both the participants and the instructor. The sponsor shall retain the evaluations for three years.

(f) Continuing education programs shall be offered on a non-discriminatory basis. Nothing in this section implies that membership organizations may not discount the cost of attending continuing education programs for dues-paying members, or that agencies may not seek accreditation for programs offered to staff only.

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In (a), inserted "not included in N.J.A.C. 13:44G-6.4(b)" following "education sponsor".

## SUBCHAPTER 7. LICENSE AND CERTIFICATION RENEWALS

### 13:44G-7.1 Biennial license and certification renewal; inactive status

(a) All licenses and certificates issued by the Board shall be issued for a two-year biennial licensure period. A licensee or certificate holder who seeks renewal of the license or certificate shall submit a renewal application and the renewal fee set forth in N.J.A.C. 13:44G-14.1 prior to the expiration date of the license or certificate.

(b) Renewal applications shall provide the applicant with the option of either active or inactive status. A licensee or certificate holder electing inactive status shall pay the inactive license or certificate fee set forth in N.J.A.C. 13:44G-14.1, and shall not engage in the practice of social work.

(c) If a licensee or certificate holder does not renew the license or certificate prior to its expiration date, the licensee or certificate holder may renew the license or certificate within 30 days of its expiration by submitting a renewal application, a renewal fee and a late fee, as set forth in N.J.A.C. 13:44G-14.1.