

## Guidelines for Granting Continuing Education Hours

*These guidelines are consistent with the requirements of section 781.508-781.514 of the Texas Behavioral Health Executive Council and Texas State Board of Social Worker Examiners Rules.*

The University of Texas at Austin grants Continuing Education Hours for workshops, courses, and educational programs that meet the criteria established by Texas State Board of Social Work Examiners. These educational hours may then be submitted by professionals to meet continuing education requirements for Social Work, Licensed Professional Counselor, Licensed Marriage and Family Therapist licensure and Licensed Psychologists licensure renewal.

### APPLICATION/ APPROVAL PROCESS:

**STEP 1:** Applicant must submit their CEU application via the [online form](#) to the Office of Professional Development at least 14 days in advance of each program. A processing fee will apply for each program submitted. The fee amount and payment method is determined based on the organization status (internal or external to UT) as well as the event type. (See table below). Payment arrangements will be made immediately following review of the initial application. Applicants are to ensure that all the requested information in the submission form is complete and accurate to minimize delays. Questions about completing the form may be directed to [ceu-ssw@austin.utexas.edu](mailto:ceu-ssw@austin.utexas.edu)

**STEP 2:** The Office of Professional Development staff will review the application materials. This includes but is not limited to, the overall event description, learning objectives, presenter credentials and biographies, post-event evaluation form, CEU certificate that will be provided to attendees, event agenda, and promotional materials such as brochures or event website.

**STEP 3:** If the event is approved for CEUs, the Office of Professional Development will notify the applicant of the number of approved CEU's and follow-up payment information (see Tables 1-3 for application fees). If there are outstanding questions or information needed prior to finalizing approval, the Office of Professional Development staff will notify the point of contact listed on the application.

**STEP 4:** Unless otherwise negotiated within a separate CEU services agreement, the provider is responsible for distributing evaluations and CEU certificates to all program attendees. Certificates must accurately reflect the event information and appropriate number of CEU's. The provider should plan to track attendance at the event. Copy of attendance records, presenter resumes/CVs and completed evaluations must be kept for at least 3 years following the event. The Office of Professional Development may request these records at any time.

### STEP 5: Post Event

Provide the final number of evaluations and certificates issued to participants to the Office of Professional Development within 30 days of the event. For distance learning events, provide the final numbers within 30 days after the program expires, or within 30 days after the 2-year maximum approval period has ended.

### RENEWAL OF CEU's FOR PREVIOUSLY APPROVED EVENTS

Special circumstances apply when a CEU application has already been reviewed and approved within the past two years. Typically, this applies to CEU's available as distance learning/ on-demand, or that have a pre-set schedule in which the same CEU presentation(s) are offered multiple times by the same program. Events meeting these criteria will be redirected to the CEU Application short-form embedded in the standard application.

#### Qualifying for renewal:

The event which was previously approved must remain the same. This includes but is not limited to, title of the presentation, length of program, presenter(s), topics/ learning objectives, agenda, format of the presentation (including online vs. virtual), evaluation form, certificate, and post-test.

#### When to submit a renewal application:

Organizations should submit the short form application if they meet the above criteria and additional training dates are to be offered that were not included in the initial CEU application.

**Approval period:**

CEU applications meeting this criterion are good for two years. In all cases, a new full CEU application must be submitted every two years from the original application approval date to ensure course content meets current CEU guidelines.

**Program changes:**

If any of the aforementioned qualifying renewal criteria changes, a new CEU application must be submitted (long-form application).

**CEU processing fee:**

If the event meets all the criteria for the Short-form renewal, applicants will not be charged an additional processing fee. The short-form application will be reviewed by the OPD staff to confirm the approval status. This includes validating the short form details with the original approved application.

---

**WHO MAY APPLY TO BE A PROVIDER OF CONTINUING EDUCATION HOURS:**

Applications to be a provider of continuing education hours may be made by accredited schools, professional organizations, social agencies, social work departments, teaching hospitals, mental health centers, and other organizations or individuals who meet the criteria and conditions below.

**CRITERIA FOR APPROVAL:**

**Programs are approved for continuing education credit based on the following requirements of section 781.508-781.514 of the Texas Behavioral Health Executive Council and Texas State Board of Social Worker Examiners Rules.**

To be acceptable for the purposes of license renewal or satisfaction of disciplinary stipulations the education must be received from a continuing education provider that:

- (1) ensures that the education provided is directly related to the practice of social work;
- (2) ensures that the individual(s) presenting the information have the necessary experience and knowledge in the topic(s) presented
- (3) verifies attendance of participants and provides participants with a letter, certificate, or transcript that displays the licensee's name, topic covered, date(s) or academic period course was taken, and hours of credit earned; Sponsoring organizations will be responsible for verifying attendance at each program. Attendance information will be made available to the Office of Professional Development upon request
- (4) provides participants a mechanism for evaluation of each continuing education activity
- (5) maintains all continuing education records and documentation for at least three years. These records and documentation will be made available to the Office of Professional Development if requested during this three-year period.

Activities Unacceptable as Continuing Education. Credit hours are not eligible for:

- (1) education incidental to the regular professional activities of a social worker such as learning occurring from experience or research
- (2) organizational activity such as serving on committees or councils or as an officer in a professional organization
- (3) meetings and activities such as in-service programs required as a part of one's job, unless the in-service training is acceptable continuing education under §781.509 of this title (relating to Types of Acceptable Continuing Education in the *Texas Behavioral Health Executive Council and Texas State Board of Social Worker Examiners Rules*)
- (4) college academic courses which are audited or not taken for credit
- (5) any experience which does not fit the types of acceptable continuing education in §781.509 of this title

**DETERMINING THE NUMBER OF APPROVED CONTINUING EDUCATION HOURS:**

The Office of Professional Development, Steve Hicks School of Social Work, The University of Texas at Austin, determines the number of continuing education hours for a program prior to the beginning of the program. No credit will be given to programs after they occur.

Continuing education hours are only granted for educational time. Content will be reviewed to ensure 1 hour of learning content per 1 CEU. CEU credits are awarded in .5 or 1 hour increments. **For events that go beyond a half-day session, a detailed agenda by time is required.**

Short scheduled breaks are considered necessary to the adult learning process. However, breaks longer than 15 minutes (i.e. lunch, long transitional periods, announcements, social events, etc...) will not count toward CEU accredited time. Q&A must be connected to educational content. Meal functions will not count toward CEU credit unless education material is being presented as part of a working lunch format with specific and measurable learning objectives (usually 50% -75% of the time allotted). Please reach out to the Office of Professional Development if you have specific questions concerning your event agenda.

#### **ETHICS CREDIT:**

Credit for Ethics CEUs will be granted to workshops whose course title, description and objectives include social work professional values and ethics. For more information on development of social work ethics courses, please review:

ASWB: <https://www.aswb.org/wp-content/uploads/2013/10/ASWBEthicsCourseGuide.pdf>

NASW: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

#### **SATISFACTORY COMPLETION:**

When activities have been approved for the awarding of continuing education hours, only those individuals who satisfactorily complete the activity will receive credit. Applicants who are absent for a substantial portion of the event will not receive continuing education credit. The working guideline is that participants must be present for at least 80% of the educational time to receive credit for the event. It is the responsibility of the organizer of the program to verify and document that the participant met this standard.

#### **EVALUATION:**

Methods of evaluation to determine the effectiveness of the continuing education training needs to be an integral part of each program. The sponsoring organization must provide an evaluation form for participants that can be completed on-site, via the web, or returned to the sponsor following the event. The sponsoring organization must keep these evaluations and results on file for three years.

#### **RECORD MAINTENANCE:**

By completing the enclosed application, the provider agrees to maintain a record of the program including resumes or vitas of all presenters and program evaluation materials for at least three years, in accordance with state rules. The Professional Development Office will maintain a record of all continuing education hours awarded for 3 years as required by state rules. Attendees may request a duplicate certificate at no charge.

---

#### **CEU APPLICATION FEES**

Table 1

Office of Professional Development - CEU Processing Fees - Internal to SHSSW	
CEU Application: Live In-Person Event	\$15
CEU Application: Live Virtual Event	\$15
CEU Application: Distance Learning On-Demand Web-Based Only/ Podcast Only	\$25
CEU Application: Live Webinar + Recorded Program On-demand	\$30
CEU Application: Live Conference	\$30
CEU Application: Live Virtual Conference	\$30
CEU Application: On-Demand Conference Recording (Available Post-event)	\$10

Table 2

Office of Professional Development - CEU Processing Fees - Other UT	
CEU Application: Live In-Person Event	\$50
CEU Application: Live Virtual Event	\$50
CEU Application: Distance Learning On-Demand Web-Based Only/ Podcast Only	\$75
CEU Application: Live Webinar + Recorded Program On-demand	\$150
CEU Application: Live Conference	\$150
CEU Application: Live Virtual Conference	\$150
CEU Application: On-Demand Conference Recording (Available Post-event)	\$75

Table 3

Office of Professional Development - CEU Processing Fees - External to UT	
CEU Application: Live In-Person Event	\$100
CEU Application: Live Virtual Event	\$100
CEU Application: Distance Learning On-Demand Web-Based Only/ Podcast Only	\$100
CEU Application: Live Webinar + Recorded Program On-demand	\$200
CEU Application: Live Conference	\$200
CEU Application: Live Virtual Conference	\$200
CEU Application: Conference with On-Demand Recording (Available Post-event)	\$300

Table 4

Office of Professional Development - Event Consultation and Additional Fees	
Event planning/ CEU consultation/technical support/event hosting	\$20/hr

#### FOR MORE INFORMATION, CONTACT:

Larla Brown, MSSW Candidate  
CEU Application Program Manager  
Graduate Assistant to Liz Nowicki  
[ceu-ssw@austin.utexas.edu](mailto:ceu-ssw@austin.utexas.edu)

Liz Nowicki, ACSW, LCSW,  
Director, Office of Professional Development  
[Lbnowicki@mail.utexas.edu](mailto:Lbnowicki@mail.utexas.edu)

Office of Professional Development • Steve Hicks School of Social Work • The University of Texas at Austin  
1925 San Jacinto, MC: D3500  
Austin, TX 78712

Phone: (512) 471-2886 • Web: [socialwork.utexas.edu/professionaldevelopment/](https://socialwork.utexas.edu/professionaldevelopment/) • CEU Application: <https://socialwork.utexas.edu/ceu/>