

SILBERMAN SCHOOL OF SOCIAL WORK

CONTINUING EDUCATION UNITS - FAQs FOR FACULTY AND ADJUNCT

1. How many hours of continuing education am I required to complete?

You are required to complete 36 hours of continuing education during each three-year license registration period. However, during the initial phase-in period, starting January 1, 2015, the number of hours necessary will be pro-rated at the rate of one hour per month for each month of the registration period. You are required to complete the needed hours prior to the expiration date of your LMSW or LCSW and before re-registering. For a chart of pro-rated hours and the corresponding registration date, please see question #8 on the [NYSED website](#).

2. What *teaching* activities qualify as acceptable continuing education?

Instructors may fulfill contact hours by teaching credit bearing courses in **the MSW program**. MSW program courses *are not* subject to the same State submission and approval process as continuing education courses. **Teaching one 30-hour semester course will provide you with the required amount of CEU's.** However, courses must meet the following criteria:

- The course is offered through a higher education institution approved by the State to offer continuing education. (Silberman meets these requirements.)
- The course is in a State approved subject area. See the chart below for a list of approved subject areas.
- The instructor has never taught the course before OR the previously taught course contains new or revised material. Please note: according to NYSED this means modifying the course objectives and content. Instructors cannot receive credit for teaching the same course multiple times without significant changes.

Preparing and teaching a *continuing education* course through Silberman will earn the instructor contact hours on the following conditions:

- The continuing education department needs to submit the course information (including instructor CV) to the State for approval prior to the start of the course. **The course and instructor *must* be approved by the State in order to obtain contact hours.**
- The instructor has never taught the course before OR the previously taught course contains new or revised material.

3. What *other academic activities* related to my position as a Silberman faculty or adjunct qualifies as acceptable continuing education?

- Making a technical presentation at a professional conference sponsored by an organization that is a Department-approved provider of social work continuing education, provided that the presentation has not been offered on more than one occasion without presenting new or revised material
- Authoring a first-time article published in a peer-reviewed journal or a chapter in a published book
- Authoring a first-time book in the practice of LMSW or LCSW.

4. How many contact hours can I obtain for each activity?

Activity	Contact Hours
Teaching a credit-bearing course	<p>Actual instruction time plus up to two hours for preparation per each hour of instruction.</p> <p>Ex) 30 hour course (30 instructional hours x 2 hours of prep = 60 prep hours + 30 teaching hours) = 90 CEU hours</p>
Teaching a continuing education course	<p>Actual instruction time plus up to two additional hours for preparation per each hour of instruction.</p> <p>Ex) 3 hour course + (3 hours of instruction x 2 hours of prep) = 9 contact hours</p>
Making a technical presentation	<p>For every presentation hour, one hour of continuing education credit may be awarded plus up to two additional hours for preparation time for each hour of presentation.</p> <p>Ex) 1 hour presentation + (1 hour of presentation x 2 hours of prep) = 3 contact hours</p>
Authoring a first-time article published in a peer-reviewed journal or chapter	2 contact hours
Authoring a first-time book	5 contact hours

5. What are the State approved subjects I can teach for a course to count towards my continuing education units?

The subject matter must contribute to the professional practice of social work and may focus on:

- Theories and concepts of human behavior in the social environment
- Social work practice, knowledge and skills
- Social work research, programs, or practice evaluations
- Social work management, administration or social policy
- Social work ethics
- Clinical interventions, evidence-based models, and principles of clinical practice, psychotherapy, and clinical social work diagnosis
- Client communications and recordkeeping
- Administrative supervision of licensed master social work and clinical supervision of licensed clinical social work practice
- Pedagogical methodologies or other topics which contribute to the professional practice of licensed master social work and licensed clinical social work
- Cross-disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable if they are clearly related to the enhancement of social work practice, skills and knowledge, and the health, safety, and/or welfare of the public

6. What records will I have to keep showing that I taught a course?

Licensees must retain, in their personal records, information regarding completed acceptable continuing education for six years from the date of completion of the educational activity. **Faculty and adjuncts do not receive a certificate for teaching a credit-bearing or continuing education course.** You are responsible for providing documentation of educational activities that are defined as acceptable continuing education under the regulations. The following examples are a non-exhaustive list:

- Course descriptions, handouts and brochures that may document the licensee's first-time preparation and teaching a course offered by an approved provider of continuing education to social workers
- Article published for the first-time in a peer-reviewed journal, or a chapter in a book
- Syllabi, power point slides, and examinations that are part of a course that was prepared and taught for the first time.

This applies to courses taught through CE or Silberman's MSW and BSW programs. **When registering your license, you will need to attest to whether or not 36 hours of continuing education have been completed during each respective registration period. You are required to make your continuing education records available for inspection by the Department upon its request.** Random samples of mandatory continuing education records are audited by the Department to ensure compliance with the continuing education requirement.