CONTINUING EDUCATION

Hours Required for Renewal

36 hours of continuing education (CE) are required during each two (2)-year license renewal period. Newly licensed individuals must complete only 18 hours of CE prior to their first renewal. Courses may be credited to only one renewal period, and cannot be counted twice. You must have your CE completed BEFORE submitting your renewal.

Exceptions

The following individuals are NOT required to complete CE for license renewal:

- Your license status is "Inactive" or "Retired"
- You were granted an exception by the Board. The Board may grant an exception if, during the previous renewal period:
  - ☞ You resided in another country for at least one (1) year OR
  - ☞ You were absent from California due to military service for at least one (1) year
  - ☞ For at least one (1) year during your previous renewal period, you or an immediate family member, for whom you are the primary caregiver, had a physical or mental disability or medical condition.

For information on obtaining an exception, please see the *Request for Continuing Education Exception* form on the BBS website.

Mandatory Courses

Law and Ethics: ALL licensees are required to complete at least six (6) hours of CE in Law and Ethics **as a condition of each and every renewal**. These hours count toward the total 36 (or 18) hour requirement.

Each license type has additional, one-time mandatory courses that must be completed, as follows. For specific information on these requirements, see the Board's website.

LPCCs: HIV/AIDS (7 hours)

LCSWs and LMFTs:

- HIV/AIDS (7 hours)
- Spousal/Partner Abuse* (7 hours)
- Aging/Long-Term Care* (3 hours)

*Requirement waived if you completed this course in your degree program.

LEPs:

- Child Abuse Assessment and Reporting (7 hours)
- Alcoholism and Substance Dependency (15 hours)

Course Types and Content

The Board does not approve specific CE courses, and has no information about individual courses offered by providers.

Providers are required to ensure that the content of a course is relevant to the practice of marriage and family therapy, clinical counseling, clinical social work or educational psychology. Self-improvement courses and courses designed for non-practitioners are not acceptable.

To ensure that a course will count toward your CE requirements, you must ensure the provider is acceptable and maintain records of course completion.

Licensees may obtain all of their CE hours through interactive, electronic means. This includes online, teleconferencing and video.

ACCEPTABLE PROVIDERS

CE must be taken from an acceptable provider, otherwise the course will not count toward your renewal requirements. The law that defines the types of acceptable CE providers is changing on July 1, 2015, as detailed below.

Acceptable Providers for Courses Taken PRIOR TO July 1, 2015:

- Provider holds a current, valid (unexpired) Board-issued PCE number OR
- Provider is a regionally accredited or state-approved college.

A list of BBS-approved providers is available on the Board's website under *Forms & Publications*. A list of the accredited and approved schools is available under the *Applicants* tab.

Acceptable Providers for Courses Taken ON OR AFTER July 1, 2015:

- Provider holds a current, valid (unexpired) Board-issued PCE number OR
- Provider is a regionally accredited or state-approved college OR
- Provider is a Board-recognized approval agency as provided in Title 16, California Code of Regulations section 1887.4.1(a).OR
- A provider who has been approved by a Board-recognized approval agency OR
- An organization, institution, association or entity that is recognized by the Board as a CE provider, as provided in Title 16, California Code of Regulations section 1887.4.3(a)(3).

Provider Complaints

You should first contact the provider of the course to resolve your concerns. If you are not satisfied with the outcome, contact the provider's

approval agency or send your complaint in writing to the Board. Include the course name, date, location, the names of the instructor and provider, and specifics about your complaint.

ALTERNATIVE WAYS TO EARN CE

Teaching

You may claim CE credit for teaching a course if the course meets all other CE requirements. You can claim the same amount of hours as an attendee. You may claim credit for teaching a course once during a single renewal period.

BBS Enforcement Case Review

Effective July 1, 2015, if you serve as an expert consultant for the Board's Expert Witness Program, you may be awarded up to six (6) hours of Law and Ethics CE course credit. See the Board's website to apply.

Serve as a BBS Subject Matter Expert

Effective July 1, 2015, if you serve as a SME for exam development, you may be awarded up to six (6) hours of Law and Ethics CE course credit. See the BBS website to apply.

Participate in a Professional Law and Ethics Review Committee

Effective July 1, 2015, if you participate in a professional organization's law and ethics review committee, you may be awarded up to six (6) hours of Law & Ethics CE course credit.

MISCELLANEOUS INFORMATION

Course Hours

1 hour of instruction = 1 CE hour
1 semester unit = 15 CE hours
1 quarter unit = 10 CE hours

Double Counting Hours

If you have more than one license with the BBS, you may apply CE hours to both IF the subject matter relates to both scopes of practice. CE earned for other licenses may be applied to your BBS-issued license if the provider is acceptable and the subject matter relates to your license's scope of practice.

Record Keeping

You must maintain documentation of completed CE courses (certificates, transcripts, etc.) for at least two (2) years after the license renewal period during which you took the courses. DO NOT submit your course certificates with your renewal. The Board will not retain them.

The Board does not manage or track CE courses for licensees. Providers do not submit certificates to the Board. If a certificate has been misplaced, you must contact the CE provider for a replacement.

CE Audits

The Board may audit your records to verify completion of CE. If you are selected for audit, you will be notified in writing and required to submit documentation of courses (or alternative CE methods) completed. If audited, a prompt response is important. Failure to comply may result in disciplinary action against your license.

Laws Referenced:

Business and Professions Code sections 4980.54, 4980.57, 4980.395, 4984.41, 4984.8, 4996.22, 4996.26, 4997, 4997.1, 4999.76, 4999.112 and 4999.113

Title 16, California Code of Regulations sections 1807.2, 1810, and 1887 through 1887.15

LCSW
LEP
LMFT &
LPCC

Continuing Education Information

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