STATE BOARD OF LICENSED SOCIAL WORKERS
CONTINUING EDUCATION REPORT

Name_____ License No_____
(Last) (First) (M)

IMPORTANT-Please read the following in its entirety.

THE TOTAL CONTINUING EDUCATION HOURS DUE IS PRINTED ON YOUR RENEWAL APPLICATION

ORS 675.565 requires evidence of continuing education as a condition for renewal of your license.

OAR 877-025-0011 (c) A report covering a two-year period must contain a minimum of 40 hours of creditable continuing education. Please submit the number of new continuing education hours as indicated on your renewal invoice. These new hours start the day after your last birth month in which you reported continuing education.

If your Renewal has the phrase "RENEWAL TO BE AUDITED" across the right hand corner, you must submit a copy of all your attendance certificates with your CE report. Our computer system randomly selects the licensees to be audited. If your renewal is not selected for the audit, simply complete the Attestation Form on the reverse side of this form and return it with your renewal. **Please do not send us certificates if you are not being audited. Certificates must identify the date, number of hours, and the credentialing body. If certificates do not identify the credentialing body, it is your responsibility to obtain this information prior to sending in your report or it will be considered incomplete.

OAR 877-025-0016(1) A licensee must **report a total of six (6) or more hours of continuing education in ethics.**

OAR 877-025-0021(2) states, "The report is part of the renewal application and must contain information sufficient to demonstrate that the licensee has met the requirements in this division of rules. A licensee who fails to meet the requirement is subject to a denial of the application for renewal unless the failure was due to circumstances beyond the reasonable control of the licensee and the licensee agrees to a plan to compensate for the deficiency."

If there is a deficiency, you are expected to correct it as soon as possible. If you are required to submit a continuing education report and you submit an incorrect number of CE hours, your Continuing Education Report form will be returned. This delays processing your renewal, issuing a new license, and may result in late fees. If you do not correct any continuing education deficiency before your expiration/lapse date, your license will not be reissued.

If there are circumstances (such as a major illness or other hardship) which have prevented you from meeting the required 40 hours of continuing education, you may request an exception or waiver by submitting a letter of explanation with your report. The Board will consider requests for exceptions and/or waivers on an individual basis and notify you of its decision after the nearest Board meeting following the receipt of your request in the Board office.

IMPORTANT: Please make sure all parts of your renewal are completed, signed, and reviewed for accuracy. Make a copy of the renewal forms for your records. All Renewals must be returned in the enclosed envelope or sent to the following address:

Oregon Board of Licensed Social Workers
3218 Pringle Rd SE, Ste 240
Salem, OR 97302

Document your CE information on the opposite side of this page

REPORT OF CONTINUING EDUCATION ACTIVITIES

NAME OF COURSE	DATES ATTENDED	ACCREDITING BODY	# CONTACT HOURS

Reminder: The requirement for continuing education has changed beginning January 1, 2009. The new requirement is for 6 (six) hours of continuing education in ethics per reporting period. Please record your ethics related continuing education in the field below.

NAME OF COURSE	DATES ATTENDED	ACCREDITING BODY	#CONTACT HOURS

TOTAL NEW HOURS THIS RENEWAL _____

Any carry over hours submitted during your last reporting period are automatically calculated when determining your total required hours. You can find the exact number of required continuing education hours shown on the top of Page 1 of your renewal application.