



# Saskatchewan Association of Social Workers Continuing Professional Education Policy

Approved: Council

Date Approved: August 26, 2013

Effective Date: January 1, 2014

Review: 2019

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## INTENT

- As provided in Section 18 of The Social Workers General By-laws, this policy establishes the requirements for completion of continuing professional education for registered members of SASW. It will outline the rules for reporting of continuing professional education activities, and the evaluation of these reports by the Registrar.
- It is the intent of this policy that registered members take the opportunity of reflecting on their professional development needs and aim their continuing education time for the coming registration year at those identified needs.

## POLICY

1. The Canadian national standard of 40 hours of continuing professional education per year shall apply to the licensed members of SASW. Members renewing registration shall complete an Annual Statement of Continuing Professional Education Activities which shall be completed according to instructions determined by the Registrar and be signed by the member.
2. The Registrar shall exercise discretion in the evaluation of the information reported by members in the Annual Statement.
3. Licensed members employed on a full-time or part-time basis shall report a minimum of 40 hours for the previous registration year.
4. Non-practicing and retired members shall be exempt from the reporting requirement for the period of their non-practicing membership status. However, they are encouraged to report continuing education activities on a voluntary basis.
5. As student members are in the education process and therefore not yet licensed, they shall not be required to report.
6. Members moving from non-practicing to practicing status, new members and members being reinstated after a one-year absence from practice need not report continuing education activities for the balance of the year. The requirement for the following renewal year is 40 hours of recorded continuing professional education.
7. Reporting shall include the hours of actual engagement in a continuing education activity, and shall not include travel or meal times.
8. Reporting may include formal and informal activities outlined within the appendix (see over), and there shall be reporting in **at least TWO** of the available reporting categories.
9. If a member has more than 40 hours in one year, there is no provision for carrying those hours forward for the next reporting year.
10. Signature by the member on the annual registration renewal document shall be accepted as confirmation that the provisions of this policy have been met. Members shall be required to complete the education inventory form and retain it for their records, along with any supporting documentation. SASW shall conduct audits and members shall submit their continuing education inventory forms and supporting documents to the SASW Office as directed by the Registrar.