



Saskatchewan Association of Social Workers Continuing Professional Education

Definitions/Recording Requirements for Continuing Professional Education Activities - Appendix 1

Category A	Formal Learning: Description	Recording Requirements
University Courses	Registration and completion of sessions designed to increase knowledge or skill in an area directly related to social work practice	Course name, institution, semester, year, hours of class time
Conferences	Events of one to five days where a common theme is explored with different presenters discussing a variety of topics of relevance to social work practice. Generally the goal of a conference is to increase a professional's knowledge of a thematic area.	Title of the conference, sponsoring organization, dates, hours in educational sessions
Workshops	Similar to conferences in duration and format and revolving around a topic. Workshops often focus on increasing skills in a particular area of social work practice.	Title of the workshop, sponsoring organization, dates, hours attended
Seminars	Seminars are group activities designed to meet learning goals. They are less didactic in nature than the preceding two activities and generally more informal.	Title of the seminar, sponsoring organization, dates, hours attended
Certificate Programs	A planned sequence of courses and/or workshops leading to a certificate that indicates completion or competence.	Program name, sponsoring organization, dates, hours attended
Category B	Teaching & Mentoring: Description	Recording Requirements
Teaching & Preparing	Members preparing for and teaching/facilitating university courses, conferences, workshops, seminars, certificate programs and organized discussion groups may claim their time spent as (CPE) hours.	Title of the program, institution/organization, dates, hours
Research and Writing	Refers to activities when the member increases his or her knowledge through a focused effort to develop a final product.	Title or description of research, writing projects, dates, hours
Mentoring	A consultant/consultee learning process with the use of a learning contract. Social workers may engage in such a format to gain specialized knowledge/ skills.	Name of other party, brief description of the purpose, dates, hours
Supervising Social Work Students	CPE hours can be claimed for time spent in direct one to one supervision (i.e. this does not include job shadowing or other regular activities) of any students from a B.S.W. or M.S.W. program. This would normally be between one and five hours per week.	Name of student(s) supervised, semester, year, hours spent in supervision
Category C	Informal Learning: Description	Recording Requirements
Self-Directed Learning	Involves activities such as reading journals and books, the use of formalized instructional packages (reading, audio, video, etc.) and internet.	Title of each document reviewed, dates, hours
Organized Discussions	Members of SASW may wish to organize their own seminars where they will select a relevant issue or subject and discuss articles and research.	Topic, general description of participants, dates, hours
Committee Work & Board Meetings	Social workers who participate in community committees associated with social work (e.g. SASW, anti-poverty organization), or on boards of social service agencies, may count up to 20 CPE hours per year.	Name of committee/board, dates, hours
Educating Others About Social Work	When members of the Association participate in organized informational sessions regarding their work or about the social work profession in general, e.g. job fairs, presentations to students, etc.	Description of education provided, dates, hours
Work Place Training	Often referred to as "in-service programs" or "in-service training" and viewed as continuing education provided by one's own employer. Training may be related to increasing effectiveness in carrying out tasks (e.g. learning a computer program) or training to learn new skills and acquire knowledge about providing service to clients.	Employer name, topic, dates, hours