

## Continuing Professional Education (CPE) Policy Addendum

- This document is intended to assist registered social workers to complete the CPE credits for registration renewal by providing examples under each of the credit categories. For this document, we have taken selected events from the [NLCSW Events Listing](#) and credits submitted through the CPE audit process and have slotted these events into categories of the current CPE policy. The examples cannot capture the range of activities covered by the policy but are meant to be guidelines for the types of activities which qualify. We have also included categories of events that would not meet the CPE criteria. Just as the definition of social work is broad so too are the activities which qualify for credits. The complete CPE Policy is available under the [continuing education section](#) of the NLCSW website.
- Social workers employed with the Department of Children, Seniors and Social Development should also consult the [Accreditation of Child, Youth and Family Services Program Training Modules](#) document. This document details the CPE credits that have been assigned to various training modules offered by the department.

### Required Category:

**Courses** - An academic course that enhances or relates to social work practice of at least 36 hours completed at an accredited university. For activities that are classified as a course but not completed at an accredited university, it may be possible for members to claim these credits under workshops.

### Course Examples -

- Courses towards MSW, PhD (i.e., one 3 credit course typically equals 40 cpe credits),
- Courses in related professions – business (management), women’s studies, family therapy, policy, philosophy, online courses
- Auditing a course
- MSW Field Placement
- Social Work 6417: Pathway Scholarship (6 credit course equal to 80 CPE credits)

**Conferences** - Events of one to five days wherein a common theme is explored possibly through the use of 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 the thematic area.

## Conference Examples -

- Provincial Opioid Dependence Treatment Centre of Excellence Annual Provincial Substance Use Conference
- Addictions Treatment Services Association Conference: A Matter of Equity – Understanding Substance Use Health
- Montessori Alzheimer Center Virtual Conference for Caregivers and Practitioners: Overcoming Communication Barriers and Disruptive Behaviors

**Field Instruction** - Credits for field instruction can be claimed under this category if you are the primary field instructor for a student(s) enrolled in a social work degree program which is accredited by the Canadian Association for Social Work Education or international equivalent. As per the MUN School of Social Work BSW Field Education Manual, field instructors have primary responsibility for field assignments, educational supervision, and evaluation of students. Social workers sharing full responsibility of the field instructor role including evaluation can claim half of the CPE credits.

- Regardless of the number of students, the primary field instructor can claim a maximum of 40 credits for the first year of field instruction and a maximum of 20 for each subsequent year
- Regardless of the number of students, social workers who share field instruction can claim a maximum of 20 continuing education credits for the first year of shared field instruction and a maximum of 10 continuing education credits for each subsequent year. (Please refer to page 5 of the CPE policy for more information).

**Workshops** - An educational event revolving around one topic with set learning objectives. Workshops focus on increasing skills in a particular area of social work practice. Workshops can encompass varying lengths of time and may be offered intermittently or in a series. Workshops may be attended in person or electronically (e.g., webinar or webcast).

## Workshop Examples -

- NLCSW Webinars – Webinars offered during the registration year are available for viewing on the [NLCSW YouTube channel](#)
- Canadian Association of Social Workers (CASW) Webinars – [CASW's Continuing Education Menu](#) has pre-recorded webinars available for viewing
- [Crisis & Trauma Resource Institute \(CTRI\)](#) – Provides training (in-person and online) in the areas of trauma, mental health, counselling skills, and violence prevention
- [Achieve Centre for Leadership](#) – Provides training (in-person and online) in the areas of leadership, workplace culture, conflict, and communication
- [Association of Social Work Boards \(ASWB\) Approved Continuing Education \(ACE\)](#) – ACE providers offer a variety of individual courses and conferences
- [Canadian Psychological Association](#) – Offers online as well as half-day or full day workshops/seminars of interest to members of other disciplines including social workers

- [Canadian Mental Health Association NL](#) – Offers webinars/workshops focused on mental health training and workplace mental health
- [Psychwire](#) – Online courses for health and mental health professionals

**Professional Education Delivery (maximum of 10 credits)** - Social workers may claim a **maximum of 10 credits** annually for the preparation and delivery of conferences or workshops that are intended to promote the professional development of social workers and/or other professionals. CPE hours cannot be earned for subsequent presentations of the same material unless the content is substantially modified. Time spent authoring a professional article for publication is included in this category.

**Professional Education Delivery Examples -**

- Writing an article for Connecting Voices
- Writing an article for submission to a journal
- Promoting the professional development of other social workers
- Presentation to social work students
- Guest Lecturer
- Sessional Instructors
- Providing PRIDE training to colleagues/professionals
- Presentation of PHD Dissertation

**Elective Category:**

**Self-Directed** - This involves individual or group activities such as reading academic journals related to social work practice and course preparation.

**Self Directed Examples -**

- Reading relating to any area of social work practice
- CASW Media Monitoring Articles
- Social Work 6000: Pathway
- Writing a PhD Dissertation

**Mentoring** - The time spent mentoring social work and other students. This differs from field instruction in that the mentor is not the primary evaluator. However, with non-social work students, the mentor may be the primary evaluator.

**Mentoring Examples -**

- Contribution of time spent with a social work student where someone else is the field instructor
- Evaluating students of another discipline

**In-service Training** - Continuing education that is designed primarily to increase one's effectiveness in carrying out the tasks involved in one's specific job. The knowledge gained from in-service training is more specific to one's job rather than transferable to one's profession.

### **In-service Training Examples -**

- Monthly Statistics Training
- Workload Measurement Training
- RAI Assessment Training
- Training regarding the format for recording at the agency
- First Aid, CPR Training

**Committee Work** - Involvement in a committee that is working on tasks that relate to the purpose and function of the professional practice of social work. Committee work should involve either furthering the social work profession or representing the social work profession.

### **Committee Examples -**

- NLCSW Committees
- NLCSW External Representative
- NLCSW Communication Facilitators
- Representing the social work profession
- Professional Practice Councils
- Ethics Committee
- Conference Planning Committee
- Quality Assurance Committee
- Attending focus groups
- Accreditation Committee

**Public Education Delivery** - The preparation and delivery of public education events related to the problems or issues dealt with by the social work profession or topics related to the purpose and function of social work. CPE hours cannot be earned for subsequent presentations of the same material unless the content is substantially modified. Time spent preparing an article for publication through mass media is included in this category.

### **Public Education Delivery Examples -**

- Career day presentations
- Public lectures
- Providing PRIDE Training to the public

### **Examples of events that would NOT be considered CPE:**

- Staff and team meetings unless there is an education component included
- Committee work that is part of one's employment and related to position duties – management meetings, meetings related to program changes, etc.
- Planning social events
- Pre-natal classes
- Exercise classes

- Hours spent volunteering with community groups (i.e.) school councils, Girl Guide organizations
- Generic employment sessions for those planning to enter the workforce.
- Job shadowing, assisting a new colleague