



SASKATCHEWAN ASSOCIATION OF SOCIAL WORKERS

CONTINUING PROFESSIONAL EDUCATION

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

Members of SASW are required to record/submit continuing professional education (CPE) activities yearly following the recording requirements set out below. The purpose of the Continuing Education Inventory Form is for members to document education activities in such a way that they are clearly expressed and can be evaluated by the Registrar of SASW. Your dated signature on the Continuing Education Inventory Form is confirmation that the described activities have been undertaken. Please note that not all continuing professional activities need to be listed. The enclosed policy requires a minimum of 40 hours and provides that up to 20 excess hours may be carried forward to assist in meeting the required hours in the next reporting year. Hours carried forward to the next reporting year, may not be carried into any subsequent reporting years.

Registration approval cannot be granted until the requirements for continuing professional education have been supplied/met. If the continuing professional education inventory does not meet the requirements, the registration package (renewal forms and continuing education forms) will be returned to the member with a check-list letter indicating what area(s) need further clarification. The corrected continuing education inventory forms along with the registration/renewal forms will need to be returned to SASW by December 31, 2007 to qualify for renewal. If forms are received in the SASW Office after January 1st, members will have to reinstate and pay the \$50 reinstatement charge.

FORMAL ACTIVITIES		
Category	Explanation	Recording Requirements
University Courses	Registration and completion of sessions designed to increase knowledge or skill in an area directly related to social work practice. <ul style="list-style-type: none"> • Credit: A course completed through an accredited social work university program. • Non-credit: A course designed to increase knowledge or skill which does not provide the member with formal university credit. 	Full course name and/or course description.
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(s) attended.
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(s) 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.	The title of the seminar(s) attended.
Certificate Programs	A planned sequence of courses and/or workshops leading to a certificate which indicates completion or competence.	The course name and/or course description
Organized Discussion Groups	Members of SASW may wish to organize their own seminars where they will select a relevant issue or subject and discuss articles and research.	The title and/or topic of organized discussion groups.
Teaching & Preparing	Members preparing for and teaching/facilitating in university courses, conferences, workshops, seminars, certificate programs and organized discussion groups may claim their time spent as (CPE) hours.	The title and/or description of course being taught.

INFORMAL ACTIVITIES		
Category	Explanation	Recording Requirement(s)
Self Directed Learning	Involves activities such as reading journals and books, the use of formalized instructional packages (reading, audio, video, etc.) and internet.	The title and/or author of each journal article or book read, the name of the video(s) viewed, and/or name of websites searched
Research, Writing, Preparation of Article, or Presentations	Refers to activities when the member increases his or her knowledge through a focused effort to develop a final product.	Title and/or description of research, writing projects, and/or presentations.
Mentoring	A consultant/consultee learning form with the use of a learning contract. Social workers may want to engage in such a format to gain specialized knowledge and skills.	Brief description of mentoring purpose.
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 are able to report up to 20 CPE hours per year .	Name of committee/board
Training in Work Place	Often referred to as "in-service programs" or "in-service training" is seen 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.	Title and/or description of training in work place
Educating Others About the Social Work Profession	When those members of the Association participate in organized informational sessions regarding their work or about the social work profession in general.	Description regarding the nature of education provided.
Supervising Social Work Students	CPE hours can be claimed for time spent in direct one to one supervision of any students from a B.S.W. or M.S.W. program.	Name of student(s) supervised.

All supporting documentation (brochures, certificates, receipts, etc.) for continuing education activities that have been reported/claimed, including a copy of the Inventory Form filed with SASW, should be retained on a file by the member as the SASW Registrar may require/request more information. Due to the limited space at the SASW Office, please do not send this information to the office.

It would be appreciated if acronyms are not used on the continuing education inventory form. It is requested that these be written out in full.