



# Saskatchewan Association of Social Workers

## Continuing Professional Education Policy

Approved: Council

Date Approved: August 26, 2013

Effective Date: January 1, 2015

Review: 2022

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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 outlines the rules for reporting 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 to reflect on their professional development needs and aim their continuing education time for the coming registration year at those identified needs.

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### POLICY

1. Forty (40) hours of continuing professional education per year shall apply to the licensed members of SASW. Members renewing registration shall enter their activities for the year as part of their on-line renewal each year.
2. The Registrar shall exercise discretion in evaluating 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.
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 or longer absence from registration, 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 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. Members are required to retain any supporting documentation for a period of 2 years and submit it when requested by the Registrar for audit purposes.
11. A minimum of 10% of members will be audited each year.