

## Applying for Continuing Education Credits (CEUs) Guidelines & Procedure

### Overview

PSU's School of Social Work is allowed to certify a course for Continuing Education Hours for social workers. Social Workers (e.g. professional social workers with a social work license through the Oregon State Board of Licensing) are required to take ongoing continuing education in order to maintain their licenses. Applications for CEUs are approved by the Dean of the School of Social at Portland State University.

### Criteria for Approval

Credit will be granted for a course that meets the following criteria:

1. Taught or co-taught by someone with a graduate degree or above. In the case of conferences, panels, or workshops with speakers from all walks of life, the curriculum can be proctored by or overseen by a person with an MSW or above.
2. Have content that builds on or expands the course work offered in a graduate social work program.
3. Have content that is important to the practice of social work.
4. Be educational in nature.
5. Be sponsored by a member of the Social Work Staff, Faculty, Research or Continuing Education and Training programs.
6. Is documented by an agenda with specific times, topic titles, and educational objectives. (What will participants learn?)

The [CEU Approval Request Form](#) will give you a chance to address each of these questions.

### Application Process

Complete the [CEU Approval Request Form](#) and include an agenda for the day(s) of training. Send these items to the Executive Assistant to the Dean, Kara Lise Miller ([karalise@pdx.edu](mailto:karalise@pdx.edu)). E-mailed attachments are preferred, but hard copies can be sent to Kara Lise Miller at P.O. Box 751, Portland, Oregon 97207. Applications require 7 to 10 working days to approve.

### Attendance Documentation

The program sponsor provides a certificate or letter documenting participation at the completion of the training, workshop or conference to each of the attendees. The program sponsor doesn't report to the Board of Licensing; this is up to the individual social worker.

State requirements note that we have responsibility to maintain documentation not only of approval for a training in advance, but of the actual participants who receive a certificate. Within two weeks of completion of the actual training event, training organizers are responsible to follow up to this application with a training roster and sign in sheet clearly identifying each participant in attendance. Please note that **no** additional reminders will be sent. Failure to provide this follow up documentation by the training organizers renders this approval revoked.

A few centers/programs within the PSU School of Social Work are exempt from this step, as they maintain their own attendance records. These include the Field Education Program, the Regional Research Institute, and the Center for Improvement of Child and Family Services. These centers/programs must designate the person responsible for the records in the "Attendance records held by" field at the top of the CEU Approval Request Form.