

Approved _____
 Board Member _____
 Date _____

STATE OF MAINE
BOARD OF SOCIAL WORKER LICENSURE
 35 STATE HOUSE STATION
 AUGUSTA, ME 04333-0035
 OFFICE TELEPHONE: (207) 624-8609

CONTINUING EDUCATION SUMMARY FOR LICENSE RENEWAL

NAME: _____ LICENSE #: _____
Initials and Number
 ADDRESS: _____ TEL # (W): _____
 _____ TEL # (H): _____

➤ **IS THE ABOVE A CHANGE OF ADDRESS?** YES NO

Persons whose licenses renew between February 28, and February 28, 2001 will need to have accrued the following contact hours:

Renewal Date	Number of Contact Hours Required
March 31, 2000	14
April 30, 2000	15
May 31, 2000	16
June 30, 2000	17
July 31, 2000	18
August 31, 2000	19
September 30, 2000	20
October 31, 2000	21
November 30, 2000	22
December 31, 2000	23
January 31, 2001	24
February 28, 2001	25

One contact hour means a unit equaling sixty (60) minutes of participation in an organized learning experience. One (1) academic credit equals fifteen (15) contact hours. Please forward your completed continuing education form and documentation verifying your continuing education 60 days prior to license expiration. Please retain a copy for your file, as no documentation will be returned.

Contact hours may be earned in the following ways: seminars, workshops, academic courses, in-service training which are directly relevant to the practice of social work, teaching, writing, audiotapes, videotapes, and independent study. A maximum of ten (10) hours is permitted within the following three (3) categories: Teaching-A social worker may claim continuing education credit for preparation and presentation of a course, workshop or seminar for the first time it is presented, only. An outline or syllabus will serve as documentation. Writing-A social worker may claim continuing education credit for writing articles and books for publication, as well as for the review and editing process for articles and books. Documentation includes a copy of the article, letter from the editor or publisher, or the title page of the book. Audiotapes, Videotapes, and Independent Study-The title, subject matter, creator or author of the material used, and duration of time expended on the material shall be provided. Academic education must be demonstrated by a transcript from the university or college where the course was taken. For workshops, institutes and seminars, the certificate issued will serve as evidence of participation if it includes, at a minimum, the following information: the subject of the session; the name(s) and credentials of the presenter(s); the date(s) of the session; and the number of hours or duration of the session.

