



NEW BRUNSWICK ASSOCIATION  
OF SOCIAL WORKERS

# CONTINUING PROFESSIONAL EDUCATION POLICY

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## INTRODUCTION

Continuing Professional Education (CPE) is the lifelong process of engaging in activities to learn new knowledge and skills and deepen professional competency. The NBASW is the regulatory body of the profession of social work in New Brunswick. To fulfill the mandate of ensuring excellence in social work practice, social workers are required to complete yearly continuing professional education hours and claim them on their yearly registration, as outlined in sections 7.9.0 and 7.9.1 of the By-laws.

The NBASW recognizes the importance of mandatory continuing professional education (CPE) as an ethical responsibility of each social worker. The Canadian Association of Social Workers (CASW) Code of Ethics (2005) and the CASW Guidelines for Ethical Practice states:

“social workers have a responsibility to maintain professional proficiency, to continually strive to increase their professional knowledge and skills, and to apply new knowledge in practice commensurate with their level of professional education, skill and competency...” (p. 8).

## RESPONSABILITIES OF THE NBASW REGARDING CPE

The responsibilities of the NBASW with regard to continuing professional education include:

- To encourage local chapters to provide opportunities which permit an exchange of knowledge and skills among social workers.
- To encourage the availability of continuing professional development activities through dialogue with partner organizations who supply continuing education opportunities and services.
- To encourage employer initiatives for supporting the continuing professional education of social workers.
- To receive and record verified statements of participation in continuing professional education as part of the annual registration process.
- To maintain supporting documentation within member’s files if he/she chooses to take advantage of this service.

## CPE POLICY STATEMENT

The NBASW supports continuing education for social workers and expects its members to adhere to the national standard of obtaining forty (40) CPE credits per year through those means which are most conducive to their learning. For the purposes of this policy, one CPE credit is equal to one hour of a continuing education activity.

- **Practicing Members working on a full-time basis**, defined as being thirty-five or more hours per week are required to complete a minimum of forty (40) CPE credits per year.
- **Practicing Members working on a part-time basis**, defined as being over fifteen hours and under thirty-five hours per week, or between three and six months full-time per year are required to complete twenty (20) CPE credits per year.
- **Practicing Members who are working between one and fifteen hours per week and Practicing Members who are working less than three months per year** are required to complete ten (10) CPE credits per year.
- **Non-Practicing Members** are required to complete ten (10) CPE credits per year.
- **Members who are away from their regular workplace for less than one year** for reasons of sickness or maternity leave or parental leave are required to complete three (3) CPE credits for each month worked within that year.
- **Temporary Authorized Members** are required to complete three (3) CPE credits for each month worked within that year.

### Exemption

Upon written request to the NBASW and with written authorization from the Association, members may be considered exempt from this policy for reasons of extended illness.

### Carrying over credit hours

If a member has more than forty (40) CPE credits in one year he/she can carry over a maximum of forty (40) credits to the following year.

### Annual Statement of Continuing Professional Education

At the time of annual registration, each member must include on the online member registration the numbers of credit hours completed.

### Optional Submitting of Documentation

Any member who chooses to provide documentation as proof of attendance at professional development activities may do so, and such documentation will be held on file at the provincial NBASW office as a service to the membership.

Categories of Membership	CPE Hours Required
Practicing members working on a full-time basis <ul style="list-style-type: none"><li>Working 35 or more hours per week</li></ul>	40
Practicing members working on a part-time basis <ul style="list-style-type: none"><li>Working over 15 hours and under 35 hours per week, or</li><li>Working between 3 and 6 months full-time per year</li></ul>	20
Practicing members working on a part-time basis <ul style="list-style-type: none"><li>Working between 1 hour and 15 hours per week, or</li><li>Working less than 3 months full-time per year</li></ul>	10
Non-practicing members	10
Members who are away from workplace for less than one year (e.g. maternity leave, parental leave, long-term disability leave)	3 CPE credits for each month worked
Temporary Authorized Members	3 CPE credits for each month worked

## DEFINITION OF CONTINUING PROFESSIONAL EDUCATION ACTIVITIES

Members may meet the policy requirement through any combination of the following activities or completely through one activity if that activity allows 40 hours of continuing education.

### TRADITIONAL CATEGORY

*Maximum of 40 hours except for attendance at the NBASW annual meeting which has a maximum of 5 hours.*

#### University Courses

Sessions designed to increase knowledge or skill in an area directly related to social work practices.

- **Credit:** An acceptable post-registration formal course (BSW, MSW, or Ph.D. level) of at least 30 hours of classroom, distance education and/or lab-time completed at an accredited University.
- **Non-Credit:** A course designed to increase knowledge or skill which does not provide the member with formal university credit.

#### 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 knowledge of the thematic area.

#### Workshops

Similar to conferences in duration and possible format but revolving around one topic. Workshops often focus on increasing skills in a particular area of social work practice.

#### 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. Informal groups of this nature shall have written learning goals or terms of reference.

#### Certificate Programs

A planned sequence of courses, online certificate and/or workshops leading to a certificate which indicates completion or competence.

#### Webinars

A workshop or seminar held over the internet using both audio and video. While typically offered live, some webinars may be pre-recorded for audiences to view at their convenience. Content typically includes a presentation or demonstration. Some webinars may involve

interaction with the viewer through the use of polls, quizzes, conversations or written question and answer sessions.

### **Attendance at Annual General Meeting of the NBASW**

Recognizing that the Annual General Meeting is a rich source of learning for its members through the reports which are given and the relevant issues which are discussed there about the social work profession, attendance at the meeting provides a member with the equivalent of **5 CPE HOURS**.

## **NON-TRADITIONAL CATEGORY**

### **Organized Discussion Groups**

Members of the NBASW may wish to organize their own seminars where they will select a relevant issue or subject and discuss individual reading and research on the same subject. As with seminars, such a group would need to have some structure, format, and regularity.

**MAXIMUM 20 HOURS.**

### **Self-Directed Learning**

This involves activities such as journal reading, the use of formalized instructional packages (reading, audio, video, etc.), and Internet searches. Other approved activities include webcasts, podcasts, teleseminars and broadcasts. **MAXIMUM 20 HOURS.**

### **Research, Writing, Preparation for an article; Presentation, or Piece of Research**

This refers to activities through which the member increases his or her knowledge through a focused effort with a final product. **MAXIMUM 40 HOURS.**

### **Mentoring/Consultation**

A consultant-consultee form of learning which is formalized through the use of a learning contract format. Social workers may wish to set up such a relationship with another professional who is employed in a different field or who has specialized expertise in a given area. **MAXIMUM 20 HOURS.**

### **Committee Work and Board Meetings**

Social workers who contribute some of their time to committees involved in a field of social work (e.g. NBASW, Anti-Poverty Organizations), or to boards which serve social service agencies (e.g. Transition Houses, Big Brothers and Big Sisters). **MAXIMUM 20 HOURS.**

### **Training in One's Own Workplace**

Referred to as *In-Service Programs* or *In-Service Training*, this is continuing education provided by one's own employer. It may be specifically required for the position, designed to increase one's effectiveness in carrying out the tasks involved in one's job. The training may also be

more generalizable, providing new skills or knowledge which will be useful if the employee goes to another social work position. This category is divided into two categories:

**TECHNICAL:** (computer training, Internet presentations) **MAXIMUM 10 HOURS.**

**PRACTICAL:** (techniques, approaches, theory applied to social work) **MAXIMUM 40 HOURS.**

### **Educating Others About the Profession of Social Work**

Members of the Association are at times required to give presentations or to set up information booths at career fairs or for particular audiences to provide information about the profession of social work. **MAXIMUM 10 HOURS.**

### **Supervising Social Work Students**

Many members of the Association cooperate with the Schools of Social Work at Universities, to provide supervision in the field of students in the BSW or MSW programs. Such supervision requires knowledge and preparation on the part of the member as well as time spent in direct discussion with the student. **MAXIMUM 20 HOURS.**

### **Community Service with Organizations or Agencies Providing Social Services to People**

Many social workers are providing their expertise within the community, outside of their regular workplace. When such activity is voluntary and results in the social worker learning new skills or knowledge, the time can be used as part of the Continuing Professional Education Requirement. **MAXIMUM 20 HOURS.**

*If necessary, please seek further clarification from the New Brunswick Association of Social Workers by email at [nbasw@nbasw-atsnb.ca](mailto:nbasw@nbasw-atsnb.ca) or by phone at 1-877-495-5595 (within New Brunswick) or (506) 459-5595 (outside New Brunswick).*



# CONTINUING EDUCATION JOURNAL

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NAME

REGISTRATION NUMBER

REGISTRATION YEAR

TOTAL REQUIRED HOURS

DATE	CATEGORY	TITLE/ DESCRIPTION	PRESENTER/ LOCATION	CREDIT HOURS