



Guam Board of Social Work
Health Professional Licensing Office (HPLO)
194 Hernan Cortez Avenue, Terlaje Professional Bldg., Suite 213, Hagåtña, Guam

Interim Guidelines For Renewal of Exception Licenses

These interim guidelines explain the requirements for renewal of social work licenses on Guam and *shall be effective until promulgation of the rules and regulations.*

A licensee's two-year cycle is determined by their license expiration date. Failure of the Board staff to send renewal notices and forms does not excuse the licensee from failing to file the forms and documentation required to renew their license. Contact the HPLO for any questions on this matter.

Requirements for Renewal

(Source: 10 GCA Ch.10 Art. 23 § 122325)

A licensee must complete at least **thirty (30) hours** of approved programs of continuing education in the two (2) year period following the issuance of their license.

- Must contain at least one (1) of the following content areas related to social work practice:
 - Theories and concepts of human behavior in the social environment;
 - Social work practice, knowledge and skills;
 - Social work research, programs, or practice evaluations;
 - Social work management, administration or social policy;
 - Social work ethics; and
 - Other areas approved by the Board deemed important and relevant to current social work practice.
- The following amount of continuing education hours must be earned in the following program areas:
 - Six (6) education hours addressing social work ethics must be completed through courses offered by NASW;
 - Four (4) education hours addressing cultural competency, specific to the diverse population of Guam; and
 - Two (2) education hours in the area of working with persons with disabilities.
- Continuing education hours must be earned in at least two (2) of the following academic course work:
 - Courses and seminars given by an Accredited Program of Social Work;
 - Postgraduate courses from a university, college, or other institution of higher education, in a field other than social work, upon proof that the course is relevant to social work practice and with the approval of the Board;
 - Undergraduate courses from a university, college or other institution of higher education, upon satisfaction of the Board that such course updates or enhances the licensee's social work competence;
 - Correspondence work, televised courses, audio/visual, videotapes, on-line, and other forms of self-study upon approval of the Board, shown to update or enhance social work competence. Under no circumstances shall more than five (5) hours from this category be acceptable as continuing education for each renewal cycle;
 - Continuing education presentations of national, international, regional, or sub-regional conferences or association meetings relevant to social work practice;
 - Workshops or institutes, including approved workshops at conventions relevant to social work practice from approved providers;
 - Public or private agency staff development programs from approved providers that contribute to the enhancement of social work practice or knowledge that are not primarily procedural or administrative.

Reinstatement of Expired Licenses

- Expired licenses may be renewed within two (2) years of the date of expiration upon submission of documentation of satisfaction of the continuing education and any other renewal requirements for the period the license has expired.
- A license that has expired beyond two (2) years requires the submission of a new application for a license, including supporting documentation.

Criteria for Approval of Continuing Education Programs

- Social Work Continuing Education is considered to be those preplanned/formalized activities with written learning objectives that are directed at developing and enhancing an individual's awareness of professional ethics and an individual's social work knowledge base and service delivery skills in the applicable areas of social work planning, administration, education, research or direct service with individuals, couples, families, and groups.
 - These activities may include short academic courses, courses audited at accredited colleges and universities, workshops, seminars, conferences, and lectures oriented toward enhancement of professional ethics awareness and of social work practice, values, skills and knowledge for accomplishing specific written learning objectives.
- The Board shall have the final approval of the content areas for designating a program as a Program of Continuing Education.
- Multimedia courses may be taken utilizing available technology such as teleconferencing, videoconferencing, or other distance learning.
- **Clock Hour Defined.** A clock hour, credit hour, or contact hour is defined as fifty-five (55) minutes spent in an approved continuing education activity. CEUs shall be reported in terms of credit hours.
- **Carry-Over.** Credit hours acquired in excess of the required number may be carried forward from one reporting period to the next, provided that a licensee may carry forward no more than one-half (1/2) of the required credit hours, only three of which, if earned in social work ethics, may be counted toward satisfying the six (6) hours professional ethics requirement.
 - Hours in excess of one-half (1/2) of the minimum requirements per reporting period may not be carried forward.

Acceptable Social Work Continuing Education

- Acceptable continuing education may include:
 - Seminars, workshops, or mini-courses oriented to the awareness of professional ethics and to the enhancement of social work practice, values, skills, and knowledge for accomplishing specific written learning objectives.
 - Attendance at educational events related to the practice of the profession or sponsored by national, state, regional, or local professional associations in the field for no more than one (1) credit hour for each hour of conference or continuing educational activity may be accepted. Proof of attendance at the conference and credit hours claimed is required.
 - Online continuing education activities hosted by a professional association that require a test calculated at one (1) credit hour for every hour attended. Proof of attendance at the conference or event and credit hours claimed is required.
 - Cross-disciplinary offerings from medicine, law, administration, education and the behavioral sciences, if they are clearly related to the awareness of professional ethics and to the enhancement of social work practices, values, skills, and knowledge.
 - In-service training provided by the licensee's employer using presenters from the staff or from outside agencies limited to five (5) credit hours. The employer must issue a certificate of attendance to each licensee stating subject matter, dates, times, and number of credits.
 - Credit for college or university coursework in social work or in related topics such as mental health, health and social research, psychology, sociology, human growth and development, child and family development, counseling and guidance is acceptable, with 1 semester credit equaling 15 CE and 1 quarter credit hour equaling

10 CE. Official transcripts stating the grade and credit hours must be submitted directly to the Board from the nationally or regionally accredited educational institution.

- Authoring a professional paper or article published for the first time in a recognized professional journal or given for the first time at a statewide or national professional meeting, no more than ten (10) credit hours per published paper or article.
- **Teaching or Lecturing.** Licensees who teach academic courses or deliver lectures at an in-service training workshop or seminar, or other professional seminar on subjects directly related to social work or to professional ethics in general, whether to other licensed professionals in their profession, or to members of the general public, may be given one credit hour spent in preparation per hour teaching or lecturing, limited to a total of no more than five (5) credit hours each for non-professional audience, ten (10) credit hours each for professional audience in a two (2) year renewal period.
 - Licensees who seek credit for teaching or lecturing shall submit, with the required certification of attendance form, the course syllabus, lecture outline, or statement describing the subject matter and handout materials.
 - If the program does not cover a readily recognized topic applicable to social work, the licensee must attach a statement of how the course relates to his or her profession or area of practice.
 - Once credit has been given for teaching a course or delivering a lecture, no further credit shall be given for a subsequent delivery of the same material to a different audience.
- The following shall not be approved:
 - The social worker's regular work activities, administrative staff meetings, case staffing/reporting, etc.
 - Membership, holding office in, or participation on Boards or committees, business meetings of professional organizations, or banquet speeches.
 - Independent unstructured or self-structured learning.
 - Training specifically related to policies and procedures of an agency.
 - Non-social work or non-clinical content courses, e.g. computer, finance or business management.
 - Activities that may be characterized as dealing primarily with personal self-improvement unrelated to professional competence;
 - Activities primarily intended to sell services or equipment;
 - Repeat live, video, audio, or other electronically communicated courses for which the licensee has already obtained continuing education credit in the same or prior reporting years;
 - Activities required by the employer designed to meet the Centers for Medicare and Medicaid Services (CMS), The Joint Commission (TJC) or other basic staff training (e.g., hygiene, departmental rules and regulations);
 - Public presentations which target the general population with the primary intent being informational and increasing awareness – e.g. nutrition, diabetes, heart disease;
 - Courses which are presented by non-professional faculty, where the subject matter presented does not include research, evidence-based data.
- The term “directly related” refers to subject matter related to the practice of social work.
- The term “indirectly related” refers to health care and health professions generally, but are not necessarily related to the practice of social work.
- The Board retains sole discretion to audit claimed continuing education credits and to require licensees to provide receipts, proof of attendance, certifications, or other evidence of participation for credit hours claimed.
- It is the social worker's responsibility, using his or her professional judgment and utilizing the guidelines provided within these rules, to determine whether the programs are applicable and appropriate to his professional development and meet the standards specified in these rules.

Documentation

- Every social worker licensed by the Board must retain proof of attendance and completion of all continuing education requirements for a period of four years from the end of the calendar year in which the continuing education was

acquired. This documentation must be produced for inspection and verification if requested in writing by the Board during its verification process. The Board will not maintain continuing education files.

- The Board will conduct a random audit of selected individual records to assure that the continuing education requirements have been met. An individual's records may be audited during consecutive renewal periods.
- If audited, the individual must provide evidence that is satisfactory to the Board of compliance with this rule, within fifteen (15) working days of a request from the Board. Such evidence may include one (1) or more of the following:
 - Certificates verifying the individual's attendance at continuing education program described in these Rules.
 - An original letter on official institution stationery from the instructor of the graduate level course verifying that the course was completed and listing the number of credit hours of attendance completed by the individual. Official transcript verifying credit hours earned. One academic credit hour is equivalent to 15 clock hours for the purpose of /licensure renewal. Credit for auditing will be for the actual clock hours in attendance, not to exceed the academic credit.
 - A copy of the course syllabus and verification that the course, workshop or seminar was presented may be used as documentation. A maximum of five clock hours will be allowed for preparation and presentation during each renewal period.