

**Prince Edward Island  
Social Work Registration Board**

**Continuing Education Policy**

*Approval April 6, 2009*

## **Prince Edward Island Social Work Registration Board Continuing Education Policy**

### **1. PREAMBLE**

- 1.1 Continuing education is a lifelong process of engaging in activities to learn new knowledge and skills to ensure the continued competence of licensed social workers.
- 1.2 The Prince Edward Island Social Work Registration Board recognizes the importance of mandating continuing education.
- 1.3 The Canadian Association of Social Workers Social Work Code of Ethics states: *“A social worker shall have and maintain competence in the provision of a social work service to a client.”* (Code of Ethics, 1994, Section 3.0)
- 1.4 The Prince Edward Island Social Work Act states that in order to practice, a social worker *“shall provide proof of currency of professional knowledge and skills, as indicated by such requirements as may be prescribed regarding recentness of professional education, examination, active practice or refresher program.”* (Social Work Act, 1988, Section 9:1: d)
- 1.5 The Prince Edward Island Social Work Registration Board recognizes the broad scope of the social work profession and that there are many methods of learning new skills and knowledge.
- 1.6 The Prince Edward Island Social Work Registration Board encourages Registered Social Workers to seek opportunities for continuing education that contribute to the field of social work and the quality of life of the Island community.

### **2. POLICY STATEMENT**

- 2.1 The P.E.I. Social Work Registration Board (hereafter called “the Board”) requires its members to adhere to the national standard for continuing education.
- 2.2 The Board encourages employers to ensure that Registered Social Workers are allotted a minimum of 2 working days per year for continuing education activities and further self study.

- 2.3 Registered Social Workers are required to complete a minimum of 25 hours of continuing education per year.
- 2.4 The Registrar of the Board will consider, in a timely manner, applications for exemptions from this policy.
- 2.5
  - a) The Registrar will assist Registered Social Workers in interpretation of this policy statement.
  - b) The Registrar may refer matters related to interpretation of this policy to a *Continuing Education Committee* appointed by the Board for a final decision.
- 2.6 Failure to comply with this policy will result in referral to the Discipline Committee appointed by the Board.

### **3. Continuing Education**

- 3.1 A program of continuing education must contain at least one of the following content areas related to social work practice:
  - a) Theories and concepts of human behavior in the social environment
  - b) Social work practice, knowledge and skills
  - c) Social work research, programs, or practice evaluations
  - d) Social work management, administration or social policy
  - e) Social work ethics
  - f) Other areas approved by the Board deemed important and relevant to current social work practice
- 3.2 Social workers may meet the policy requirements through two or more of the following activities:
  - Academic Course Work
  - Articles, presentations or research
  - Board meetings, committee work and community service
  - Certificate Programs
  - Conferences or workshops
  - Discussion Groups or Seminars
  - Mentoring
  - Participation in the activities of professional social work organizations
  - Peer Consultation
  - Public education about the profession of social work
  - Self directed learning

Supervision of Social Work students  
Training in the work place

- 3.3 A detailed description of these continuing education activities is included in Appendix A.
- 3.4 No more than half of continuing education hours can be met through self directed learning.
- 3.5 Final Approval of the content areas for designating a program as a program of Continuing Education lies with the Board.

**4. DOCUMENTATION**

- 4.1 At the time of annual registration, each Registered Social Worker must sign a statement which confirms they have met the minimum requirements of continuing education.
- 4.2 Registered Social Workers must keep a record of their continuing education activities. While it is not necessary to submit these records at the time of annual registration, they will be subject to examination at the request of the Registrar
- 4.3 Registered Social Workers are expected to keep their continuing education records for a period of three years.
- 4.4 The Board will request the Registrar to conduct annual, random audits on continuing education activities of its members.
- 4.5 A suggested format for keeping track of continuing education activities on an ongoing basis is included in Appendix B.

**APPENDIX A**  
**Continuing Education Activities**

- 1. Academic Course Work includes credit or non-credit courses designed to increase knowledge or skill in relation to social work practice.
- 2. Articles, presentations and research include preparation (e.g. research and writing) and related activities leading to a final product.
- 3. Board Meetings, committee work and community service includes contributing

volunteer time to social service, community development, advocacy or educational agencies related to the field of social work.

4. Certificate Programs include a planned sequence of courses and/or workshops leading to a certificate which indicates completion or competence.
5. Conferences and Workshops include events of one to five days with a common theme or topic related to the field of social work.
6. Discussion Groups and Seminars include group activities organized by Registered Social Workers which are based on individual reading and research of a relevant issue or subject. These may be designed to meet specified learning goals.
7. Mentoring is a consultant-consultee form of learning which is formalized through a learning contract.
8. Participation in the activities of professional social work organizations includes committee work, attendance at meetings or planning events on behalf of professional organizations (e.g. PEI Social Work Association, PEI Social Work Registration Board).
9. Public Education about the profession of social work includes giving presentations or staffing information booths at career fairs or other forums.
10. Self Directed Learning includes activities such as reading social work publications, using formalized instructional packages (reading, audio, video, etc.), internet research and interactive learning.
11. Supervising Social Work Students includes training, preparation, discussion and supervision of students' field placements for B. S. W. or M. S. W. programs.
12. Training in the Workplace, referred to as "In-Service Training", is continuing education provided by one's employer. It may be specifically required for the position, designed to increase one's effectiveness carrying out the tasks involved in one's job.

**APPENDIX B**  
**Prince Edward Island Social Work Registration Board**  
**Record of Continuing Education Activities**

*Note: Please photocopy and fill in for each activity. Please retain records for three years. Do not submit with your application for registration.*

**Type of Continuing Education**  
(See Appendix A)

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**Describe Activity**

**Date** -----

**Place** -----

***Complete where applicable:***

**Author**

**Presenter(s)**

**Organization**

**Other Comments**

**Credit Hours** -----