

CONTINUING EDUCATION FACT SHEET LICENSED SOCIAL WORKER (LSW) AND LICENSED CLINICAL SOCIAL WORKER (LCSW)

- Continuing Education (CE) is NOT required for the FIRST renewal of a license.
- Do not submit proof of CE unless specifically asked to provide CE.
- CE requirements are detailed in Rules [68 IAC Section 1470.95](#) and Rules [68 IAC Section 1130](#).Subpart E.

Social Worker (LSW and LCSW) Continuing Education Requirements:

An LSW or LCSW is required to complete 30 hours of continuing education each license cycle (except for the first license cycle, when no CE is required.) The CE must be completed during the 24 months before the expiration date printed on the license. The CE must include the following topics/categories:

- 3 hours Social Work Practice Ethics
- 3 hours Cultural Competence
- 1 hour Sexual Harassment Prevention training
- 1 hour Implicit Bias Awareness training
- 1 hour Alzheimer's Disease and Other Dementias training (once every 3 renewal periods)
- (LCSWs only, second renewal only) 6 hours in Clinical Supervision Training

Reporting CE to IDFPR

During renewal, licensees certify a YES/NO question whether or not they have completed the CE. Most licensees will not be required to provide proof of completing CE to IDFPR.

IDFPR requires proof of completing CE in the context of license restoration, random CE audits, or license discipline.

It is the licensee's responsibility to save proof of CE and provide proof to IDFPR upon request.

Licensees who are not able to provide proof of CE upon IDFPR request may be subject to discipline.

Approved CE Activities

CE may be earned/completed through the following activities:

- Attending **in person** a course or program that is offered or sponsored by an approved CE Sponsor. (The program may be inside or outside of Illinois).
- Participating **remotely** in a course or program that is offered or sponsored by an approved CE Sponsor. The course may be live or pre-recorded.
- Completing post-graduate training programs or social work related courses at a college, university or other educational institution. Each semester hour = 15 CE hours. Each quarter hour = 10 CE hours.
- Verified teaching in the field of social work at an accredited college, university, or graduate school or as an instructor of CE programs given by approved sponsors. CE may be claimed only for the first time the material is presented/taught at the rate of 1.5 hours for each hour.
- Authoring papers, publications, dissertations, or books, OR preparing presentations and exhibits in the field of social work. The presentation must be before a professional audience. 5 CE hours may be claimed only for the first time the material is presented.

Approved CE Sponsors

- National Association of Social Workers (NASW) or affiliates;
- Association of Social Work Boards (ASWB) or affiliates;
- American Association for Marriage and Family Therapy (AAMFT) or affiliates;
- Employers licensed under the Hospital Licensing Act [210 ILCS 85];
- Approved Professional Counselor Continuing Education Sponsors per Rules 68 IAC Section 1375.220(c)(1);
- Approved Clinical Psychologist Continuing Education Sponsors per Rules 68 IAC Section 1400.60(c)(1);
- Approved Marriage and Family Therapy Continuing Education Sponsors per Rules 68 IAC Section 1283.110(c)(1);
- Accredited colleges, universities, or state agencies;
- Licensed Social Work CE Sponsors. Such sponsors will have a 9 digit license number starting with 159. The license will be visible in [IDFPR's online license verification](#).

Out-of-State CE

A Licensee who attends **in person** a CE course or program located **outside of Illinois** that is offered or presented by an **unapproved** CE sponsor may ask for IDFPR approval through the [Out-of-State CE program approval application](#).

Remote, distance, or online CE activities are not eligible for Out-of-State CE program approval and must be completed through approved sponsors or providers.

CE Waivers

A licensee may request a one-time waiver of the CE requirements for renewal in the following circumstances:

- Full-time service in the US armed forces during a substantial part of the license cycle.
- An incapacitating illness documented by a currently licensed physician. **A CE waiver will NOT be granted for the same incapacitating illness for 2 consecutive license cycles.**
- Any other similar extenuating circumstances.

A request for CE waiver must:

- Be made at the time of renewal.
- Be submitted with the renewal application.
- Be submitted BEFORE the expiration date indicated on the license.
- Must include evidence from a third party of the circumstances for your request.

Requests for CE waiver will NOT be considered for late renewal or license restoration.

When a licensee requests a CE waiver, the license is renewed to active while the request is under consideration. **This does NOT mean that the request for waiver has been approved.** A licensee requesting CE waiver will be notified by email address of record when a final decision has been reached concerning the request for waiver.

If the request is granted, no further action is required from the licensee until the next renewal.

If the request is incomplete, the Department may request additional information. Failure to provide additional information in a timely manner may result in denial of the request.

If the request is denied, the license will be placed in a non-disciplinary NOT RENEWED status until proof of compliance with CE requirements is provided to IDFPR.