2011-2013 Social Worker

Continuing Education Audit Information

Prior to contacting DSPS with questions or concerns, please review this document. If your questions or concerns are not addressed, please email **DSPSContEducation@wi.gov**. Due to the heavy volume of inquiries and to maintain an efficient audit process, we request that you email instead of call with inquiries.

FAQs

Should I send my documentation via email or fax?

- Email is preferred. To prevent duplicate submissions, which slow down the review process, please submit the documentation only one time. You do not need to submit the documentation by email as well as fax; one of the methods is sufficient.

Will I receive confirmation that I am in compliance?

- Due to the high number of licensees being audited, you will be contacted ONLY if additional documentation or clarification is needed.

I am not sure if you have received my documentation?

- Due to the high number of licensees being audited it will take some time to review all of the submissions. You will be contacted if the Department has not received your documentation and/or if additional documentation or clarification is needed.

What if I do not have a certificate or other verification of completion?

- For any of the trainings or courses that are listed on your table, you must submit documentation verifying that you completed the program. If you do not have this documentation, you may contact the provider for a duplicate certificate or verification that you completed the training.
- Agendas, course notes, payment receipts etc. are not acceptable types of verification.
- In the event that the program provider is issuing you a duplicate certificate or verification of completion, please have them send it directly to you instead of to the Department. In an effort to keep all files organized and have an efficient review process, we request that you send in all of your documentation in the least amount of submissions as possible.

Do I need to fill out the continuing education attendance table even if I have my own training log?

- The continuing education attendance table is required and must be submitted along with your documentation verifying completion of the continuing education programs listed.

How do I fill out the specific columns of the table?

- Acceptable Sponsoring Organization
    - For the sponsoring organization, you will choose one of the categories from MPSW 8.03 (1m) (a) – (f), which is the first paragraph on the sheet attached to the table. For example, if it is an in-house training, you would put "c" in the column next to that training.

- Ethics and Boundaries
    - On the PDF version of the table, you will click on the box in this column if the course covers the ethics and boundaries requirement; a check mark will automatically be filled in when you click on the box.
    - On the Excel version of the table, place an X in the box if that course covers the ethics and boundaries requirement.
    - **NOTE: the ethics requirement may not be completed through self-study**.

- Interactive Internet and self-study
    - On the PDF version of the table, you will click on the box in these columns if it was an interactive internet or self-study course; a check mark will automatically be filled in which you click on the box.
    - On the Excel version of the table, place an X in the box if it was an interactive internet or self-study course.
    - **NOTE: review the specific requirements and restrictions on these types of courses, which are outlined under MPSW 8.03(2e). This excerpt is provided on the second page of the attendance table documents.**