

Social Worker CE Frequently Asked Questions (FAQs)

1. How many hours of continuing education (CE) do I have to complete to renew my license?

This information may be found on the agency website:

- Go to <http://dsps.wi.gov>;
- Click on the link labeled "PROFESSIONS" on the left-hand side of the page;
- Use the link on the Professions page to get to the profession you want;
- Under the heading "LICENSING", click on the link labeled "EDUCATION" and scroll to the bottom of the page, where you'll find the CE requirements

2. How many credit hours have I already taken?

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject to a random audit or investigation.

3. Can you please send me a list of all the courses I have already taken?

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject to a random audit or investigation.

4. Where on your website can I see the courses I have taken?

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject to a random audit or investigation.

5. Please send me a list of CE courses I can take to satisfy the requirement for my profession.

The Department does not approve or endorse continuing education courses or programs for this profession. It is incumbent upon the licensee to identify courses that will satisfy the continuing education requirements set out in Wis. Admin. Code § MPSW 8.03 or are educational programs sponsored by the professional associations listed in Wis. Admin. Code § MPSW 14.04 or Wis. Admin. Code § MPSW 19.02.

[Social Worker Administrative Code](#)

6. Are online CE courses approved by the National Association of Social Workers and within the subject matter defined, recognized by the State of Wisconsin?

According to [Wis. Admin. Code §MPSW 8.03\(2\) \(e\)](#), "self-study courses approved by ... local or national professional social work organizations ... 1 CEH per credit completed, but no more than 21 total CEHs for interactive internet courses and self-study courses will be accepted in any 2 year credentialing period with a maximum of 10 CEHs for self-study courses and a maximum of 16 CEHs for internet courses. Self-study courses may not be used to satisfy the social work ethics requirement."

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7. Can we fulfill our ethics and boundaries requirements online or do we have to do this CEU in person?

Pursuant to [Wis. Admin. Code § MPSW 8.03\(2\) \(e\)](#), self-study courses may not be used to satisfy the ethics requirement. Also, as stated under [Wis. Admin. Code § MPSW 8.03\(2\) \(d\)](#), education telephone network (ETN) courses may not be used to satisfy the ethics requirement.

8. Where do I send the proof that I completed my CE?

Licensees are only required to send a course completion certificate, transcript or any other printed evidence verifying completion of a continuing education program to DSPS if the licensee is subjected to a random audit or investigation. When renewing, licensees are required only to affirm completion of the CE requirements by checking a box on the renewal form.

Note: Licensees are required to maintain their proof of course completion for a minimum of 4 years from the date the credit is claimed.

9. Is a CEU (continuing education unit) or a Contact Hour the same as a CE hour?

Wis. Admin. Code § MPSW 8.02 (1) (c) states:

(c) In this chapter “continuing education hour” or “CEH” means a period of continuing education consisting of not less than 50 minutes.

[Social Worker Administrative Code](#)

10. Can I use the same course to satisfy the CE requirements for two (or more) professions?

If the course satisfies the CE requirements stated in the Administrative Code for both professions, then the same CE course hours may be used to satisfy the CE requirements for both professions.

11. Can I get a waiver / extension of my CE requirement?

Wis. Admin. Code § MPSW 8.02 (7) (8) states that a licensee may request a postponement, waiver or exemption of CE requirements for the following reasons:

(7) A credential holder may apply to the section for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness or disability, or on other grounds constituting extreme hardship. The section shall consider each application individually on its merits, and the section may grant a postponement, partial waiver or total waiver as deemed appropriate in the circumstances.

(8) The social worker section may grant an exemption from the requirements of this chapter to a credential holder who certifies to the section that he or she has permanently retired and no longer uses a social worker title protected under ch. 457, Stats. in any professional practice and, if licensed as a clinical social worker, no longer practices as a clinical social worker.

[Social Worker Administrative Code](#)

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12. What happens if I don't renew my license?

Wisconsin does not have an “inactive” status for licenses. If a licensee chooses not to renew their license it will expire. DSPS will not attempt to contact a licensee after their license expires. Pursuant to [Wis. Stats. 440.08 \(3\)](#), if a licensee chooses to renew their expired license during the first five years following the renewal date, the licensee must provide documentation verifying completion of the CE requirements, if any, and pay the renewal fee plus a late fee to activate their license. If a licensee chooses to renew their expired license after five years following the renewal date, the licensee must reapply for a license.

13. Can I have an “inactive” license?

Wisconsin does not have an “inactive” status for licenses. If a licensee chooses not to renew their license it will expire. DSPS will not attempt to contact a licensee after their license expires. Pursuant to [Wis. Stats. 440.08 \(3\)](#), if a licensee chooses to renew their expired license during the first five years following the renewal date, the licensee must provide documentation verifying completion of the CE requirements, if any, and pay the renewal fee plus a late fee to activate their license. If a licensee chooses to renew their expired license after five years following the renewal date, the licensee must reapply for a license.

14. May I use my graduate courses to satisfy CE requirements?

Reference Wis. Admin. Code § MPSW 8.03 for an explanation of approved CE courses.

[Social Worker Administrative Code](#)

15. How long do I need to retain my CE certification records?

Wis. Admin. Code § MPSW 8.02 (3) states the following:

- (3) Every credential holder shall retain original documents showing attendance at programs and completion of self-developed programs for at least 4 years from the time that credit is claimed for the continuing education program. At the request of the section, credential holders shall deliver their original documents to the section.

[Social Worker Administrative Code](#)

16. Do I have to submit the original certificates from my CE courses or will copies be accepted?

In the event that a licensee is selected for a random audit, copies of CE certificates will be accepted as proof of CE completion.

17. What are the rules regarding compliance audits?

Wis. Admin. Code § MPSW 8.04 states the following:

MPSW 8.04 Compliance.

The section may conduct audits or investigations to determine compliance with this chapter by credential holders with this chapter.

[Social Worker Administrative Code](#)