

## **HOURS REQUIRED FOR RENEWAL**

36 hours of continuing education (CE) are required during each two (2)-year license renewal period.

Newly licensed individuals must complete only 18 hours of CE prior to their first renewal (a newly licensed LEP may be required to complete more hours due to specific course requirements).

You must have your CE completed BEFORE submitting your renewal application. Courses may be credited to only one renewal period, and cannot be counted twice.

**Failure to comply with all CE requirements may result in a citation and fine and/or disciplinary action against your license.**

## **CE EXCEPTIONS**

The following individuals are NOT required to complete CE for license renewal:

- Your license status is “Inactive” or “Retired.”
- You were granted an exception by the Board prior to your license’s expiration date. The Board may only grant an exception if a licensee meets the specific, limited criteria set forth in law.

For information on obtaining an exception, please see the [Request for Continuing Education Exception](#) form on the BBS website.

## **MANDATORY COURSES**

**Law and Ethics:** *ALL licensees are required to complete at least six (6) hours of CE in Law and Ethics as a condition of each and every renewal.* These hours count toward the total 36 (or 18) hour requirement.

Each license type has additional, **one-time** mandatory courses that must be completed. For specific information on these requirements, see the Board’s [CE chart](#).

## **COURSE TYPES AND CONTENT**

The Board does not approve specific CE courses, and has no information about individual courses offered by providers.

Providers are required to ensure that the content of a course is relevant to the scope of practice for your license. Self-improvement courses and courses designed for non-practitioners are not acceptable.

To ensure that a course will count toward your CE requirements, you must ensure the provider is acceptable and maintain records of course completion.

***Licensees may obtain all CE hours through interactive, electronic means. This includes online, teleconferencing and video.***

## **ACCEPTABLE PROVIDERS**

CE must be taken from one of the acceptable providers listed below; otherwise the course will not count toward your renewal requirements.

- Regionally accredited college;
- College approved by the CA Bureau for Private Postsecondary Education;
- Board-recognized approval agency as provided in [Title 16, California Code of Regulations section 1887.4.1\(a\)](#);
- A provider who has been approved by a [Board-recognized approval agency](#); OR
- An organization, institution, association or entity that is recognized by the Board as a CE provider, as provided in [Title 16, California Code of Regulations section 1887.4.3\(a\)\(3\)](#).

## ***Provider Complaints***

You should first contact the provider of the course to resolve your concerns. If you are not satisfied with the outcome, contact the provider’s approval agency and/or send your complaint in writing to the Board. Include the course name, date, location, the names of the instructor and provider, and specifics about your complaint.

## **ALTERNATIVE WAYS TO EARN CE**

### ***Teaching***

You may claim CE credit for teaching a course if the course meets all other CE requirements. You can claim the same amount of hours as an attendee. You may claim credit for teaching a course once during a single renewal period.

### ***BBS Enforcement Case Review***

Effective July 1, 2015, if you serve as an expert consultant for the Board's Expert Witness Program, you may be awarded up to six (6) hours of Law and Ethics CE course credit. See the BBS website to apply.

### ***Serve as a BBS Subject Matter Expert***

Effective July 1, 2015, if you serve as a SME for exam development, you may be awarded up to six (6) hours of Law and Ethics CE course credit. See the BBS website to apply.

### ***Participate in a Professional Law and Ethics Review Committee***

Effective July 1, 2015, if you participate in a professional organization's law and ethics review committee, you may be awarded up to six (6) hours of Law & Ethics CE course credit.

## **MISCELLANEOUS INFORMATION**

### ***Course Hours***

1 hour of instruction = 1 CE hour  
1 semester unit = 15 CE hours  
1 quarter unit = 10 CE hours

### ***Double Counting Hours***

If you have more than one license with the BBS, you may apply CE hours to both IF the subject matter relates to both scopes of practice. CE earned for other licenses may be applied to your BBS-issued license if the provider is acceptable and the subject matter

relates to your license's scope of practice. If you are a supervisor of a Board registrant, you may count your supervisor training hours if the training was taken from an acceptable CE provider.

### ***Record Keeping***

You must maintain documentation of completed CE courses (certificates, transcripts, etc.) for at least two (2) years after the license renewal period during which you took the courses. DO NOT submit your course certificates with your renewal. The Board will not retain them.

The Board does not manage or track CE courses for licensees. Providers do not submit certificates to the Board. If a certificate has been misplaced, you must contact the CE provider for a replacement.

### ***CE Audits***

The Board may audit your records to verify completion of CE. If you are selected for audit, you will be notified in writing and required to submit documentation of courses (or alternative CE methods) completed. If audited, a prompt response is important.

**Failure to comply with CE requirements may result in a citation and fine and/or disciplinary action against your license.**

### ***Laws Referenced:***

Business and Professions Code sections 4980.54, 4980.57, 4980.395, 4984.41, 4984.8, 4996.22, 4996.26, 4997, 4997.1, 4999.20, 4999.76, 4999.112 and 4999.113

Title 16, California Code of Regulations sections 1807.2, 1810, 1820.7, 1821, 1833.1, 1870 and 1887 through 1887.15

**LCSW  
LEP  
LMFT &  
LPCC**



# **Continuing Education Information**



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