



Association of Social Work Boards

ACE Resource

Social work consultant role - requirements for license categories, skill levels

Sample responses to ACE Provider Application Section E-Course Sample Review, III Content, Question #16 – Explain how the course meets social work CE requirements for re-licensure in jurisdictions (i.e. provinces, states, districts) where the course is offered.

Sample responses to ACE Provider Application Question D-Program Development, II Content #8 - How course meets CE requirements for re-licensure in jurisdictions where course offered.

Social Worker Consultant The social worker consultant to an ACE approved continuing education provider participates in and monitors the planning and implementation of educational goals, learning outcomes, instructional materials, learning needs assessment, course evaluations and promotional materials. This individual is licensed, has been or is currently practicing social work privately or within an institutional setting, and is in good standing with appropriate regulatory boards.

1. How does your organization determine appropriate course content for specific social work licensure categories and professional skill level(s)?

To determine required content categories and professional skill levels within a jurisdiction, the social worker consultant and other applicable staff (CE director, program coordinators) contact certification and licensure boards to review social work licensure requirements. Additional review of educational and practice issues in professional organizations, literature and meetings, and surveys of participants will assist the social worker consultant.

2. Describe how your organization researches the educational needs and requirements for social workers in the jurisdictions where courses are offered.

The social worker consultant maintains updated information pertaining to license renewal standards for social workers in all US states, territories, the District of Columbia and Canadian provinces. The CE director and SW consultant continuously research requirements via social work board websites and contacts.

3. How does your organization determine appropriate course content for specific social work licensure categories and professional skill level(s)?

See ACE application section, *Course Sample Review, Content* for specific information. Content must be based on:

- Licensure renewal requirements of a jurisdiction
- Current information, relevant to and usable in social work practice, and offered at an appropriate level

Describe the role of the social worker consultant in researching CE requirements for license categories, skill levels

The social worker consultant participates in and monitors planning and implementation of educational goals, objectives, instructional materials, learning needs assessment, course evaluations and promotional materials.

Describe how the social worker consultant researches individual jurisdictions to determine CE needs based on social work licensure requirements and skill levels.

The social worker consultant is integral to planning and implementing program development and learning activities in response to an identified need from information obtained in social work licensure board databases. S/he then defines potential learners/target audience, educational level, and any prerequisites for each CE activity and includes this information in promotional efforts.