NEW BRUNSWICK ASSOCIATION
OF SOCIAL WORKERS

CONTINUING PROFESSIONAL EDUCATION POLICY

ADOPTED BY THE BOARD OF DIRECTORS JUNE 5, 2021

REVISIONS APPROVED BY THE BOARD OF DIRECTORS
NOVEMBER 30, 2024

NBASW ✚ ATTSNB

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1.0 Overview

1.1 Background

The New Brunswick Association of Social Workers (NBASW) has the dual mandate of the promotion of excellence in social work practice and protection of the public. The NBASW regulates both the social work profession and the social work technician paraprofession and the requirements of the policy apply equally to both categories of licensure.

To fulfill the mandate of ensuring excellence in social work practice, social workers and social work technicians are required to complete yearly continuing professional education (CPE) requirements, as outlined in sections 7.9.0 and 7.9.1 of the NBASW By-laws[1]:

> *7.9.0 All members shall comply with the requirement of any policies and standards established by the Board with respect to continuing professional development and manner of practice for the purposes of the Act.*

> *7.9.1 A failure to comply with paragraph 7.9.0 constitutes professional misconduct and is subject to enforcement through the disciplinary procedures of the Act.*

This document describes the specific CPE policy that those registered as practicing and non-practicing social work and social work technician members (hereby referred to as "members") with the NBASW are required to comply with.

1.2 What is CPE?

Continuing professional education (CPE) is the lifelong process of engaging in activities to learn new knowledge and skills and deepen professional competency.

> *Social workers have a responsibility to maintain professional proficiency, to continually strive to increase their professional knowledge and skills, and to apply new knowledge in practice commensurate with their level of professional education, skill and competency.[2]*

CPE is a critical part in the continued competence of social workers and social work technicians to provide safe, effective, and up-to-date services. CPE requires NBASW members to engage in a range of learning activities on an on-going basis.

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[1] New Brunswick Association of Social Workers (2020). By-laws of the New Brunswick Association of Social Workers. 9.

[2] Canadian Association of Social Workers (2005). Code of Ethics. 8.

1.3 Role and Responsibilities of the NBASW

The NBASW is responsible for:

- Delivering and providing *NBASW Ethics, Standards and Guidelines Training* at no cost to members[3].
  - *NBASW Ethics, Standards and Guidelines Training* will always be made available to member online and, at times, may also be offered in-person to members. Although typically there is choice in which *NBASW Ethics, Standards and Guidelines Training* members complete during the registration year, the NBASW has discretion to determine which *NBASW Ethics, Standards and Guidelines Training* shall be mandatory for which members to complete during a specific registration year.
- Providing an organizational structure that permits an exchange of knowledge and skills among members (i.e., chapter model, NBASW events, etc.);
- Working with organizations to provide members with training opportunities;
- Making learning resources known and available to members;
- Receiving and recording verified statements of completion of CPE according to this policy and as a requirement for the annual registration process; and
- Ensuring high standards in professional education and training.

2.0 CPE Standards and Requirements

2.1 Responsibilities of NBASW members

This policy document defines the minimum CPE standards expected of NBASW members. Once registered, there is a duty on each member to engage in CPE. It is the responsibility of each individual member to:

- Complete required CPE hours, at least one *NBASW Ethics, Standards and Guidelines Training* annually, and track learnings in the CPE Log (Appendix A);
- Report the number of CPE hours completed on an annual basis in the NBASW membership registration renewal form;
- Be informed about the requirements of the NBASW CPE Policy;
- Participate in CPE relevant to their personal learning goals, roles, and responsibilities on an annual basis;

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[3] *NBASW Ethics, Standards and Guidelines Training* is offered online and can be found on the NBASW website. It is free, offered to members in both official languages (French and English), and can be completed by members in their own time. Members are required to complete a minimum of one *NBASW Ethics, Standards and Guidelines Training* annually.

- Complete the optional Self-Reflective Learning Form (Appendix C) as part of their annual CPE hours, if they choose to; and
- Maintain organized CPE records for a period of two fiscal years (April 1st to March 31st of each year).

2.2 Record Management

2.2.1 Member's CPE Records

Members are expected to maintain a record of each CPE hour earned in the form of the CPE Log (Appendix A), including but not limited to the following information: titles of the educational event, names and credentials of presenters, dates attended, number of hours acquired, title and author of articles and books, titles of chapters in books, details of supervision of social work and/or social work technician students, and any other CPE information that may be relevant.

2.2.2 Record Retention

Members are responsible for retaining a copy of their completed CPE Log (Appendix A) for their personal records for a period of two years. CPE hours can be carried over for a maximum of two consecutive registration years. Members who choose to complete the optional Self-Reflective Learning Form (Appendix C) as part of their CPE hours must retain this documentation in full, in the same manner they are required to retain the corresponding CPE Log (Appendix A).

2.3 CPE Requirements

1. Members must meet the minimum number of hours per membership category described in Table A.

2. Members must complete the required CPE hours as listed in Table B.

3. Members must make every reasonable effort to ensure that applicable learning activities are evidence-based (further explained in section 2.3.1).

4. Members must complete at least one *NBASW Ethics, Standards and Guidelines Training* annually.

5. Members must report the number of CPE hours completed on an annual basis in the NBASW membership registration renewal form.

6. Members shall maintain detailed records of completed CPE activities by completing the CPE Log (Appendix A).

7. Members must annually maintain an up to date and complete CPE record. The CPE record must include the CPE Log (Appendix A) and, if the member choses to complete it as part of their CPE hours, the Self-Reflective Learning Form (Appendix C).

8. Members must retain all CPE records for a period of two years.

2.3.1 Evidence-Based Learning and Practice

Most professional learning is evidence-based. The goal of engaging in evidence-based learning is the provision of professional services that are evidence-based, also known as evidence-based practice. According to the National Association of Social Workers, evidence-based practice (EBP):

> … has since been adopted by many fields including education, child welfare, mental health, and criminal justice. The Institute of Medicine (2001) defines evidence-based medicine as the integration of best researched evidence and clinical expertise with patient values (p. 147). In social work, most agree that EBP is a process involving creating an answerable question based on a client or organizational need, locating the best available evidence to answer the question, evaluating the quality of the evidence as well as its applicability, applying the evidence, and evaluating the effectiveness and efficiency of the solution. EBP is a process in which the practitioner combines well-researched interventions with clinical experience, ethics, client preferences, and culture to guide and inform the delivery of treatments and services.[4]

The goal of evidence-based practice is to eliminate unsound or outdated practices in favor of more effective ones. EBP is a process in which the practitioner combines well-researched interventions with clinical experience, ethics, client preferences, and culture to guide and inform the delivery of treatments and services.[5]

If the continuing professional education activity is deemed to be evidence-based at the time that the member accesses it, then it is considered valid for the purposes of this policy, even if the activity is later deemed not to be evidence-based.

2.3.2 Required CPE Hours

The following table identifies the minimum number of CPE hours required by registered social workers and social work technicians on an annual basis within their respective categories of membership.

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[4] Evidence Based Practice, National Association of Social Workers. Retrieved from
https://www.socialworkers.org/News/Research-Data/Social-Work-Policy-Research/Evidence-Based-Practice
[5] IBID

Table A[6]

Practicing Members	30 hours per year
Non-Practicing Members[7]	10 hours per year
Temporary Authorized Members	N/A
Student Members	N/A
Honourary Members	N/A
Members who are recently registered or who are away from their regular workplace for less than one year (for reasons of parental leave, disability, unemployment, etc.)	3 hours per month registered or worked

2.3.3 Required CPE Hours Per Learning Category

Learning categories are critical to ensure that NBASW members maintain competence and professional standards with up-to-date knowledge and skills to deliver safe and effective services. Learning categories are broken into three sub-categories: Group A, Group B, and Group C. Refer to Appendix B for the official definitions of each learning sub-category, the following list are examples of learning activities for each subcategory:

Group A includes formal activities such as academic and systematic learning activities that are more often evidenced-based. Group A activities help to ensure that social workers and social work technicians remain current with the latest research and best practices and include: university/college coursework, conferences, workshops, in-services, webinars, independent study, presentation development, **NBASW Ethics, Standards and Guidelines Training**, scholarly writing and reviews, and Indigenous ways of knowing.

It is important to note that all NBASW members are required to complete a minimum of one NBASW Ethics, Standards and Guidelines Training annually. Since this is an annual requirement, the CPE hours claimed for this training cannot be carried over to the next registration year.

Group B includes more self-directed and experiential forms of learning and provides flexibility for social workers and social work technicians to obtain CPE hours in various ways. Group B activities include: engaging in peer study, supervision and mentoring, NBASW Board, chapter, or committee work, and professional volunteerism.

Group C acknowledges the contributions and involvement of social workers and social work technicians in the profession. It is a non-traditional category of learning and encompasses writing about the profession of social work and/or the social work technician paraprofession, developing presentations, engaging in self-reflection, and attending the NBASW Annual General Meeting (AGM).

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[6] Membership categories defined in the By-Laws of the NBASW, section 2.1.0 (2020)

[7] Members who switch their membership status from *non-practicing* to *practicing* part way through the year are required to complete the ten required non-practicing CPE hours plus an additional three hours per month worked, up to a maximum of 30 CPE hours.

Table B below, lists the learning categories, the maximum number of hours that can be claimed in each category and examples of the activities per category. Members who require clarification as to whether their learning activity meets the criteria of this policy or which learning category is appropriate for their learning activity, may contact the NBASW office.

Table B

Learning Category	Maximum Hours per Category	Examples of Activities[8]
Group A	Up to 30 may be counted *At least one NBASW Ethics, Standards and Guidelines Training must be completed annually*	University/college coursework; conferences, workshops, in-services, webinars; independent study; presentation development; **NBASW Ethics, Standards and Guidelines Training**; scholarly writing and reviews; Indigenous ways of knowing
Group B	Up to 20 may be counted	Peer study; supervision and mentoring; NBASW Board, chapter, or committee work; professional volunteerism
Group C	Up to 10 may be counted	NBASW Annual General Meeting (AGM); presentation delivery; applied writing; Self-Reflective Learning Form (Appendix C)

2.4 Carrying Over CPE Hours

If more than the required amount of CPE hours are completed by a member during one registration season, a maximum of 30 CPE hours can be carried over to the next registration year. However, CPE hours cannot be carried over for more than two consecutive registration years. Since the *NBASW Ethics, Standards and Guidelines* training is an annual CPE requirement, it cannot be carried over from previous years. Documentation from the previous year, as well as any year CPE hours are being carried over from, must be retained. When a member is claiming CPE hours carried over from the previous registration year, the CPE Log (Appendix A) must still document the nature of the CPE learning activity carried over.

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[8] For activity definitions, refer to Appendix B – Learning Activity Definitions.

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3.0 Exemption

Upon written request to the NBASW and with written authorization from the NBASW Registrar, members may be considered exempt from this policy. Reasons for exemptions may include extended illness or parental leave. All of the exemptions are only granted commencing the date the written request is received except where it was impractical to submit the request. Requests will be reviewed on a case-by-case basis.

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Appendix A - Continuing Professional Education (CPE) Log

Reporting year of CPE Log[1]: _____

Hours carried over from the previous year(s)[2] (maximum of 30 CPE hours combined): _____

☐ NBASW Ethics, Standards, and Guidelines Training has been completed and has been identified in the CPE Log.[3]

Date(s)	Name of educational event	Other details (name of presenter, title and author of article, etc.)	Type of educational activity	Learning category (Group A, B, or C)	Number of CPE hours completed according to CPE Policy

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[1] Only learning activities from the current reporting year should be included in the table.

[2] Please note that CPE hours can only be carried forward for two consecutive registration years.

[3] Everyone who is registered as a practicing or non-practicing member of the NBASW is required to complete at least one *NBASW Ethics, Standards and Guidelines Training* every year they are registered. This can not be carried over from a previous year.

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CPE hours completed during current year:	
Combined current & carried over CPE hours:	
CPE hours applied to current year (max. 30):	
CPE hours to be carried over:	

By signing this form, I certify that all above information is true.

_____   _____

Signature   Date

Appendix B – Learning Activity Definitions

CPE activities must be related to social work and/or social work technician theory or practice and may de done in-person or through the use of technology. In recognizing that social work is a broad, often inter-disciplinary field, *social work theory* may pull from other disciplines (psychology, sociology, criminology, etc.) or ways of knowing (academics, those with lived experience, etc.) but must be recognized or connected to the field of social work.

Group A	
University/college coursework	• Completion of a course related to the social work profession or social work technician paraprofession. This can include practicum/internship courses.
Presentation development	• First time development of a new and original social work or social work technician conference presentation, poster presentation, workshop, in-service, webinar, lecture, seminar, etc. Includes planning, researching, designing, and preparing processes as well as the assembling of resources and materials. • May be counted toward CPE hours one time only for each first-time social work or social work technician conference, presentation, poster presentation, workshop, in-service, webinar, seminar, lecture, etc. No CPE hours will be awarded for the repetition of the same presentations, workshops, in-service, webinar, seminar or lecture within the reporting year.
Conferences, workshops, in-services, webinars	• Attendance at and/or participation in any conference, workshop, in-service training, or webinar that enhances your work as a social worker or social work technician.
Independent study	• Engagement in self-directed, professional reading and/or research directly related to evidence-based social work or social work technician theory and practice.
NBASW Ethics, Standards and Guidelines Training	• Completion of *NBASW Ethics, Standards and Guidelines Training*. • At least one *NBASW Ethics, Standards and Guidelines Training* must be completed by each member annually. *NBASW Ethics, Standards and Guidelines Training* can be accessed online, free

	of charge. Please see the NBASW website for further details.
Scholarly writing and reviews	• Scholarly writing about the social work profession or the social work technician paraprofession. Includes journal article, book chapter, and book writing. • Authoring or co-authoring a published piece of writing. • Scholarly review of journal articles, book chapters, books, etc.
Indigenous ways of knowing	• Knowledge or practices passed down from generation to generation that form part of traditions or heritage and that enhance social work and/or social work technician practice.[9] • Learning from an Elder or Traditional Knowledge Keeper, taking part in a blanket exercise, etc.

Group B	
Peer study	• Participation in regularly scheduled, collaborative, peer learning activities such as peer supervision and peer study groups.
Supervision and mentoring	• Volunteer supervision of a social worker, social work student, social work technician, or social work technician student. • Acting as a mentor to a fellow social worker, social work student, social work technician, or social work technician student in a formal mentorship relationship.
NBASW Board, chapter, or committee work	• Attendance and participation at NBASW chapter meetings. • Attending meetings of the NBASW Board of Directors as a board member, executive member of an NBASW chapter, or member of an NBASW committee.

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[9] In this document, Indigenous refers to the Indigenous peoples of Canada, also known as the First Nations, Métis, and Inuit peoples of Canada. Indigenous peoples resided on what is now known as Canada for time immemorial, prior to European settler contact (colonization). In New Brunswick, there are three nations of First Nations peoples. New Brunswick is unceded and unsurrendered territory of the Mi'gmaq, Wolastoqiyik, and Passamaquoddy peoples.

Professional volunteerism	• Engaging in pro bono work in a professional social work capacity including consultation, crisis counselling, disaster response, etc. • Engaging in pro bono work within the social work technician scope of practice. • Volunteering for or participating in a committee or Board of an outside community organization that is related to the field of social work.

Group C	
NBASW Annual General Meeting (AGM)	• Attendance and participation at the NBASW Annual General Meeting.
Presentation delivery	• First time delivery of a presentation at a social work or social work technician conference presentation, poster presentation, workshop, in-service, webinar, lecture, seminar, etc. • May be counted toward CPE hours one time only for each first-time social work or social work technician conference presentation, poster presentation, workshop, in-service, webinar, etc. No CPE hours will be awarded for the repetition of the same presentations, workshops, in-service, webinar, seminar or lecture within the reporting year.
Applied writing	• Applied writing regarding profession of social work or social work technician paraprofession. Includes handbooks, newsletters, blogs, etc.
Self-Reflective Learning Form (Appendix C)	• Completion of Self-Reflective Learning Form.

Appendix C – Self-Reflective Learning Form

Name: _____   Member #: _____   Date Completed: _____

Stage One: Reflect

Stage one is designed to guide the reflective process, prior to completing learning activities throughout the year, to help identify areas an individual would like to improve/grow. Stage one is broken down into three reflective sections: organizational practice, professional practice, and ethical practice. It is recommended that this stage be completed during the first month of registration (during the April 1st – March 31st registration year, it is recommended that the self-reflection is completed by May 1st).

Organizational Practice[10]

Standard: All social workers and social work technicians are responsible to be aware of the policies and procedures of the organization in which they are employed, and to be competent in any tasks that are required as part of the job. Organization may include independent practice, not-for-profit or for-profit organizations, government departments, or any other setting in which a social worker or social work technician is practicing. Volunteer work may be used as part of the self-reflection process. It is up to each member to reflect on anything relevant to their practice.

Check in the box according to your assessment of where you consider yourself to be at present. The indicators provided below should be interpreted as broadly as possible to fit your role and setting.	Sufficient for my current practice	I excel in this area	An area I would like to develop	Not relevant to my current practice
I am able to articulate the purpose, function and services of my organization in the community.				
I am able to influence the development and delivery of services provided by my organization in accordance with the social work Code of Ethics.				
I am able to contribute effectively to a good team environment.				
I am able to manage my workload efficiently and effectively.				

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[10] Self-Reflective Learning Form taken and adapted from the Alberta College of Social Workers Self-Assessment Form. Retrieved from https://acsw.in1touch.org/document/1960/CCPSelf-Assessment.pdf

	Sufficient for my current practice	I excel in this area	An area I would like to develop	Not relevant to my current practice
I am able to identify the program implications of social problems and issues.				
I am able to use technology in accordance with organizational expectations.				
I am able to work collaboratively with other relevant organizations in the community.				
Add any other indicators which may be applicable to your practice:				

1. **Reflect on the information checked above. What are areas you would like to develop in organizational practice? (Use this reflection to identify your learning goal(s))**

Professional Practice

Standard: All social workers and social work technicians are personally accountable to ensure that theirpractice and conduct meet the standards of the profession and legislative requirements.

Check in the box according to your assessment of where you consider yourself to be at present. The indicators provided below should be interpreted as broadly as possible to fit your role and setting.	Sufficient for my current practice	I excel in this area	An area I would like to develop	Not relevant to my current practice
I am able to engage in clear, effective interpersonal communication in all forms relevant to my practice.				
I am able to complete a comprehensive assessment.				
I am able to engage clients in a helping relationship and recognize when I need to refer elsewhere.				
I am able to negotiate a mutually understood service agreement with clients.				

I am able to collect, synthesize and integrate relevant information.				
I am able to select relevant goals and strategies from a range of options.				
I am able to implement strategies in a planned and purposeful manner.				
I facilitate access to resources and opportunities.				
I continually monitor and adjust intervention strategies.				
I develop professional performance in response to self-reflection and feedback from others.				
I seek and use supervision/consultation for professional development, support and organizational accountability.				
I devise and use appropriate methods for evaluating service delivery.				
I seek advice when tasks assigned to me fall beyond the scope of my knowledge, training and skills, or scope of practice, or legislation.				
I understand ways to minimize the impacts of compassion fatigue, vicarious trauma, and burnout and I implement these practices professionally and personally.				
I am knowledgeable of social work and social work technician theories and can identify the theories I draw upon in professional practice.				
I stay up to date on evidence-based approaches and regularly integrate them into my practice.				
Add any other indicators which may be applicable to your practice:				

2. Reflect on the information checked above. What are areas you would like to develop in professional practice? (Use this reflection to identify your learning goal(s))

Ethical Practice

Standard: All social workers and social work technicians must comply with the NBASW *Code of Ethics* (2007). At least one *NBASW Ethics, Standards and Guidelines Training*, provided by the NBASW, must be completed each year and recorded in the CPE Log.

The following are indicators of Ethical Practice:

➢ I stay current with knowledge and practice development in my field of practice.
➢ I stay current with the legislation and policies relevant to my field of practice.
➢ I do not engage in any area of professional practice unless I am competent to do so.
➢ I advocate with and on behalf of clients.
➢ I appreciate the connection between individual problems, public issues and structural disadvantage.
➢ I promote and support individual rights and choice within service delivery.
➢ I respect the personal beliefs and identity of others.
➢ I am able to set and maintain appropriate professional boundaries.

3. Add the indicators you have identified as being important in your practice (either from the list above or others that you feel are important):

Consider:

- ➤ Value and ethical issues that confront you on a regular basis in your practice.
- ➤ Strategies you have used to deal with those issues.
- ➤ Any compromises you may have made with respect to the Code of Ethics and Standards of Practice.

   4. **What areas do you need to develop further in terms of your ethical practice? Write your learning goal(s) here.**

Stage Two: Review

Stage two is designed to be filled out once all the CPE activities have been completed for the reporting year, with the purpose of reflecting on: completed learning activities and whether any personal learning goals have been met, whether (and if so, how) learnings have been implemented into practice, and future learning goals. Stage two must be filled out before the registration deadline of March 31st.

What are some accomplishments you have made this year?

Did you achieve any learning goals? If not, what obstacles did you face?

How has your social work or social work technician practice changed as a result of professional development activities?

Final thoughts/reflection.