

RENEWAL FAQ's

You may view the rules on continuing education at
<https://pr.mo.gov/boards/socialworkers/conteducation.pdf>

How do I renew? Renewal window opens July 1 of each renewal cycle. Notification will be sent out via email or postcard to the last known information we have on record. You can renew online <https://pr.mo.gov/renew-jetpay-step0.asp> or by paper form (you may request for a paper form by going to the following link: (<https://pr.mo.gov/socialworkers-duplicate.asp>)).

May I pay my renewal with a credit card? Yes, if you were sent a postcard or email to renew online. Otherwise, payment must be submitted by check or money order along with your renewal form.

What are the continuing education requirements? Please review your continuing education rules for the full list of requirements.

30 Clock hours for full 2 year renewal. All renewals must include 3 ethics and 2 suicide prevention training – **courses can be completed in-person or via self-study.**
<https://pr.mo.gov/boards/socialworkers/conteducation.pdf>

How many hours of self-study are allowed each 2 year renewal? Up to 15 clock hours. Live interactive webinars do count towards your in-person CEU requirement.

Do I need to submit proof of continuing education with my renewal? If you were sent a postcard or received an email to renew your license online, you do not have to submit continuing education at this time but should keep your copies of your certificates in your own records. If you were sent a paper renewal along with an insert indicating that you were selected for an audit, you will need to enclose copies of your continuing education with your renewal form. Please submit proof per 20 CSR 2263-2.082 (12) of the rules.

What if I do not have proof of my continuing education? Licensees are responsible for maintaining records of continuing education activities. This documentation should be retained for four (4) years following license renewal. If you do not have proof, you should contact the program/sponsor to obtain a certificate of completion.

Will a list of CE's from my employer be acceptable? A listing of CE's from your employer will be acceptable if the list contains ALL of the following information-

- Printed on employer letterhead
- State the licensee's full name
- Name/title of each training.
- State instructor or who sponsored/approved the training(s).
- Date of each training.
- Total number of clock hours earned at each training.
- Whether or not the training was self-study or face-to-face/live.