

On August 28, 2005 section 337.510.5 RSMo of the licensure law changed requiring continuing education. The law states, "All persons licensed to practice professional counseling in this state shall pay on or before the license renewal date a renewal license fee and shall furnish to the committee satisfactory evidence of the completion of the requisite number of hours of continuing education, which shall be no more than forty hours biennially. The continuing education requirements may be waived by the committee upon presentation to the committee of satisfactory evidence of the illness of the licensee or for other good cause." A licensee must obtain forty hours of continuing education prior to the expiration date of the license. There is no requirement that the licensee obtain a specific number of hours per calendar year.

**How will CE be reported to the committee?** Prior to the expiration date of the license, a renewal form is sent. The renewal form will likely include a checklist regarding compliance with the continuing education requirements. No additional paperwork will be required at the time of renewal. Instead, the committee will likely conduct random audits of licensees to verify CE compliance.

**How will a licensee verify completion of continuing education?** The committee anticipates that the licensee will need to maintain documentation of completed continuing education hours for at least four years. The documentation would include the name of the CE course, CE provider name, content, date, location, hours earned, and any certificate of attendance or transcript issued by the continuing education provider. If the CE is self study such as journal articles, books, or online, the licensee will maintain documentation relating to the name of the publication, title of the article, book etc, publication date, number of pages, and time spent reviewing the information.

Within the next few months the committee plans to promulgate regulations concerning much of the information presented in this memorandum. Licensees will be advised regarding the availability of the proposed regulatory language and encouraged to submit comments.

Below is information relating to possible CE regulatory language. Licensees are encouraged to use this as a guideline in completing continuing education. For the purpose of a probable regulation an hour of continuing education will be defined as fifty (50) minutes of instruction or study.

A licensee shall obtain forty hours of continuing education prior to the expiration date of a license and such hours should consist of at least twenty (20) hours of formal continuing education hours and at least twenty (20) hours of self study.

**Formal continuing education would include the following ⇒**

1. **Post graduate course work offered by a regionally accredited education institution.** Such course work shall be relevant to professional counseling as defined in section 337.500 (5), (6), and (7) RSMo and shall not be part of the graduate course work required for licensure. One (1) semester hour of graduate credit constitutes fifteen (15) hours of continuing education.
2. **Presenting research at a formal professional meeting.** A presentation shall include a paper presented in a professional journal, book, or original chapter in an edited book. Credit will be given at the rate four (4) hours for each paper or presentation. No credit would be granted for any subsequent presentation on the same subject matter during the same renewal period;
3. **Attending relevant professional meetings when such meetings include verification of attendance.** Such meetings can be international, national, regional, state, or local, and must be related to the profession as defined in 337.500 (5), (6), and (7) RSMo. The licensee would receive three (3) hours of continuing education credit for a full day of meeting attendance.
4. **Attending work shops, seminars, or continuing education courses relevant to counseling as defined in section 337.500 (5), (6), and (7) RSMo.** The licensee would provide verification of attendance such as a certificate or letter of attendance indicating the date, time, and number of hours of continuing education from the work shop, seminar or course provider.
5. **Written contributions to relevant professional books, journals, or periodicals.** A licensee would be eligible to receive three (3) hours of continuing education for publication in a non referee journal, six (6) hours of continuing education for publication in a referee journal, eight (8) continuing education hours for each chapter in a book, ten (10) continuing education hour for editing a book, and fifteen (15) continuing education hours for the publication of a book.

6. **Presenting at relevant professional meetings such as international, national, regional, state, or local professional associations.** A licensee would be eligible for a maximum of three (3) hours per presentation.
7. **A licensee that is a faculty member at an accredited educational institution may receive up to a maximum of twenty (20) hours per year of continuing education credit for teaching at the educational institution.** The area(s) taught by the licensee must relate to the following core areas; Counseling Theory Human Growth & Development, Social & Cultural Diversity, Helping Relationship, Group Counseling, Career Development, Appraisal, Research Methods, or Professional Orientation. For the purpose of the probable regulation, the licensee must teach a minimum of four (4) clock hours.
8. **A licensee teaching formal continuing education hours may receive up to a maximum of four (4) hours per biennial cycle of continuing education credit.** The CE must relate to the following core areas; Counseling Theory Human Growth & Development, Social & Cultural Diversity, Helping Relationship, Group Counseling, Career Development, Appraisal, Research Methods, or Professional Orientation. For the purpose of the probable regulation the licensee must teach a minimum of four (4) clock hours.

**Self Study** - A licensee will be eligible to obtain at least twenty (20) hours of self study continuing education. Self study of professional material includes relevant books, journals, periodicals, tapes, and other materials and preparation for relevant lectures and talks to public groups. Preparation credit may not be claimed pursuant to this regulation for presentations that are used for CE in the aforementioned 2, 6, 7, or 8.

NOTE: Personal counseling, psychotherapy, workshops on personal growth, supervision of individuals for licensure, or services provided to professional associations or organizations are not considered continuing education.

Continuing education providers, seminars, workshops etc. will not need to be approved by the Missouri Committee for Professional Counselors prior to a licensee taking a seminar or workshop. However, there are CE providers that will likely offer opportunities for continuing education that are relevant to counseling.

Acceptable providers of continuing education programs will likely include:

- ⇒ American Association for Marriage and Family Therapy and any chapter or division of AAMFT
- ⇒ American Counseling Association and any chapter or division of ACA
- ⇒ American Medical Association and any chapter or division of AMA
- ⇒ American Mental Health Counselors Association and any chapter or division of AMHCA
- ⇒ Local, state, regional, or national psychological associations
- ⇒ Local, state, regional, or national social worker associations
- ⇒ National Board for Certified Counselors (NBCC)
- ⇒ Regionally accredited colleges and universities

Additionally, professional organizations or groups recognized by continuing education providers listed above would be acceptable providers of CE for professional counselors.

A tracking form is included with this information to assist licensees with tracking continuing education that has been completed.



