

## Completing the CEU tracker

This CEU tracker is provided to professionals for logging continuing education throughout the two year license cycle. It can be saved to your device and updated as education is completed. It is not necessary to utilize this tracker, however it will expedite the application for renewal process because it prevents having to key all the information at the time of renewal.

Once completed, it can be ATTACHED to the renewal application when submitted online (with a credit card payment) or printed and mailed in with a renewal application and a cashier's check or money order payment. Do not submit the CEU tracker without a renewal application, or it will be returned.

The CEU tracker is set up in Sections as follows:

- SECTION 1 – for the tutorial completion date
- SECTION 2 – for a minimum of 3 clock hours of ethics or mental health law education<sup>1</sup>
- SECTION 3 – for a minimum of 3 clock hours of cultural competency and diversity education
- SECTION 4 – for Licensed Substance Abuse Counselors (only) to list a minimum of 20 hours of substance abuse focused education
- SECTION 5 – for listing the remainder of education completed (the total hours from all Sections must equal a minimum of 30 clock hours<sup>2</sup>). DO NOT list education more than once.

In SECTION 1, record the date of completion of the Arizona Statutes/Regulations Tutorial (required EVERY renewal cycle)

REQUIREMENT	ACTIVITY TYPE	ACTIVITY NAME	SPONSORING ORGANIZATION	DESCRIPTION OF CONTENT	DATE(S) ATTENDED	TOTAL HOURS
SECTION 1 Board Approved Tutorial	O - online course	Arizona Statutes/Regulations Tutorial	Center for Credentialing & Education (CCE)	Board approved tutorial on Arizona Statutes and Regulations <small>The tutorial must be completed EACH renewal cycle. Please enter your completion date ----&gt;</small>	05/29/20	3.00

In the remaining SECTIONS, complete the columns as described below (see sample):

- ACTIVITY TYPE – choose the Activity Type from the dropdown using the legend (in red) at the top of each page
- ACTIVITY NAME – record the name of the course, training or presentation you attended
- SPONSORING ORGANIZATION – list the organization who sponsored or approved the course (see page 2 for more information)
- DESCRIPTION OF CONTENT – provide a brief description of the content of the course or presentation
- DATE(S) ATTENDED – provide the date or date range of the education completed
- TOTAL HOURS – provide the clock hours as documented on the completion certificate or transcript

Watch the Section headings in the far left column. The following is provided as a sample:

Select for Activity Type (below): O-online course, P-presentation by you, C-college course, W-workshop/conference, S-seminar, E-employer in-service training, B-board meeting attendance

REQUIREMENT	ACTIVITY TYPE	ACTIVITY NAME	SPONSORING ORGANIZATION	DESCRIPTION OF CONTENT	DATE(S) ATTENDED	TOTAL HOURS
SECTION 2 Behavioral health ethics or mental health law (minimum of 3 clock hours)	O	Ethics for mental health professionals	CE4Less	How to avoid ethical boundary issues and dual relationships	07/22/2019	3.00
	E	Ethics 101	Mayo Clinic	Respecting patient boundaries and confidentiality	11/15/2018	1.00
	B	Board Meeting	AZBBHE	Attended the Board meeting	03/12/20	6.00
	Select					

<sup>1</sup> The Arizona Statutes/Regulations tutorial CANNOT be used to meet this requirement.

<sup>2</sup> Licensees will be required to provide documentation of completion for all continuing education listed in the event of an audit.

A.A.C. R4-6-802(D) indicates:

- D.** A licensee shall participate in continuing education that relates to the scope of practice of the license held and to maintaining or improving the skill and competency of the licensee. The Board has determined that in addition to the continuing education listed in subsections (B) and (C), the following continuing education meets this standard:
1. Activities sponsored or approved by national, regional, or state professional associations or organizations in the specialties of marriage and family therapy, professional counseling, social work, substance abuse counseling, or in the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling;
  2. Programs in behavioral health sponsored or approved by a regionally accredited college or university;
  3. In-service training, courses, or workshops in behavioral health sponsored by federal, state, or local social service agencies, public school systems, or licensed health facilities or hospitals;
  4. Graduate or undergraduate courses in behavioral health offered by a regionally accredited college or university. One semester-credit hour or the hour equivalent of one semester hour equals 15 clock hours of continuing education;
  5. Publishing a paper, report, or book that deals with current developments, skills, procedures, or treatments related to the practice of behavioral health. For the license period in which publication occurs, the licensee may claim one clock hour for each hour spent preparing and writing materials; and
  6. Programs in behavioral health sponsored by a state superior court, adult probation department, or juvenile probation department.

**Examples of organizations referenced in (D)(1) above include, but are not limited to:**

- National Association of Social Workers (NASW)
- Association of Social Work Boards (ASWB)
- American Counselors Association (ACA)
- American Association for Marriage and Family Therapy (AAMFT)
- Association of Marital and Family Therapy Regulatory Boards (AMFTRB)
- Association for Addiction Professionals (NAADAC)
- National Board for Certified Counselors (NBCC)
- International Certification & Reciprocity Consortium (IC&RC)
- American Psychology Association (APA)
- American Psychiatric Association (APA)

Many online vendors offer courses that have been approved by the above organizations. The approval/sponsorship should be reflected on the certificate provided by the vendor.

**Other helpful tips:**

- Don't list general employment training such as: Fire Safety, First Aid/CPR, Computer basics
- Education can only be used on one renewal cycle, so please watch the dates and/or review your previous renewal submissions to ensure you don't duplicate courses previously used
- A.A.C. R4-6-802(B)(1) allows for a MAXIMUM of 10 clock hours to be reported for a first time presentation done by the licensee. This is not 10 clock hours per presentation, it is total.
- A.A.C. R4-6-802(B)(2) allows for a MAXIMUM of 6 clock hours to be reported for attending a Board meeting in person provided the licensee is not the subject or complainant of a matter on the agenda. These clock hours CAN be listed to meet the ethics/mental law requirement. "Board meeting" = the Arizona Board of Behavioral Health Examiners meeting.
- The Board randomly audits renewal applications submitted to verify accuracy. If a renewal is pulled for audit, the licensee will be required to submit completion documentation for ALL continuing education listed on the renewal application. The documentation needed is outlined in A.A.C. R4-6-803(B), and must be kept for 24 months following renewal.