

Registrant Continuing Education (CE) Requirement Information

Effective January 1, 2023, California law requires all registered Associates to complete three (3) hours of continuing education (CE) in Law and Ethics annually, prior to each renewal. There are certain legal requirements that CE courses must meet in order to be accepted, as well as retention requirements for proof of completion. This document will provide you with all of the information you need to be in compliance with your CE requirements.

Please read carefully! Failure to comply with all CE requirements may result in a citation and fine and/or disciplinary action.

CE REQUIRED FOR RENEWAL

All registrants who renew their registration or whose registration expires after **January 1, 2023** must take a minimum of three (3) hours of CE in California law and ethics during each renewal period to be eligible to renew their registration.

All registrants are required to take this coursework each renewal period, before registration renewal, regardless of whether or not the registrant has passed the California law and ethics exam. The purpose is to help ensure registrants stay current with law changes and best practices for their profession.

All CE must be completed during your renewal period (the one-year period prior to your expiration date) in order to count. You must have your CE completed **BEFORE** submitting your renewal application as you will be required to certify completion. Courses may be credited to only one renewal period.

ACCEPTABLE COURSES

The Board does not approve specific CE courses, and has no information about individual courses offered by providers.

Providers are required to ensure that the content of a course is relevant to the scope of practice for your profession and is specific to the topic of California law and ethics. Courses designed for non-practitioners are not acceptable.

To ensure that a course will count toward your CE requirements, you must ensure the provider is acceptable and you must maintain records of course completion.

You may obtain your CE hours through interactive, electronic means. This includes online, teleconferencing and video.

ACCEPTABLE PROVIDERS

CE must be taken from one of the types of Board-accepted providers listed below; otherwise the course will not count toward your renewal requirements.

- An accredited school, college or university that meets the accreditation requirements specified in [Business and Professions Code §4980.54](#) (for AMFTs), §4996.22 (for ASWs), or §4999.76 (for APCCs);
- A school, college or university approved by the California Bureau for Private Postsecondary Education;
- Board-recognized approval agency as provided in [Title 16, California Code of Regulations section 1887.4.1\(a\)](#);
- A provider who has been approved by a Board-recognized approval agency; OR
- An organization, institution, association or entity that is recognized by the Board as a CE provider, as provided in [Title 16, California Code of Regulations section 1887.4.3\(a\)\(3\)](#).

Provider Complaints

You should first contact the provider of the course to resolve your concerns. If you are not satisfied with the outcome, contact the provider's approval agency and/or send your complaint in writing to the Board. Include the course name, date, location, the names of the instructor and provider, and specifics about your complaint.

Course Hours Equivalency

1 hour of instruction = 1 CE hour
1 semester unit = 15 CE hours
1 quarter unit = 10 CE hours

Dual Registrations

If you have more than one registration with the BBS, you may apply CE hours to both IF the subject matter relates to both scopes of practice.

Recordkeeping

You must maintain documentation of completed CE courses (certificates, transcripts, etc.) for at least two (2) years after the renewal period during which you took the courses. DO NOT submit your course certificates with your renewal. The Board will not retain them, and you will need them in the event of an audit.

The Board does not manage or track CE courses for registrants. Providers do not submit certificates to the Board. If a certificate has been misplaced, you must contact the CE provider for a replacement.

CE Audits

The Board may audit your records to verify completion of CE. If you are selected for audit, you will be notified in writing and shall submit documentation of coursework completed. If audited, a prompt response is important.

Reminder: Failure to comply with CE requirements may result in a citation and fine and/or disciplinary action.

Laws Referenced

Business and Professions Code sections 4980.54, 4996.22 and 4999.76.
Title 16, California Code of Regulations sections 1887 and 1887.4.3,