

2022



Advanced Palliative Hospice Social Worker Certified

## **CANDIDATE HANDBOOK: RECERTIFICATION GUIDE**

Advanced Palliative Hospice Social Worker Certification (APHSW) Board  
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# Maintaining Your Certification

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## Recertification Purpose and Rationale

The APHSW Board supports the ongoing professional development of its certificants and recognizes that hospice and palliative social workers must maintain professional competency based on new information and knowledge affecting their practices. The mandatory recertification process provides certificants with the opportunity to demonstrate continued competence through the retention, reinforcement, and expansion of their knowledge and skills relevant to the field of practice. Recertification also provides encouragement to, and acknowledgement for, participation in ongoing professional development activities and continued learning.

To support the purpose, recertification requires continuing education activities that enhance professional development, an attestation to continue to uphold and practice according to the NASW Code of Ethics, and proof of current, active licensure, when required by the certificant's state.

Continuing Education Credits (CECs) are required to ensure professional development is relevant and enhances the certificant's expertise in hospice and palliative social work. All CECs must correspond to content on the exam content outline defined by the most recent job analysis. The amount of required CECs was determined by the APHSW Board as adequate for advanced hospice and palliative social workers to maintain current professional standards of knowledge and skills in the delivery of services. Because adult learning and professional development occur through a variety of learning experiences, continuing education credits may be earned through a variety of activities, as outlined in this policy.

NASW Code of Ethics attestation and adherence is required because practice based on sound ethical principles is necessary for specialty certification in this field. Hospice and/or Palliative Social Workers must be held to the same ethical standards as all social workers as established in the NASW Code of Ethics.

Licensure is required, when applicable, because social workers are expected to practice in accordance with applicable state laws and licensure requirements.

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## *Recertification Time Period*

To maintain use of the credential, certification must be renewed every 4 years. The 4-year recertification cycle was selected by the APHSW Board based on the rate of change and growth of the specialty and related practice, skill and knowledge required for continued competency.

## Recertification Application

A complete recertification application includes:

1. A completed **Continuing Education Credit Log** documenting all CEC credits and related professional activities accrued during the 4-year period.
  - Certificants are required to retain proof of completion for each activity in case of an audit.
  - Each CEC activity must be listed separately on the form.
2. Attestation to continue to uphold and practice in accordance with the NASW Code of Ethics.
3. Proof of current, active licensure, when licensure is required to practice by the certificant's state of work.
4. Payment of the recertification fee.

Recertification applications are considered incomplete if any of the required information is missing and/or illegible, or the appropriate fee is not included. Recertification applications must be complete before they are processed and approved. The APHSW Board will let applicants know if their applications are incomplete, and provide a deadline for resubmission of the missing materials or payment.

Certified individuals are responsible for notifying APHSW Board program staff ([info@aphswc.org](mailto:info@aphswc.org)) in writing of any changes in address, including email address. Certification renewal is the responsibility of each certified individual. The APHSW Board is not responsible for notices that fail to reach certificants.

## Recertification Requirements

### 1. Continuing Education Credits

To maintain active APHSW-C status, individuals are required to obtain **40 continuing education credits (CECs) within the 4-year certification period.** *(The number of CECs required was reduced from 60 to 40 in 2021 in response to the Covid-19 Pandemic restrictions which limited the ability to accrue CEC points.)* Certificants are not required to submit credits in each category; however, some CEC categories have a maximum number of allowed credits. Candidates may choose to submit more than 40 credits in case some credits are not approved during the application review process.

At least 20 CECs must be earned in the live and self-study course attendance category, and certificants may earn all 40 of their credits in this category.

**The content of eligible CECs must correspond to at least one of the exam content domains as identified by the most recent Job Analysis.**

Self-study refers to listening to a recording of an approved webinar or participating in another course format. As an example, attending a live webinar where there is the option

for interaction with the instructor is considered a “live” course. Listening to a recording of this webinar at some point in the future would be considered “self-study”. There are courses available that offer approved continuing education credits where the social worker reads through the provided materials and then takes an exam. These courses are also considered “self-study” and are accepted for APHSW-C recertification. All courses in this category must be approved for Social Work continuing education credits at state or national levels with the following exception:

The APHSW-C board is aware that there are courses that have been approved for continuing education credits for hospice and palliative care physicians and nurses where the course content would also be beneficial for social workers. Courses that offer continuing education credits to physicians and/or nurses and the course content is applicable to and within social work scope of practice will also be accepted.

The content of eligible CECs must correspond to at least one of the [exam content domains](#) as identified by the most recent Job Analysis.

No credit is awarded for repeated activities or activities that are required as part of an individual’s job description or required job duties (for example, credit is not awarded for writing a workplace newsletter article, or teaching a course developed by others). A candidate can receive credit for development of new patient educational materials and/or a lecture/in-service for staff.

The Continuing Education Credit Log should be used to track and document CECs. You are welcome to create a User Profile on the APHSW-C Website and upload your documents there. Please note that you are responsible for keeping original copies of all documentation.

## **2. *NASW Code of Ethics***

Individuals must attest to continue to practice in accordance with the NASW Code of Ethics. Should a candidate violate the attestation to practice according to the NASW Code of Ethics, the APHSW Board will follow the procedures outlined in the Disciplinary Policy.

Attestation link:

## **3. *Licensure***

If the applicant’s state requires licensure to practice based upon the applicant’s educational level and type of practice, licensure in good standing is required.

The following table summarizes the CEC categories and minimum/maximum requirements:

CEC Categories	Description	Credit	Minimum/Maximum CECs per Category per 4 year period
<b>Live and self-study course attendance</b>	See definitions of “live and self-study” above.	1 hour = 1 CEC	<u>Minimum:</u> At least 20 CECs must be earned in this category but all 40 can be earned in this category. Recorded or other approved self-study courses are limited to 20 CECs total.
<b>Academic, professional education and development</b>	Completion of academic courses at accredited colleges and universities with a grade of ‘C’ or higher	1 semester credit = 5 CECs	Limited to 10 CECs
	Formal, structured professional presentations developed and presented to hospice and palliative care professionals, healthcare providers, or the public (e.g., seminars, conferences, in-services, public education) Must have primary responsibility for the development of content presented	1 hour = 1 CEC	Limited to 5 CECs No credit for repeat presentations
	Development of patient education pamphlet or flyer focused on social work issues Must be primary author and material must be used with patients	1 document = 2 CECs	Limited to 6 CECs
	Articles published in professional publications including books, journals, and professional newsletters intended for a professional audience Listing as the author, co-author, editor, or co-editor is required	1 article or book chapter = 5 CECs	Limited to 5 CECs
	Long-term supervising and precepting students/interns/new employees, providing direct supervision to a student enrolled in a formal, accredited academic healthcare education program and/or LCSW/Licensing supervision. Precepting must be in a one-on-one relationship with specific goals related to hospice and palliative care learning. One-day shadowing experiences will not be accepted.	Each student/ intern/ employee = 5 CECs per semester/ term	Limited to 5 CECs

	Primary responsibility for creation of and/or planning for an agency program that improves hospice/palliative care for the patient and family. Program must be new and require significant change in the organization's approach or practice. Materials describing the program must be submitted.	Each new program = 10 CECs	
<b>Volunteering</b>	Volunteering in a hospice and/or palliative care related setting, including positions held with local, state, or national healthcare related or hospice and palliative care organizations. Employer-related activities such as serving on the ethics committee, institutional review board, professional practice council or community outreach task force are accepted. Committee memberships required as part of a job description are not acceptable.	1 volunteer assignment = 5 CEC	<b>Limited to 5 CECs</b>
	Volunteer as an APHSW-C Exam Item Writer	5 CEC	

Minimum & Maximum Limitations:

Live and self-study course attendance:

Min. 20 CEU's

Academic, professional & education development:

Max. 10 CEU's in certain subcategory

Max. 5 CEU's in some subcategories.

Volunteering:

Max. 5 CEU's

**Please refer to this guide when documenting your CEU activity. If you are unsure if a CE qualifies for the APHSW renewal application, please email us at [info@aphsw-c.org](mailto:info@aphsw-c.org).**

## Application Deadline and Fees

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### *Deadlines*

The completed application, supporting documentation, and fee must be submitted before the expiration date noted on the certificate.

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### *Fees*

Member Recertification fee	\$325
Non-Member Recertification fee	\$450

## Failure to Recertify

Recertification is mandatory for all certificants. If certification is not renewed, it will expire automatically on the date noted on the official certificate.

Individuals whose certification has expired, been suspended, or revoked may not represent themselves as a certificant and may not use the credential until official notice is received that the recertification requirements have been satisfied or that certification status has been reinstated.

If an individual does not renew within the lapse period allowance (see Reinstatement of Certification), the credential is expired, and the individual must submit an application, meeting all eligibility requirements in place at the time, and successfully pass the exam in order to regain certification.

## Reinstatement of Certification

If certification has been expired for 90 days or less, an individual may reinstate their certification by meeting all of the recertification requirements, submitting a complete recertification application, and paying the recertification fee and reinstatement fee of \$50. If the application is approved, the individual's expiration date for the reinstated credential will be the same as if the certification had been renewed on time.

If certification has been expired for more than 90 days, an individual must reapply for certification, meet all eligibility requirements in effect at the time of re-application, and pass the examination. A new certification date will be established for reinstated credentials.

## Audit and Verification Process

In order to maintain the credibility and integrity of the certification process, the APHSW Board reserves the right to verify any information provided on renewal applications. Requests for

verification may be made prior to recertification or at a future time; therefore, certificants are required to retain all renewal documentation for at least one year after their renewal deadline.

All recertification applications and supporting documentation will be reviewed for completeness. Ten percent of all applications will be randomly selected for audit to confirm compliance with the recertification criteria.

If any areas of non-compliance are identified during the review, the applicant will have 15 days to submit the required additional information. If the required information is not provided, the individual's certification will expire at the end of the allowed time or on the normal expiration date (whichever comes last). If expiration occurs, the individual loses certified status and the right to use any certification designation associated with the credential. Should that occur, the social worker can no longer use the APHSW-C designation orally or in writing.

### **Recertification Acceptance**

The APHSW Board is not responsible for notices that fail to reach certificants.

The APHSW Board will issue a renewal letter and new certificate to each certificant once all renewal requirements have been met. Renewal applications will not be accepted from individuals whose certification is in a state of suspension or has been revoked.

## **APHSW-C Recertification Continuing Education Credit Log**

To maintain active APHSW-C status, individuals are required to obtain **40 CECs within the 4-year** certification period. Certificants are not required to submit credits in each category; however, some CEC categories have a maximum number of allowed credits. Candidates may choose to submit more than 40 credits in case some credits are not approved during the application review process.

### **Category 1. Live and Self-Study**

At least 30 CECs must be earned in the live and self-study course attendance category and certificants may earn all of their credits in this category.

### **Category 2: Academic, Professional Education and Development**

CEC's in this category are limited in certain sub-categories. Please refer to the guide for specifics.

### **Category 3: Volunteering**

CEC's in this category are limited to 5 CEC's. Please refer to the guide for specifics.

**Regardless of which Category, the content of eligible CECs must correspond to at least one of the exam content domains as identified by the most recent Job Analysis.**

No credit is awarded for repeated activities or activities that are required as part of an individual's job description or required job duties (for example, credit is not awarded for writing a workplace newsletter article, or teaching a course developed by others). A candidate can receive credit for development of new patient educational materials and/or a lecture/in-service for staff.

### Category 1. Live and Self-Study

CEC Category	Description	Credit	Minimum/Maximum CECs per Category per 4 year period
Live and self-study course attendance	<p>Attendance at an educational program, including instructor-led online courses.</p> <p>Courses offered through NHPCO, CAPC, SWHPN, AAHPM, HPNA or through state hospice and palliative care organizations will be accepted.</p> <p>Other providers offering content directly related to the exam content outline may also be submitted for review</p>	1 hour = 1 CEC	<p><b>Minimum: At least 30 CECs</b></p> <p><b>Max.: 40 CEU's</b></p> <p>Recorded or other approved self-study courses are <b>limited to 10 CECs total.</b></p>

### Category 2: Academic, Professional Education and Development

CEC Category	Description	Credit	Minimum/Maximum CECs per Category per 4 year period
<b>Academic, professional education and development</b>	Completion of academic courses at accredited colleges and universities with a grade of 'C' or higher	1 semester credit = 5 CEC's	<b>Limited to 30 CECs</b>
	Formal, structured professional presentations developed and presented to hospice and palliative care professionals, healthcare providers, or the public (e.g., seminars, conferences, in-services, public education) Must have primary responsibility for the development of content presented	1 hour = 1 CEC	<p><b>Limited to 10 CECs</b></p> <p><b>No credit for repeat presentations</b></p>

	<i>Development of patient education pamphlet or flyer focused on social work issues Must be primary author and material must be used with patients</i>	<i>1 document = 2 CECs</i>	<b>Limited to 6 CECs</b>
	<i>Articles published in professional publications including books, journals, and professional newsletters intended for a professional audience Listing as the author, co-author, editor, or co-editor is required</i>	<i>1 article or book chapter = 5 CECs</i>	<b>Limited to 10 CECs</b>
	<i>Long-term supervising and precepting students/interns/new employees, providing direct supervision to a student enrolled in a formal, accredited academic healthcare education program and/or LCSW/Licensing supervision. Precepting must be in a one-on-one relationship with specific goals related to hospice and palliative care learning. One-day shadowing experiences will not be accepted.</i>	<i>Each student/ intern/ employee = 5 CECs per semester/ term</i>	<b>Limited to 10 CECs</b>
	<i>Primary responsibility for creation of and/or planning for an agency program that improves hospice/palliative care for the patient and family. Program must be new and require significant change in the organization's approach or practice. Materials describing the program must be submitted.</i>	<i>Each new program = 10 CECs</i>	

### Category 3: Volunteering

<i>CEC Category</i>	<i>Description</i>	<i>Credit</i>	<i>Minimum/Maximum CECs per Category per 4 year period</i>
<i>Volunteering</i>	<p><i>Volunteering in a hospice and/or palliative care related setting, including positions held with local, state, or national healthcare related or hospice and palliative care organizations.</i></p> <p><i>Employer-related activities such as serving on the ethics committee, institutional review board, professional practice council or community outreach task force are accepted.</i></p> <p><b><i>Committee memberships required as part of a job description are not acceptable.</i></b></p>	<p><i>1 volunteer assignment = 5 CEC</i></p>	<p><i>Limited to 10 CECs</i></p>

List the courses you have taken in the Live and Self-Study Category here

Date of Attendance	Course Title	Correlation to exam content domain/s	Number of CECs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

List the courses/activities that apply to the Academic, Professional Education and Development category here:

Date of Attendance	Course Title	Correlation to exam content domain/s	Number of CECs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

List the **Volunteer activities** in which you have participated here:

Dates of Volunteer Activities (Individual date for a one time event or date range for extended period of time.	Volunteer Activity	Correlation to exam content domain/s	Number of CECs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

