

Steve Bullock, Governor  
Pam Bucy, Commissioner

**MONTANA BOARD OF SOCIAL WORK EXAMINERS, PROFESSIONAL COUNSELORS,  
MARRIAGE & FAMILY THERAPISTS**

**SWP - CONTINUING EDUCATION APPLICATION FORM**

To enter your information be sure and click on the "typewriter" that appears at the top of this form.

The fee for processing a continuing education application is \$20. If you are requesting approval for the LAC credential ONLY, a fee is not required. The fee must be submitted by check in order to have your application reviewed and approved. We do not have an online payment option at this time. One CE application form must be submitted for EACH course. Multiple courses cannot be combined on one application. Incomplete applications will be returned.

1. Review the online listing of approved courses at [www.swpc.mt.gov](http://www.swpc.mt.gov) (Education tab). If your course already appears on this listing, **DO NOT** submit a new request form for the same course.
2. If your course is not on the Board approved listing, complete all fields on this form. Please type or print clearly and avoid the use of acronyms or abbreviated text.
3. Clock hours are not awarded for time devoted to registration, breaks, lunches, or dinners unless the meal is designated as a working meal on the agenda. Please subtract all meals and breaks from the number of hours you are requesting. Typical deductions include a 15 minute break for each two hours of training (usually a morning break and an afternoon break).
4. **Attach a short biography of the course presenters and the course outline, agenda, brochure, or syllabus that shows the times and content of each session.**
5. There are two (2) options for submitting your application to the Board office:
  - a. Submit the application along with the fee and the supporting documents by mail to the address provided below, *or*
  - b. Print a copy of this application, attach the \$20 fee & submit by mail to the Board office. Then by e-mail, submit this form and all additional required supporting documentation to the Board office at [DLIBSDHCLSWP-LACCE@mt.gov](mailto:DLIBSDHCLSWP-LACCE@mt.gov). Again, if you are requesting approval for the LAC credential ONLY, a fee is not required.
6. You will receive notification by email of your application status.
7. Course approval is good for the calendar year in which the training occurred. CE applications for approval must be resubmitted for each calendar year.

**ABOUT THE PERSON SUBMITTING THIS FORM:**     I am the Sponsor of this Program     I am a Licensee

I am requesting CE approval for the following licensees:     LCSW     LCPC     LMFT     LAC

My Name: \_\_\_\_\_ My Phone: \_\_\_\_\_

My Email: \_\_\_\_\_

My Postal Address: \_\_\_\_\_

**ABOUT THIS COURSE (Information in this section will appear on the web site if the course is approved).**

Course Title: \_\_\_\_\_ CE Hours Requested: \_\_\_\_\_

Course Date(s): \_\_\_\_\_ Course Location (City & State): \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Sponsor Postal Address: \_\_\_\_\_

Sponsor's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_

Sponsor Website: \_\_\_\_\_

In order to verify conference attendance a certificate of completion should be issued by the course sponsor to all training participants. Certificates must be signed and include the participant's name, the \*CE approval number, the title of the course or work-shop, the date(s) and the number of hours awarded. Contact the course sponsor if your certificate is incomplete or if you did not receive a certificate. You must have a certificate in order to count these CE hours for license renewal purposes. As a licensee, you are obligated to maintain your renewal records in the event of an audit.