

Personal CPE Journal Sheet

Name: _____ Registration #: _____ Registration Year: _____

Required Credits:

Courses: An academic course that enhances or relates to social work practice of at least 36 hours completed at an accredited university.

Date	Title/Description	# of Credits

Conferences: Events of one to five days wherein a common theme is explored possibly through the use of different presenters discussing a variety of topics of relevance to social work practice.

Date	Title/Description	# of Credits

Field Instruction: Being primarily responsible for education, evaluation and recommendation of grade to social work students enrolled in accredited social work degree programs.

Semester	Please Check One	# of Credits
	<input type="checkbox"/> 1 st year as Field Instructor (40 credits max.)	
	<input type="checkbox"/> 2 or more years as Field Instructor (20 credits max.)	

Shared Field Instruction: Sharing full responsibility for the evaluation of a social work student with another social worker.

Semester	Please Check One	# of Credits
	<input type="checkbox"/> 1 st year as shared Field Instructor (20 credits max.)	
	<input type="checkbox"/> 2 or more years as shared Field Instructor (10 credits max.)	

Workshops: An educational event revolving around one topic with set learning objectives.

Date	Title/Description	# of Credits

Professional Education Delivery: Preparation of conferences or workshops that is not part of the day to day work of the social worker but is intended to promote the professional development of social workers. (10 credits maximum)

Date	Title/Description	# of Credits

Total Required Credits: _____

Personal CPE Journal Sheet

Name: _____ Registration #: _____ Registration Year: _____

Elective Credits:

Self-Directed Learning: Individual or group activities such as reading academic journals related to social work practice and course preparation.

Date	Title/Description	# of Credits

Mentoring: Time spent mentoring social workers and students. This differs from field instruction in that the mentor is not the primary evaluator.

Date	Title/Description	# of Credits

In-Service Training: Continuing education designed primarily to increase one’s effectiveness in carrying out the tasks involved in one’s specific job. The knowledge gained is more specific to one’s job rather than transferable to one’s profession

Date	Title/Description	# of Credits

Committee Work: Involvement in a committee that is working on tasks that relate to the purpose and function of the practice of social work. Committee work should involve either furthering the social work profession or representing the social work profession.

Date	Title/Description	# of Credits

Public Education Delivery: The preparation and delivery of public education events that are not part of the day to day work of the social worker. The topics should relate to the problems or issues dealt with by the social work profession or relate to the purpose and function of social work.

Date	Title/Description	# of Credits

Total Elective Credits: _____