

Legislative Outreach Webinar
Mental Health
December 9, 2010, 11:30pm

Questions and Answers

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Section 1: Who is required to participate?

Q: Does this include CAC?

A: Yes, it does but only Licensed Addiction Counselors and Certified Addiction Counselors Levels II and III. In other words, CAC I certificants do not need to participate.

Q: Does this impact unlicensed registered professionals?

A: No, the mental health professions this new program will affect (at this time) are Licensed Professional Counselors, Addiction Counselors, Marriage and Family Therapists and Social Workers.

Q: What about psychologists?

A: No, psychologists are not included in the Continuing Professional Development Program as of now.

Q: So people who do not yet have their license don't need to do this stuff before applying for their initial license, only 2 years later, to renew?

A: Correct. CPD is not a requirement for individuals being licensed through examination or endorsement. Once you become licensed, you will need to comply with the CPD program at your first renewal. Anyone seeking to renew, reinstate or reactivate a license must comply with the CPD program prior to applying for renewal, reinstatement or reactivation.

Q: Do continuing developments apply to ministers or spiritual counseling? Do ministers need to become registered at DORA?

A: Individuals engaged in the practice of religious ministry is not required to be licensed or certified in order to practice in the State of Colorado. These individuals are prohibited from using certain titles or advertising themselves to be licensed or certified by the State of Colorado. If you have a specific question regarding this type of exemption from licensure, please call us at 303.894.7800.

Individuals practicing in a religious ministry may choose to also be licensed or certified through the State of Colorado. In this case, they are required to comply with all Board/Director rules to maintain their licensure as any other licensee in the state. This includes completing the CPD program.

Q: Do these requirements apply to Licensed Psychologists as well?

A: No, the CPD program does not apply to Psychologists. The following license types must participate:

- Licensed Professional Counselor
- Licensed Marriage and Family Therapist
- Licensed Social Worker
- Licensed Clinical Social Worker
- Licensed Addiction Counselor
- Certified Addiction Counselor Levels II and III

Q: Are unlicensed psychotherapists on the database required to meet these requirements as well?

A: No, the mental health professions participating in the CPD program at this time include: Social Workers, Licensed Professional Counselors, Addiction Counselors and Marriage and Family Therapists. See the question above for specific license types.

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Section 2: Program Requirements

Q: My license is set to renew in on August 31, 2011. Am I to complete 40 hours between now and 8-31-10?

A: No, you do not need to accrue any credit until the renewal cycle that runs from 2011 - 2013. In fact, you may not count any credit you accrue prior to July 1, 2011. If you plan on participating in any type of professional development prior to July 1, 2011, do not plan on counting that on your Learning Plan. You are not required to demonstrate Professional Development Hours (PDH) until licensure renewal in 2013. There are other requirements to renew your license in 2011. These include creating a new personal user account on the CPD website, participating in a professional survey, and drafting a Learning Plan which you will implement during the cycle that runs from 2011 - 2013. Please refer to the CPD Portfolio for additional details.

Q: Must we accrue 40 hours in between now and renewal of our licensure in 2011?

A: No, you do not need to accrue any hours to renew your license in 2011. Please see the question above.

Q: If I get my PDA/H hours prior to renewal can I count them toward 2011-2013 renewal or do the hours have to be after the August renewal?

A: No, you cannot count PDH accrued prior to July 1, 2011.

Q: Can I use CEU's from 2010 for professional development?

A: No, you may not use CEUs or any other PDH that you complete prior to July 1, 2011.

Q: Can we start PDA hours now?

A: No. You may not accrue any PDH until July 1, 2011.

Q: Could you please clarify that date on which we can begin accruing PDAs?

A: July 1, 2011

Q: So...I'm confused, then can I start January 1st for my PDHs?

A: No. You may not start accruing PDH until July 1, 2011. You may download the instructions for the program on January 1, 2011. The instructional booklet is called the CPD Portfolio. There are other requirements you must meet to renew in 2011. Please see the CPD Portfolio or the questions above for further details.

Q: Again, what do I need by the August 31, 2011 renewal?

A: In order to renew in August, you'll need to create a login account on the new CPD website (which should be up and running by March) take the Professional Survey and draft a Learning Plan. Please refer to the CPD Portfolio for further details (downloadable from the Board's/Program's website on January 1, 2011).

Q: You said there would be reduced requirements for renewal in 2011. Do you know yet, what those reduced requirements will be?

A: To renew in 2011 you must: 1) create a user account on the new CPD website, 2) participate in the Professional Practice Survey and 3) draft a Learning Plan. You do not need to accrue any PDH to renew in 2011.

Q: How many CEUs do I need to renew on August 31, 2011?

A: Zero! You do not need to accrue PDH in order to renew your license in 2011. There are other requirements however which include creating your online user account, participating in a professional survey and drafting a Learning Plan.

Q: For professionals applying for licensure after 2011 but before 2013, will there still be a 40 hr/PDH requirement or will this be prorated for one year?

A: No, PDH will be prorated for individuals who are licensed during the renewal cycle. Please see Board/Director Rules and the CPD Portfolio for further details.

Q: PDA and PDH hours are not to be counted until after 8/31/2011 correct?

A: You may count PDA/PDH as of July 1, 2011 for your renewal in 2013.

Q: I present on clinical topics constantly- r/t Case Management training and I'm in an MBA program in healthcare administration- so it seems that between the two I'm well over the minimum of 40 PDH in 2 categories. Do I understand this correctly?

A: We cannot answer this question for you until you are actually logging these hours on your Learning Plan. So long as your professional development complies with all Board/Director rules, you will not have trouble renewing your license. Theoretically, it would be acceptable for a licensee to plan 20 hours in the Presentation PDA and 20 hours in the Coursework PDA. In your specific situation, it is advised that you consider the following factors to determine if your Professional Development is acceptable in the CPD program:

1. Regarding the trainings you present, are you actively learning and developing as a professional through your delivery and presentation?

2. Are these presentations you give delivered on a regular basis and therefore cover material and skills you have already mastered?
3. Are you employed as a trainer and therefore required to make these presentations
4. Regarding your MBA program in Healthcare Administration: Are the courses you take professionally relevant to your license as a Mental Health professional?
5. By taking these courses are you better equipped to provide quality service to your mental health clientele?

When undertaking any PDA, please remember that it must be professionally relevant to your license, provide new learning or skill, and it must not exceed 20 PDH in a single PDA type (for example, you may not do 30 hours in Volunteering)."

Q: Can you acquire all 40 hours in one year or do they have to be split 20 each year?

A: The licensee may determine how to distribute their PDH over the 2 year renewal cycle. The CPD program only required 40 PDH each renewal cycle. Because renewal falls on odd numbered years, licensees have 2 years to complete the requirements.

Q: With the job market like it is, what are the minimum amount of work hours needed within each year?

A: Licensees must accrue 40 PDH each renewal cycle. Renewal falls on odd numbered years meaning licensees have 2 years to complete 40 PDH. That would distribute evenly to 20 PDH per year. You do not need to do 20 PDH each year however. You may do all 40 PDH in a single year so long as you have 40 PDH prior to renewing your license each cycle. There are no PDH requirements to renew in 2011.

Q: Can you add PDAs to the plan as you do them, or do you have to put projections in at the beginning of the licensing cycle?

A: No, your Learning Plan is simply a plan: you are able to change it up until the day you renew your license. The exception to this is licensure renewal for 2011. To renew your license in 2011, you must have drafted a full Learning Plan with 40 PDH you plan to accrue during the cycle that runs from 2011 - 2013. This draft Learning Plan is changeable through the day you renew in 2013. You may not renew your license in 2011 without having drafted the Learning Plan.

Q: If I partake in a professional development unit at work one year and then participate in a different unit the next year, can I count both even though they are both group learning activities?

A: Yes, you just cannot exceed 20 PDH in a single PDA category. If you accrue 20 PDH the first year, you will need to participate in a different activity(ies) for the remaining 20 PDH.

Q: If I am working with a specific population (geriatrics, adolescents, etc.), do I need to work with a different population for my Continuing Professional Development (CPD)?

A: No, you may choose the topic/area of your learning and development. So long as you are acquiring new skills or honing existing ones that are professionally relevant, there are no limits to what you may undertake.

Q: Would it be smart to start your Learning Plan in January 2011?

"A: The website where you will create your user account and draft your Learning Plan will not be available until about March, 2011. For this reason, you may start drafting your Learning Plan using the sample worksheet in the CPD Portfolio if you so choose. Because this is a draft Learning Plan, it is not anticipated that licensees would require much time to complete it. Regarding the anticipated time commitment for renewal in 2011, you may consider the following projections (actual time may vary per individual):

Creating you User Account: < 5 minutes

Professional Practice Survey: 15 - 25 minutes

Drafting a Learning Plan: 10 - 20 minutes

Complete the Professional Profile* 15 – 30 minutes

** The Professional Profile is part of the Health Professions Profiling Program which is mandated by the Skolnik Transparency Act. This is not a requirement of the CPD program but is required to renew a license. Licensees may access their Profile from the same user account where they access other CPD materials, such as the Learning Plan.*

Q: Is there also a supervision/consultation requirement?

A: There are no required Professional Development Activity (PDA) categories in which licensees must participate. You may participate in the Supervision PDA but you are not required to. You may select any combination of PDA to accrue your 40 Professional Development Hours (PDH).

Q: Do I understand that I can count a maximum of 20 PDH for taking classes and receiving CEUs for those classes?

A: Correct, classes and Continuing Education are considered in the Coursework PDA. You may not exceed 20 PDH in a single activity. If you take 20 PDH in Coursework, you would have to accrue 20 hours in another activity.

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Section 3: PDAs

Q: As far as volunteer service, if your goal is to increase knowledge of working with children, can you count towards your learning, volunteering (e.g. a classroom setting interfacing with children, but not doing therapy per se)?

A: Let's deal with this question in two parts: 1) the topic of your learning and 2) the method of your learning.

1) The topic of your learning is for you to decide so long as it is professional relevant to your skill as a licensed mental health provider. This means that you can undertake learning in a new area or acquire a new specialty. If you want to specialize in children's issues, then this would be the topic of your learning. It just needs to expand or hone your skill as a licensed professional. For example, learning effective counseling strategies for abused children would be considered a topic relevant to your skill. Coaching a children's basketball team is not a topic of great relevance to your skill as a licensed professional.

2) The Volunteering PDA most often occurs within in a non-profit or 501(c)(3). The guidelines are unique for each profession so please check the CPD Portfolio for your profession. A Volunteer PDA, like any other PDA, must expand or hone your skill and be relevant to your competence as a licensed professional. For example, if you are an LPC and are learning new counseling skills by volunteering at a local school, then this is an acceptable PDA. Your responsibility as a volunteer may not have you interacting through a traditional "therapy" context but still contribute to growing your skill/training/effectiveness as an LPC.

Q: Do monthly meetings that include presentations in specialty areas, e.g., EMDR, count as PDH?

A: Any PDA must expand or hone your skill as a licensed professional. If you attend monthly club meeting and deal with clerical issues, then your skill as a licensee is not being improved. If you attend monthly meetings with a club that provides monthly seminars or presentations that contribute to your competence as a licensed professional, than it would likely be interpreted as an acceptable PDA.

The goal of the CPD Program is to ensure the ongoing and continuing competence of licensed professionals. For this reason, the Board/Director asks that you participate in activities and learning topics that contribute to your skill. Please do not simply count activities that are a part of your normal, daily life."

Q: Does article writing and publication count toward PDH?

A: Yes. Time spent researching, drafting, or editing a written work (article, book, thesis, etc) can be counted in your PDH accrual. This is often the "Publication" category or "Independent Study," depending on your profession. See the CPD Portfolio guidelines for additional details.

Q: I am a Board Certified Psychotherapist and the APA offers instructional professional development activities, often as little as 1 hour and sometimes as high as 10-15 hrs....would this be an acceptable form of Independent Study?

A: Yes. There are no approved providers of PDAs. You may select the provider of your learning. Your PDAs should be relevant to your skill as a licensed professional. However, individuals who are strictly Unlicensed Psychotherapists are not required to participate in the CPD program.

Q: Does teaching at an accredited university count as PDA?

A: Yes, so long as you are not a full-time professor. Teaching falls into the Presenting PDA and may be used by those who are delivering presentations or teaching as guest-lecturers, adjunct faculty, etc. Teaching should not be part of your primary job description if you are using this PDA.

Q: Can NBCC continuing education credit be used to satisfy requirements for LPCs?

A: There are no approved providers of PDAs. As the licensee, you are asked to use your discretion in determining if the PDA qualifies as professional development and expand your skill or contributes to your competence as a licensed professional.

Q: Does attending seminars from a licensed psychologist from California, not practicing in CO count for PDA?

A: Yes. PDAs need to take place in the State of Colorado or be delivered by someone licensed within the State of Colorado. The quality of the training is subject to your discretion as the licensee.

Q: I do training as a part of position as an EAP counselor, can I use any of these training hours as a part of the new requirements?

A: Yes, so long as the training meets the requirements set forth in Board Rule and the guidelines provided in the CPD Portfolio. In the CPD Program, the licensee determines the method and source of their training and development. If training is part of your job description or regular duties or is not relevant to your license, then choose a different activity. For example, if you are expected to do training in on a new phone system your company implemented, don't plan on counting that as PDA.

Q: When I present at a conference, I spend many hours researching for the talk. An hour of presentation should not equal an hour of sitting and listening to a presenter. I could suggest a rate of 10 hours for each hour of presentation. Presenters are constantly learning.

A: Presenters may accrue time for the preparation of their presentation and one delivery of that presentation. Individuals listening to the presentation are only given credit for the hours they spend listening to the presentation.

Q: Does published work include articles that I make available to my clients?

A: The Publication activity can be used for published and un-published works, so the answer is yes.

Q: Publishing is part of job duty for college professors.

A: For that reason, professors should not use the Publishing PDA. Do not use a PDA if it describes an activity that is a regular part of your job duties.

Q: Does attendance at a Case Seminar where you present a case, as do others, count as a PDA?

A: If you are a case manager and expected to present your cases at a regular meeting or case seminar, then this would not count as PDA. If your attendance is not mandatory, rather is either voluntary or extracurricular, then it would count as a PDA. Please use your discretion.

Q: I teach at the university level to social workers. Can I use the reading and preparation for my courses as credit?

A: No, not if it's part of your job description and expected of you as a full-time professor.

Q: Would a consultation group for case consultation/review/assistance fit in the mentor/consult or group learning?

A: Yes, if such an activity is voluntary, extracurricular and in no way required of you by your employer or job description.

Q: I am a nationally certified counselor and have had continued education requirements over the past 20 years. Will any of the coursework I've done over the last few years count? I've taken many courses, taught, supervised,

A: No, you may not start accruing PDH until the upcoming renewal cycle running from 2011 - 2014. You cannot get credit for having done professional development in the past.

Q: Can we get credit for teaching masters level courses in a counselor education program provided that this is not our primary job description? For example, I run the Counseling Center at my college and I teach in the Counselor Education program on the side.

A: Yes, so long as your employer does not require you to teach the course. It sounds like your full-time job is in the Counseling Center and not as a professor. In that case, you can count your preparation and delivery in the Presentation PDA.

Q: My company offers online classes that I can take on my own. Is this Independent Study or a class? These are not part of my normal duties or expectations for my job.

A: Online courses can be considered Coursework or Independent Study.

Q: Would membership on a Healthcare Professional Society in the county I live in count towards PDH? If so, what category would it fit under?

A: That depends on what you do in that society. If the time you spend actively engaged in the society somehow grows your skill as a licensed professional, then it would be considered professional development. Please do not count the hours you spend at the society dealing with clerical, administrative or other issues not relevant to your competence as a licensed professional.

Q: Can volunteering for the 9News Health Fair and other community fairs count for the Volunteering PDA?

A: Yes, so long as it's relevant to the license you hold and requires you to use your skill as a licensed mental health professional. For example, volunteering at a health fair to run a raffle would not count as PDA. Volunteering to provide counseling services would qualify for PDA.

Q: If you choose to read a book, how do you count the hours?

A: Reading a book is considered an Independent Study. The CPD Portfolio provides a form for you to use to document the time you spend reading. Count the exact amount of time you spend actively reading the book. For example, if you read for 1 hour every day for 2 weeks, you can count 14 PDH (1hour x 14 days).

Q: Is going to a lecture, say at the Jung Society or Psychoanalytic Society, count for hours?

A: Yes

Q: If you are in private practice, how do you determine if an activity is within the scope of your job?

A: This type of decision is left to the licensee's discretion. Statute provides the following definition:

"CONTINUING PROFESSIONAL COMPETENCY' MEANS THE ONGOING ABILITY OF A LICENSEE TO LEARN, INTEGRATE, AND APPLY THE KNOWLEDGE, SKILL, AND JUDGMENT TO PRACTICE AS A LICENSED [or certified mental health professional] AS APPLICABLE, ACCORDING TO GENERALLY ACCEPTED INDUSTRY STANDARDS AND PROFESSIONAL ETHICAL STANDARDS IN A DESIGNATED ROLE AND SETTING."

There is certainly a fine line between "extracurricular" and "job duty." For example, a Professor who teaches three courses a semester should not use the Presenting Activity to accrue PDH for simply "working." However that same Professor may be invited to chair an annual national seminar on counseling which would not be considered part of her primary employment responsibilities. In that case, she could count the seminar in the Presenting PDA. Some questions are provided below to help licensees determine if a particular activity is professional development or part of one's employment. Answering "yes" or "no" to any of these questions does not necessarily mean an activity is acceptable or unacceptable. The questions are intended to get the licensee thinking about what constitutes "professional development" for their circumstance.

1. Are you expanding or honing your skill?
2. Are you paid an annual salary to complete that activity or are they billable hours upon which you practice depends? (Note: Many licensees will receive money for PDAs such as Presenting, Publishing or other circumstances in which a service is provided that is outside of one's primary employment.)
3. Are you actively engaged in learning while completing that activity?
4. Do you spend more than 90% of your time doing that activity or practicing in that area?
5. Does the activity help you to achieve one of your SMART Goals?
6. Do you feel confident that you could defend that activity as legitimate "professional development" if the Board asked you to?
7. Is this activity part of your private practice's "Service Menu"?
8. Are you undertaking the activity based upon your personal and professional reflection? Is the activity needs-based in which it develops a skill you lack or would like to advance?

9. Would you have been required to complete that activity for your job or practice regardless of whether you could count PDH for it?

The diverse list of Professional Development Activities allows licensees to undertake learning outside of a traditional classroom. The Boards/Director intentionally have not allowed a category to count the hours a licensee spends simply working at their job.

Q: If you receive a fee for supervision, how is that different than doing it at work?

A: It is okay to receive a fee for completing a PDA, especially if you are providing a service. The key is to evaluate whether your completion of that activity helps to expand your skill and competence. Please also use the questions above to determine what may constitute professional development or primary employment for your circumstance. Every licensee will be different given the plethora of practice areas, employment scenarios, specialties and skill advancement.

Q: Can I count CAC classes as a PDH?

A: Yes

Q: If I wanted to provide supervision or classes to other mental health professionals and charge a fee, would these services be excluded from counting toward my own PDA'S?

A: That depends on whether your teaching of the course qualifies as professional development. For example, does teaching the course help you to achieve a professional goal you identified through personal reflection? Are these course offerings your primary source of income or the primary way in which you practice as a licensed professional? By preparing and presenting these courses, are you expanding your skill or growing your competence as a licensed mental health professional? If the courses do not provide you the opportunity to grow and develop as a licensee, you should probably consider a different activity. Whether you charge a fee or not is really a moot point. You can make money while also developing professionally.

Q: What types of workshops will count toward continuing professional development. Do we need a CE certificate?

A: Many workshops will be acceptable, so long as it's relevant to the license you hold. Details about how to document coursework are provided in the CPD Portfolio. You do not need a CE certificate to document your coursework however this would be acceptable if you have it. There are other options specified in the Portfolio.

Q: Where do Continuing Education credits fall under PDH: Independent Study, Coursework, or something else?

A: Traditional CE would most likely fall under the Coursework PDA. Some courses that are offered via DVD or online may be qualified as Independent Study. Please see the CPD Portfolio for further details.

Q: Can you count relevant courses that are paid for by your employer?

A: Yes.

Q: Would leading a 4-H group be recognized as a volunteer activity?

A: A 4-H club may not be relevant to your competence as a licensed Mental Health provider. The Volunteer activity is included not so licensees can count any volunteering they may do but specifically the volunteering they complete which expands their skill. For example, a new licensee may desire to develop a specialty working with children, but was only able to secure a job in adult therapy. That licensee may consider volunteering for a non-profit specializing in child therapy in order to develop her skill and advance professionally.

Q: If our company (mental health agency) requires CEU anyway, (so it is a part of our job requirements) can we count such classes as part of PDA/PDH's?

A: Yes. Please feel free to count PDH for the time you spend doing professional development that is required and/or sponsored by your employer. Just remember that no more than 20 PDH may be accrued in the Coursework PDA.

Q: Could advocacy be considered a PDA?

A: Yes, so long as it's relevant to the license you hold and isn't part of your normal job duties. For example, if you are employed full time by your association to serve as a lobbyist, you may consider a different PDH. If not, that would be an excellent activity. You would probably count that under the Independent Study activity.

Q: Will dissertation research be considered for PDH?

A: Yes, this is included in the Publication PDA or Independent Study (depending on your profession).

Q: I am not currently employed, but do not want my license to be considered inactive. I am working in the field as a volunteer. Can I count my volunteer hours and continuing education with the organization I volunteer for as PDA/PDH?

A: Yes, that would be an excellent use of the Volunteer PDA.

Q: If you do a home study seminar by DVD which takes 6 hours to view, can you get credit for the entire 6 hours?

A: Yes.

Q: Would consultation groups count toward group learning?

A: Yes.

Q: Does a consultant need to be licensed in Colorado or could it be from someone licensed outside the state?

A: There is no need for the consultant to be licensed in Colorado. Likewise, if you are providing consultation, your protégé does not need to be licensed in Colorado. The only license the Board/Director is concerned about is yours!

Q: I am a CAC III. I am currently practicing as a Case Manager for Medicaid. I have to have 30 hours of case management every 2 years. Will case management also be applicable to CAC III?

A: No, in this circumstance, you are employed as a Case Manager. You should not accrue PDH for the time you spend simply being employed. There is not even an approved PDA for case management as this is often a requirement of any employed mental health provider. Case consultation groups may qualify for PDH if you are not required to participate as a condition of your employment. If you participate voluntarily, on your own time, and do so to expand or sharpen your skill, then by all means you should accrue PDH for the consultation group.

Q: Will PhD courses in a mental health area and practicum and internship count for the 40 hours?

A: Yes, PhD courses count and are categorized as Coursework. Practicum and internships would count under the Volunteer activity so long as they are unpaid. If you are employed as a full-time intern, you may consider a different activity.

Q: Can you count internal trainings that your agency provides that are not mandatory for you to attend but are relevant to professional development?

A: Yes.

Q: In reference to the first part of my question, is coursework considered independent study and so can I only accrue 20 PDH in that category and then would need to earn for example 20 PDH in the volunteer category?

A: No, coursework such as seminars, conferences, academic courses, in-service training or other activities in a "traditional" learning environment in which the protégé is seated while listening to a presentation of material is all considered under the Coursework PDA. The Independent Study PDA is used for personal study not undertaken in a group setting. This could be reading a journal, ordering training material on DVD, advocacy, etc. There are additional details and suggestions in the CPD Portfolio.

You are correct that a maximum of 20 PDH may be accrued in a single PDA category. That is, if you have accrued 20 PDH in the Coursework PDA, you should choose a different activity for the remainder of your PDAs. You do not need to complete 20 PDH in a single PDA. You can choose any combination of PDAs that you would like within these limits. For example, you may do 10 PDH in Coursework, 10 PDH in Volunteering, 10 PDH in Independent Study, and 10 PDH in Presenting.

Q: Do we need to accrue in every category?

A: No. You may not accrue more than 20 PDH in a single PDA category which means you will have at least 2 categories on your Learning Plan. You may accrue in every category if you would like.

Q: Can all my hours just be under coursework?

A: No, you can accrue a maximum of 20 PDH in a single PDA such as Coursework.

Q: Can I do 40 hours of Independent Study?

A: No, you can accrue a maximum of 20 PDH in a single PDA such as Independent Study.

Q: Can I count presentations that I volunteer to do at my work-place if these are not a required part of my job description?

A: Yes, because, as you noted, they are not required of you as an employee.

Q: If I am currently an LCSW and working towards obtaining LMFT. Can I count any hours I spend training for my LMFT exam?

A: Yes.

Q: I understand why we wouldn't count time commuting for a presentation, but are we able to count prep time (e.g. creating the PowerPoint, handouts, etc)?

A: Yes, absolutely. There are additional details in the CPD Portfolio.

Q: If I want to present at a national conference that is not held in the state of Colorado, can I count those hours as well?

A: Yes, out of state activities are okay.

Q: If I teach a wellness class at a school where I work, but it is not in my contract or job description, could it count for a PDH?

A: Yes, so long as your preparation and delivery of the class is relevant to your competence as a licensed mental health professional. You may also bear in mind that you may count preparation and one delivery of a single presentation. If you teach the same class every year, do not count it every year. Additional details are provided in the CPD Portfolio.

Q: I have been asked to guest author a chapter in a text book. May I count PDH for my work on the text?

A: Yes.

Q: Will you offer links for free or low cost online webinar or independent study courses?

A: No, there are no approved providers, so no recommendations will be made. There are some ideas provided in the CPD Portfolio. For example, one idea provided in the Independent Study section is to read a textbook in a specialized area of practice that interests you. The Portfolio does not recommend the name of an author or a specific journal.

Q: If I am required to provide for E-learning for my regular position amounting to two courses. May I count ADDITIONAL E-learning courses a PDH's?

A: We may need clarification of your question, however if you mean that your employer requires you to participate in e-learning to maintain your competence, then you may count those hours.

In contrast, if your employer requires you to teach e-learning courses and pays you to do so (and your professional title is "E-Learning Instructor"), then choose a different activity.

Also remember that you may only count the preparation and one delivery of a presentation. So if you take your show on the road, just count the first delivery."

Q: I teach part-time at a College (psychology), would that count?

A: Yes, if by teaching that course you are expanding your skill as a licensed mental health professional. If you know the material so well and have taught it for years, you may consider

using a different PDA. The CPD program wants licensees to become lifelong learners. If you are not learning while completing a PDA, then pursue a different topic.

Q: I volunteer to help non-English speaking people learn English and during that time I provide a lot of emotional support (though not therapy). Does that count?

A: No. First of all, teaching English is not relevant to your competence as a mental health professional. Second, if you were teaching English and not trained as a mental health professional, you probably still would be providing emotional support. Third, by providing emotional support you probably are relying on existing skills which does not advance your competence through learning. Mental Health touches several different areas of life and you may encounter yourself using your training outside the context of your job. That does not mean that those scenarios constitute "professional development." Count PDH for the learning you do that advances your skill and competence as a licensee.

Q: Can you count hours spent writing a book even if the book may not be published for a couple of years?

A: Yes, you may accrue PDH for researching, developing, drafting, editing and otherwise preparing a written work whether it is published or not.

Q: Do in-services that are provided by employer (and which in a sense are part of one's job) count as continuing professional development?

A: Yes, in-service training offered by your employer will count as Coursework.

Q: Does "pro bono" where it is not totally pro bono but 10% of my fee count?

A: No, many providers offer discounts for various reasons. You may not use the Volunteer activity for service provided at a fee. You may also bear in mind that any PDA must advance your skill as a licensee. Do not count hours for activities in which you primarily rely on existing skill. Look for activities and topics in new areas of learning for you and/or that grow you skill and competence.

Q: Can I count hours for a thesis that I have to write for a professional development program (psychoanalyst training).

A: Yes, so long as you are not employed as a Professor and paid a full-time salary to write that thesis.

Q: So publishing a book would not count for a professor because it is part of the job but would count for someone else?

A: Correct, if that professor is paid a full-time wage to research and draft material, they should probably choose a different PDA.

Q: Do listening to audio books while commuting count as PDHs?

A: Yes. That sounds like a creative and efficient use of our time! Just ensure the audio books are relevant to your practice and help you to advance your professional skill. You also still need to document the activity correctly. See the CPD Portfolio for further details. Audio books would most likely be classified as an Independent Study.

Q: What if you are traveling somewhere to earn PDH and you listen to a CD that is relevant to practice?

A: Yes, that would count as PDH. See the previous question.

Q: Is there a differentiation between attending a "training" and coursework?

A: No. As you will see in the CPD Portfolio, the Coursework PDA captures all sorts of learning circumstances that occur in a traditional learning environment generally with a group of fellow students. Examples include seminars, conferences, in-service training, academic courses, continuing education courses, etc.

Q: I may take a training or attend a presentation that does not offer CEU's. Can I still use the time as credit?

A: Yes, there are no approved providers; as long as the training or presentation is relevant to your profession, it will be accepted.

Q: Do articles, professional journals, or books I read, which are related to my profession count as Professional Development Hours (PDH)?

A: Yes, these are included in the Independent Study PDA.

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Section 4: Documentation

Q: Is it okay to maintain the documentation file digitally?

A: Yes. Just be sure to follow the documentation guidelines for your profession. You can find those in the CPD Portfolio. If you are selected for an audit, you will be asked to print those documents and submit them to the Board/Director.

Q: How do I document independent study?

A: There is an Independent Study Form provided in the CPD Portfolio. Look for the Portfolio to be posted on our website in January 2011.

Q: How do I document reading?

A: The CPD Portfolio contains an Independent Learning Form. Please use that form.

Q: If we participate in a book club, do we need to list everyone attending by name or just time, date and book subject?

A: A book club would qualify as an Independent or Group Study (depending on your profession). You will need to complete the Independent/Group Study form. This form does not require you to submit the names of all attendees.

Q: How would you like us to document pro bono hours for a private client?

A: Please see the CPD Portfolio for your profession. The requirements are different depending on your profession. If you still have questions, please contact us at Continued.Competency@dora.state.co.us.

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Section 5: Deem Status

Note: Deem Status is **NOT** an exemption. Licensees who are participating in a program of Continuing Professional Competence that is mandated by a different Department or Division within the State of Colorado may be deemed to have satisfied the requirements of the CPD program requirements. Deem Status is intended to eliminate the duplication of requirements enforced by the State. For this reason, a licensee seeking Deem Status should assure the program in which they participate is substantially similar to the requirements set forth through the CPD program. This includes 40 hours of ongoing training, education, and development every two years.

If the State Department or the agency contracted by a State Department by which you are employed alters their requirements for Continuing Professional Competence, licensees are encouraged to re-evaluate their Deem Status.

The burden of proof lies with the licensee and not with the employer.

Q: Please give an example of a deem status program.

A: At this time, the Boards/Director will not be publishing a list of programs that qualify for Deem Status. It is up to each licensee to determine if they qualify for Deem Status. To make this determination, please review your Statute and Board or Director Rules. Licensees should know:

(1) To be eligible for Deem Status a State Department Continuing Professional Competence program must satisfy the definition of Continuing Professional Competence pursuant to statute. Employees and contractors of qualifying programs in State Departments shall be deemed to have met the CPC requirements.

(2) Licensees deemed to have met the CPC requirements are subject to an audit. The audit shall review the program for which the licensee has justified their Deem Status to ensure that it meets the definition of CPC outlined in statute and shall verify the Licensee's successful completion of the program.

(3) Licensees found to have falsified their Deem Status or who attested their fulfillment of CPC requirements for an unqualified State Department program, are subject to discipline by the Board/Director.

It is recommended licensees also ensure the program of Continuing Professional Competence in which they participate is substantially equivalent to the standards set forth in the CPC program including approximately 40 hours of training, education and development every two years.

Q: How do PDA's work for those of use in mental health agencies who are hoping for "deemed status"?

A: If you qualify for Deem Status, you will not be required to complete any PDAs. The reason for this is that in order to qualify for Deem Status, you would have already completed similar professional development activities which were already required of you by a department within the State of Colorado.

Q: Will counselor educators be under Deem Status. Continuing education is part of our job requirement. We are evaluated on this every year.

A: If by "counselor educators" you mean that:

1. You currently work for the Colorado Department of Education or another department within the State of Colorado, and
2. You are required through that department to participate in a program of Continuing Professional Competence, and
3. That program meets the definition of "Continuing Professional Competence" provided in statute, and
4. That program is substantially equivalent to the requirements set forth in the CPD program (20 hours/year), and
5. You completed the requirements of that program,

Then it is likely that you qualify for Deem Status. Please review the statute and Board/Director Rules for specific criteria and definitions.

Q: Does teaching for a Colorado institution of higher education qualify for Deem Status?

A: That depends on a few different factors. Deem Status is only an option for licensees that are employees of the State of Colorado or are contracted by the State. If you work for an institution that is a part of the State of Colorado, then you may qualify for Deem Status. Employees of private institutions are not eligible for Deem Status. If your institution is part of the State of Colorado and you meet the criteria set forth in statute and Board/Director rule, then you likely qualify for Deem Status (please review the answer to the question above).

Q: My understanding is LMFT and LCSW are in deem status if they work for a community mental health center. Is this correct and when will we hear if this is true for LPCs and CACs?

A: Any licensee or certificate holder that is subject to the CPD program may also qualify for Deem Status if they meet the requirements set forth in statute and Board/Director Rule. House Bill 09-1086 includes a deem status provision for each profession required to complete the CPD program.

If your Community Mental Health Center:

1. Has a contract with the State of Colorado to provide services, and
2. Is required through that contract to have its providers complete a program of Continuing Professional Competence, and
3. That program meets the definition of Continuing Professional Competence provided in statute, and
4. That program is substantially equivalent in its requirements to those set forth in the CPD program (20 hours/year), and
5. You completed the requirements of that program,

Then you likely qualify for Deem Status. Please review the statute and Board/Director Rules for specific criteria and definitions.

Q: Will clinicians employed by Community Mental Health Centers be exempt from CPD?

A: No. Deem Status is different from an "exemption." An "exemption" is granted to individuals who do not need to complete any Continuing Professional Development in order to renew their license. For example, there is an exemption provided for individuals that are in active military service. Deem Status is used for licensees that are already completing a program of Continuing Professional Development that is mandated by the State of Colorado. The intent of the Deem Status provision is to eliminate the duplication requirements mandated by the State.

Q: There are several of us that work at Human Services (Social Services). Would we qualify for Deem Status?

A: Employees who:

1. Work for the Colorado Department of Human Services, and
2. Are required through that department to participate in a program of Continuing Professional Competence, and
3. That program meets the definition of "Continuing Professional Competence" provided in statute, and

4. That program is substantially equivalent in its requirements to those set forth in the CPD program (20 hours/year), and

5. The licensee completed the requirements of that program,

Then it is likely that licensee qualifies for Deem Status. Please review the statute and Board/Director Rules for specific criteria and definitions.

Q: If I work full time for an organization that has "deemed" status and I work part time as a private therapist, can my "deemed" status work for renewal alone or do I need to do additional requirements for the private practice I do part time?

A: If you fulfill the full program requirements of the Deem Status program, then you may attest to your Deem Status. For example, if you work for a department that has an eligible program for Deem Status, but you do not participate in that program, then you do not qualify for Deem Status. Licensees that attest they fall under Deem Status are still subject to an audit to ensure they complied. The burden of proof lies with the licensee. While an employer may require its providers to participate in a program of Continuing Professional Competency, the employer is in no way responsible to ensure the licensee's compliance with the CPD program, including their compliance through deem status.

Q: How long do I qualify for Deem Status?

A: If you qualify for Deem Status, you will need to attest every renewal cycle. You can do this from your personal user account on the CPD website being launch in 2011. If for any reason you leave your employment with an eligible Deem Status program and have not yet fulfilled all the requirements of that program, then you will be expected to satisfy the requirements of the CPD program prior to renewing your license.

Q: Why do state employees get "deemed?" Why are they going to get a "pass" on these new standards?

A: Deem Status is NOT an exemption. Deem Status licensees still need to meet the Continuing Professional Development standards imposed by the State of Colorado. These requirements are simply imposed through a different state department or contract. Deem Status licensees are also still subject to an audit of their compliance and may be subject to discipline if they are found to be in non-compliance.

Q: I have to participate in a program of Continuing Professional Development through my employer. My employer is not a state department however. Do I qualify for Deem Status?

A: No, you do not qualify for Deem Status if your employer is not a department within the State of Colorado. You can still count the time you invest satisfying the requirements imposed by your employer. For example, if your employer requires you to completed 10 Continuing Education Units every year, you should log those hours on your Learning Plan. There's no reason to double your work if you don't have to! Just be sure to comply with the rules and requirements in the CPD Portfolio.

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Section 6: Miscellaneous

Q: Will there be online resources available for independent study?

A: The CPD website (which should be up and running in January) will give descriptions of the activities and suggest some options for an Independent Study. There are no approved providers for CPD activities.

Q: Will the audits be random?

A: Yes.

Q: Is it required to attend this webinar?

A: No, it's not required to attend the webinar. Due to the high amount of questions and concerns, outreach sessions are used to answer those questions and/or concerns. The information will be available in other areas though once the program is fully implemented.

Q: Will we be able to email specific questions and receive a response following the presentation?

A: Yes, please feel free to send questions and/or concerns to continued.competency@dora.state.co.us

Q: Will there be a transcript or summary of today's Mental Health presentation that we can have?

A: No, the transcript for the presentation is not available. The Questions and Answers Log as well as the presentation are available.

Q: Do you have the web address yet for us to access January 1, 2011?

A: <http://www.dora.state.co.us/mental-health/cc/index.htm>

Q: Will all this extra clerical work (reviewing data by DORA) make our registration fees rise?

A: The CPD program is administered primarily online. It is funded by several different professions which all have requirements for Continuing Professional Development. Its staff members are therefore shared across several professions.

Registration fees are evaluated each renewal cycle at which time they are subject to change. Fees may increase or decrease depending on the cost to regulate the profession. The State of Colorado's regulatory framework is one of self-regulation in which the profession regulates itself. Fees are based on a number of factors including the legal cost to discipline or remove

those who are found to be in violation of the Practice Act. If you have additional questions or concerns, please contact us directly."

Q: Who has access to our personal portfolios?

A: The CPD Portfolio is the workbook you may download from our website. It contains step-by-step instructions and several optional tools for you to complete as you undertake professional development. You the licensee, and only you, have access to your CPD Portfolio.

Your online user account where you access the Professional Practice Survey and Learning Plan is also a secured site. There is a confidentiality provision in statute that is intended to protect the information on your user account. The Statutory reference is unique for each profession however they are all nearly identical. For example, the statute for Social Workers states in §12-43-411(2):

(2) (a) RECORDS OF ASSESSMENTS OR OTHER DOCUMENTATION DEVELOPED OR SUBMITTED IN CONNECTION WITH THE CONTINUING PROFESSIONAL COMPETENCY PROGRAM ARE CONFIDENTIAL AND NOT SUBJECT TO INSPECTION BY THE PUBLIC OR DISCOVERY IN CONNECTION WITH A CIVIL ACTION AGAINST A LICENSED CLINICAL SOCIAL WORKER OR A LICENSED SOCIAL WORKER. THE RECORDS OR DOCUMENTS SHALL BE USED ONLY BY THE BOARD FOR PURPOSES OF DETERMINING WHETHER A LICENSED CLINICAL SOCIAL WORKER OR LICENSED SOCIAL WORKER IS MAINTAINING CONTINUING PROFESSIONAL COMPETENCY TO ENGAGE IN THE PROFESSION.

(b) SUBJECT TO THE REQUIREMENTS OF PARAGRAPH (a) OF THIS SUBSECTION (2), NOTHING IN THIS SECTION SHALL BE CONSTRUED TO RESTRICT THE DISCOVERY OF INFORMATION OR DOCUMENTS THAT ARE OTHERWISE DISCOVERABLE UNDER THE COLORADO RULES OF CIVIL PROCEDURE IN CONNECTION WITH A CIVIL ACTION AGAINST A LICENSED CLINICAL SOCIAL WORKER OR LICENSED SOCIAL WORKER."

Q: Could the information on what people choose to use for PDA's be made available for research? Is the determined by each board?

A: That would depend on DORA's ability to capture that data and the Board's decision to publish it. The software that administers the CPD program is under construction. The reporting ability has not yet been determined.

Q: Will there be ongoing assistance to " keep on track?"

A: Yes, DORA has staff dedicated exclusively to the CPD program. They are able to answer specific questions. You can send questions and/or concerns to

continued.competency@dora.state.co.us. You will also receive reminder emails once you create your user account on the CPD website.

Q: What is the portfolio you mentioned?

A: The CPD Portfolio is the workbook you may download from our website. It contains step-by-step instructions and several optional tools for you to complete as you undertake professional development.

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Section 7: PDH

Q: I just completed a full day seminar last week. Can I use that to fulfill my PDA requirements?

A: No, unfortunately the CPD hours must be accrued during the next renewal cycle. You may begin accruing PDH after July 1, 2011.

Q: What if you have PDHs can you submit them anyway, even if they are not required for this year's renewal?

A: No, your PDH must be accrued during the next renewal cycle. To renew your license in 2011 you will need to draft a Learning Plan to implement during the cycle occurring from 2011 - 2013. Additionally, you will not submit documentation of your PDA unless you are selected for an audit. If you are selected for an audit, you will be notified by mail and instructed as to how to submit your documentation. Do not send documentation of your PDA to DORA or the Board unless specifically instructed to do so.

Q: Can we get training credit for this training for our employers?

A: That is a decision for your employer to make.

Q: If I attend continuing education programs, can all 40 PDH be through this avenue as long as there is diversity in learning?

A: No, only 20 hours (PDH) can be accrued in a given activity (PDA).

Q: If I obtain my LMFT by exam in 2012. My renewal will then be 2013. Would I need to do 40 PDH within that 1 year to renew in 2013?

A: No, if you are licensed during the cycle your PDH requirements are prorated to 1.66 hours per month up to the month your license expires. PDH totals are rounded to the nearest whole number.

Q: I would like to confirm that travel time can be included in PDH rather than only hours attended seminar?

A: Travel time cannot be included as PDH. Only time spent actively engaged in a seminar or other learning activity may be counted as PDH. This means that any breaks, lunchtime or other such lapses must be subtracted from a seminar time when calculating your PDH.

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Section 8: Learning Plan

Q: What if you change your plan as you go along?

A: It is completely acceptable to change your Learning Plan. You will be able to make changes to the plan up until the day you renew. When you renew your license/certificate, your Learning Plan should be in its most updated version so that it reflects the PDAs you actually completed and for which you have retained documentation. Once you renew your license/certificate, your Learning Plan is considered to be submitted and subject to an audit. The Learning Plan you submit to renew your license in 2011 is a draft. You may change that plan up to the day you renew your license in 2013.

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Section 9: Survey/Rubric

Q: Is survey another word for "test" or "exam"?

A: No. The Survey is not an evaluation tool. There are no “right” or “wrong” answers meaning your skill cannot be evaluated based on the Survey. Accordingly, there is no pass/fail mark or other evaluation made after you complete the survey. Your answers cannot be accessed once you submit your survey either. While it is a requirement to complete the Survey, your answers in no way affect your ability to renew your license/certificate.

The Survey is provided as a Reflective Practice tool. The purpose is for each licensee to identify an area of their practice to further develop. It is also possible to choose an area that is not mentioned on the Survey. The core areas of practice for your license type are identified and delineated by one's role. For example, the core functions of an Addiction Counselor that practices as an Educator/Trainer will be different from those of a Direct Service Provider or Administrator. The Survey was designed to help licensees reflect on their practice. It is not exhaustive but intended to get the reflective process going so that each licensee can establish goals and undertake professional development that is relevant to their interest, circumstance, professional goals, vision, skill, etc.

Q: Is the survey we need to take a one-time survey or do we need to take it every renewal cycle?

A: Licensees need to participate in the Survey once each renewal cycle.

Q: Is the survey separate from the profile?

A: Yes, the Professional Practice Survey is a reflective tool used in the program for Continuing Professional Development. The Profile is mandated by the Healthcare Profession Profiling Program (Skolnik Transparency Act). They are different. You may access and complete both from your online user account.

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Section 10: Providers

Q: I am the Chair for the Fall 2011 People House Presents Conference. Do we need to provide CEU's for conference participants or just some documentation that proves they have attended the conference?

A: You do not need to be registered, certified or otherwise approved by the State of Colorado for your attendees to count your course in the CPD program. There are documentation requirements that each licensee must meet. Please see the CPD Portfolio for details.

Q: If we are hosting a conference which is intended to fulfill PDA requirements. What is the appropriate documentation and how long must WE retain records of those who attend.

A: Please see the CPD Portfolio for specific requirements. Requirements may vary by profession. There are so many options to document a PDA that it is not possible to list those options here.

The responsibility to document PDAs resides with the licensee. The State of Colorado will not request attendance records from a PDA provider. Licensees must retain their documentation for 5 years.

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Section 11: Personal Scenarios

Q: I'm not a practicing LCSW. I am working as an attorney, but want to keep my LCSW active. Is that going to be problematic for me under these new requirements?

A: As long as you are not practicing Social Work in the State of Colorado, you may inactivate your license. Inactivation allows you to keep your LCSW and renew as normal without complying with the CPD requirements. You may reactivate at any time, however upon reactivation you will need to demonstrate 40 PDH within the last 2 years.

Q: I am a school social worker licensed with CDE. Do continuing credits I earn to renew that license count for credits needed to maintain my LCSW?

A: There are two options available to you:

1. If you are already participating in Continuing Education or some type of professional development through your employer (in this case the CDE), you may log those hours on your Learning Plan to comply with the CPD requirement for your LCSW. You are subject to any rules established by the Board. For example, you may not log more than 20 PDH in a single activity category, such as Coursework.

2. You may qualify for "Deem Status." Please see the Board Rules for Deem Status or the Deem Status section of these questions for further details.

Q: I live out of state. Is there any change to my ability to renew my license?

A: No, you can still renew online if you live out-of-state; however there are new Continuing Professional Development (CPD) requirements in order to renew. Because there are no approved providers of Professional Development Activities (PDA), there is not different between out-of-state and in-state residents. Everything will be managed online through your personal user account. The CPD program was designed with accessibility in mind!

Q: I received my LPC this week. Will I have to have my continuing education hours before I can renew in 8 months-Aug 2011?

A: All LPCs are subject to the Continuing Professional Development (CPD) program requirements in order to renew their license. The program is in an implementation stage however. In order to renew a license that expires on August 31, 2011 (no matter when it was acquired), licensees must comply with the CPD requirements. For renewal in 2011, this means 1) creating a user account, 2) participating in a professional survey, and 3) drafting a Learning Plan.

Q: I assume this information applies to people who will be applying for their license in 2011, is that correct?

A: Yes, CPD applies to anyone who is renewing, reinstating or reactivating a license after January 1, 2011. That means that if you are licensed after January 1, 2011, you will need to comply with the CPD program requirements in order to renew your license. CPD is not a requirement for attaining a license through examination or endorsement.

Q: If I move out of state, can I complete the CPD in another state?

A: Yes, you may complete these CPD hours in other states.

Q: I am licensed in Colorado but live and work in Florida. My NCC license requires 100 CEU's every 5 years (renewal is July 2011) and my LMHC requires 30 CEU's every 2 years (Florida renewal is March 2011) can I use those CEU's for the Colorado PDA/H requirements?

A: Yes, so long as the PDH you log on your Learning Plan comply with Board rules. This includes completing 40 PDH prior to your renewal in 2013. No more than 20 PDH may be in a single PDA category. For example, you may not accrue more than 20 PDH in the Coursework PDA.

Q: How do I accumulate hours since I am working with the military as the prevention coordinator, and I do not do any practice with the civilian community? I am a retired military but working as civilian federal employee at Fort Carson as the Prevention Coordinator, which include providing training and education about drug and alcohol prevention to the Fort Carson military and civilian community (on post only). I am currently a CAC II.

A: You will be able to participate in the full CPD program. Your place of employment (military/civilian, in-state/out-of-state, etc) should not affect your ability to complete the CPD program. Likewise, the classification of your clientele also does not affect the CPD requirement. If you are licensed through the Department of Regulatory Agencies, you will need to comply with the CPD requirements.

There are no approved providers for PDAs meaning you may source your professional development from wherever or whomever you see fit. You may also select options such as Independent Study, Publishing or other PDA that do not require you to leave the base or provide services outside of the military context. If you have specific questions, or if you are deployed, please do not hesitate to contact us directly as Continued.Competency@dora.state.co.us.

Q: I live in Montana and am licensed here as well (LCSW). For my Montana license I am required to earn 20 CEU's per year. From what I have heard so far in the webinar, I could not

just do course work for my PDH to renew in Colorado. Is this correct? And would it make more sense for me to go on an inactive license status as a result in Colorado?

A: You can go inactive here if you're not practicing here and don't wish to participate in the CPD program, however, you may have to complete some extra things to reinstate here.

Q: I practice in Texas. Will the hours I submit to Texas licensure qualify for my Colorado License?

A: You may complete your professional development outside the State of Colorado. There are no approved providers for PDAs in the State of Colorado. That means that if you are completing continuing education or other professional development that is relevant to your license to provide mental health services, then it is likely you will be able to count part or all of those hours to renew your Colorado license. Since we are not familiar with the requirements for Texas, we cannot answer your question more specifically.

Q: If I work in a non-counseling job, yet do something within that job that could count as PDH (like teach/lead a parenting group, etc.) can I count those hours even though it is part of my job (non-counseling)?

A: No. You may not accrue PDH for any activity that is part of your job. Whether your PDAs are counseling-oriented or non-counseling oriented does not matter. PDAs must be professionally relevant to your competence as a licensed mental health professional. For example, a Licensed Professional Counselor (LPC) may undertake an Independent Study to determine the 5 best practices of interdisciplinary care for bipolar patients. This would be a non-counseling oriented topic but still completely relevant to the individual's competence as an LPC. Thus, the subject of your learning is for you to decide so long as it is relevant. You may not count hours simply for being employed and carrying out your job functions.

Q: My certification as a National Certified Counselor requires 20 CEUs annually. How many of these course hours are allowed as PDH.

A: There are no limits to the number of hours you may count towards your compliance with the Colorado CPD program that may have been required by a different entity (employer, specialty certification, association, etc.). So long as the activities you complete are professionally relevant to your competence as a licensed professional, you will be able to count them in the CPD program. You must comply with all Board/Director rules. This includes the rule that a maximum of 20 PDH are allowed in a single PDA category. In your example, assuming your learning is professionally relevant and falling exclusively in the Coursework PDA, you would be able to count 20 PDH. You would need to complete 20 PDH in a different category(ies).

Q: Would volunteering and serving on a foster parent board/association count towards volunteer hours and would training/classes offered count towards professional development?

A: Please use the guidance provided in the CPD Portfolio, the Webinar and/or these Questions and Answers to determine what may be professionally relevant. Your PDAs must expand, develop or hone your skill and competence as a licensed professional. If by volunteering or offering training classes, you are able to improve your skill, then it is likely those activities are defensible as professional development. If your role as a volunteer is to keep the budget which does not relate to your continued competence as a mental health licensee, then that activity is not defensible as professional development. Likewise, if you are offering training for skills you have already mastered and learn nothing from the process (perhaps because you are seasoned trainer and have provided the presentation several times), and then that activity should not be counted as PDA. Please select PDA and topics that expand or enhance your skill. Please do not accrue hours you spend in activities that do not deliver new learning to you personally.

Q: If you have a second/ part-time teaching job, can you use hours toward PDH?

A: Yes, so long as you are learning, expanding or enhancing your skill as a licensed professional.

Q: Can we count a training that is the last week of July as part of the hours required?

A: Yes, you may count PDH beginning July 1, 2011.

Q: Do professional support groups and consultation groups count as PDAs?

A: There are PDAs allowed for Consultation (which includes group consultation), Group Learning and Independent Study. PDAs vary by profession so please see the CPD Portfolio for further details.

So long as the activities you complete are professional relevant to your competence as a licensed professional, you will be able to count them in the CPD program. Please use the guidance provided in the CPD Portfolio, the Webinar and/or these Questions and Answers to determine what may be professionally relevant. Your PDAs must expand, develop or hone your skill and competence as a licensed professional. Please select PDA and topics that expand or enhance your skill. Please do not accrue hours you spend in activities that do not deliver new learning to you personally."

Q: I have a private practice. Occasionally I will both guest lecture and teach a course for universities. I do get paid, but it is not my primary job. Can I count that?

A: Yes! That is an excellent use of the Presentation PDA.

Q: What counts for volunteer work? I am a professor and a clinician. Is educating my students in psychoanalysis volunteer work? Or chairing a seminar for professionals in continuing psychoanalytic education?

A: The Volunteer PDA has specific guidelines on where volunteer work may occur. These guidelines vary by profession. Some specify that volunteering must occur within a 501(c)(3) non-profit agency.

Even once you comply with any guidelines for the Volunteer PDA, it is not recommended that you count the education of your students as PDH. If you are a professor, trainer or otherwise employed as an educator, your interaction with your students would be considered a primary job function. Do not accrue PDH for your primary job functions. The CPD program is all about your professional development. If you are not expanding or enhancing your skill, it is not professional development.

Chairing a seminar would likely be counted in the Presentation PDA. Please see the CPD Portfolio."

Q: I attend a monthly peer case presentation group of mental health professionals who have private therapy practices (there are no fees). Would this count toward PHD and under what category?

A: Yes! This is an excellent example of professional development. PDAs are specific to the profession; therefore you should consult the CPD Portfolio for further details. Depending on your license type, this would be counted as "Consultation," "Group Learning," or "Independent Learning."

Q: So for example in a supervision group for EMDR, if I am the supervisee, when it is a component of continuing education in EMDR, does that count in the mentoring/consulting area?

A: Being unfamiliar with the EMDR program, we are not able to answer your question specifically. It is impossible for DORA to know and manage the requirements of other states, certifications, associations, professional groups, and other agencies that may provide or require professional development. We can inform you as to the requirements of the CPD program in Colorado. Any PDA you undertake must comply with Board/Director rule. Please see the CPD Portfolio for guidelines. However, only Supervisors may use the Supervision PDA. If you are being supervised (as a "supervisee"), you may not use the Supervision PDA. Please choose a different activity for your professional development.

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Section 12: Inactive Status

Q: If you are retired, will the requirements be different/or what is required to renew your license?

A: Retired individuals who are not practicing may move their license to inactive status. This allows you to retain your license and renew it online as normal. You do not need to comply with the CPD program requirements to renew an inactive license.

Q: What are the requirements to go from inactive status to active status?

A: Please refer to Board/Director rules for the comprehensive requirements. In general, licensees applying to reactive their license must demonstrate that they completed 40 PDH within the 2 years immediately preceding the date of receipt of the application. Individuals whose license has been inactive for more than 2 years have additional requirements to demonstrate their competency to practice.

Q: I am licensed in another state also. Can I be classified as inactive in Colorado and still practice in another state following their regulations?

A: Yes, you can submit an application to change your license to inactive status. So long as you are not practicing in the State of Colorado, you may inactivate your license.

Q: I am a medical social worker/case manager (LCSW). I am not practicing therapy. Would I be in inactive status or not? I am working as a social worker, but doing therapy specifically.

A: First, no license is in Inactive Status unless an application to move that license to Inactive Status has been submitted and approved.

Second, if you are performing any duty in the Practice Act that requires you be licensed, then you must retain your license. LCSWs perform many duties that require licensure and which fall outside of the therapy context. If you are found to be practicing in Colorado without a license or on an inactive license, you will be subject to discipline by the Board.

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Section 13: HPPP/Skolnik

Q: Does the Transparency requirement use the same verification as that of HMO's and Companies we may contract with to provide services? It seems there is a redundancy occurring.

A: No. This is an entirely separate system and completion of an online profile is required by state law.

Q: Where do I go to fill out my professional profile?

A: Anyone who is applying for reinstatement or new licensure will have to visit our web site at www.dora.state.co.us/hppp. Anyone with a current license will be required to complete an online profile before they will be allowed to renew their license.

Q: Is the survey separate from the profile?

A: Yes, the Professional Practice Survey is a reflective tool used in the program for Continuing Professional Development. The Profile is mandated by the Healthcare Profession Profiling Program (Skolnik Transparency Act). They are different. You may access and complete both from your online user account.

Q: Would it be smart to start your Profile for the Health Professions Profiling Program in January 2011?

A: The system for healthcare profiles will not be available until July 2011.

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