

**Renewal Application  
Oncology Social Work Certification (OSW-C)**

Name \_\_\_\_\_ Degree(s) \_\_\_\_\_

BOSWC# \_\_\_\_\_ Previous OSW-C Certification Date: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (Home) \_\_\_\_\_

Email Address \_\_\_\_\_

**Renewal Affirmations:**

**Please initial each line and attach appropriate documents described on checklist:**

\_\_\_\_\_ I have applied within my designated 2 year renewal period.  
There is a 30 calendar day grace period for late renewals past the certification date. Late submission of renewal applications must be postmarked within this 30 calendar day grace period. Re-applications outside of this timeframe will not meet renewal criteria and the OSW-C certification will expire. Renewal during this grace period will result in a \$25 late fee. This grace period only allows for additional time to submit the application. **The grace period does not provide additional time to earn required CEU credits** beyond the certification deadline date. **Renewal after the 30 calendar day grace period will require a submission of a new application along with documentation of 30 hours of social work continuing education within the previous 2 years prior to the application date.**

\_\_\_\_\_ I am a current and active member of AOSW and/or APOSW and have attached copy of membership(s).

\_\_\_\_\_ I have a current state-issued social work license to practice at the appropriate level of my current oncology position and have attached copy of license.

\_\_\_\_\_ My state-issued social work license has not been revoked or suspended in the last 2 years and I have no pending professionally related legal or ethical complaints.

**Note: Workloads less than 20 hours paid employment per week do not qualify for OSW-C.**

**Initial the appropriate oncology workload description category below which verifies your current oncology employment:**

\_\_\_\_\_ My direct/clinical social work practice is full time (defined as 32-40 hours/week) with a minimum of a 50% or more work load specifically in oncology, palliative care or end of life care **OR**

\_\_\_\_\_ My direct/clinical social work practice is part time (defined as 20-31 hours/week) with a 100% of my workload specifically in oncology, palliative care or end of life care **OR**

\_\_\_\_ My non-direct/non-clinical position is a full time position (defined as 32-40 hours/week) with a minimum of at least 50% of my workload in oncology specific program development, clinical supervision, research and/or teaching.

\_\_\_\_ I have earned a minimum of 30 hours of continuing education units with a minimum of 15 hours with specific content and learning objectives in oncology, palliative care and/or end of life care **awarded in the last two years from the date of most recent certification.**

### **Required OSW-C CEU Renewal Criteria**

- OSW-C renewal requires documentation of a minimum of 30 hours of Social Work CEU's. 15 of the total required CEUs must have specific oncology, palliative care or end of life care content and learning objectives.
- The CEUs must be awarded within the two years of your most recent certification. For example, if your certification was 1/1/2016 to 1/1/2018, you **MUST** earn your CEUs within that **EXACT** certification period. There is no grace period for completed required number of CEUs within the 2 year certification period.
- Annual hospital safety programs, Tumor Boards, journal clubs, Rounds (including Schwartz Rounds unless with CEU credits), team meetings, patient care conferences, staff meetings, and/or Cancer Care Committee meetings **do not** count towards CEU requirements.

### **Oncology Specific CEUs are obtained in the following ways:**

- Attendance at a professional workshop/conference which provides approved Social Work CEUs with documented content and learning objectives related specifically to oncology, palliative care or end of life care.
- Nursing and AMA oncology focused CEUs may be considered for acceptance if documentation is provided to show sufficient relevance to social work practice related to psychosocial oncology, palliative care and end of life care
- Complete approved Social Work CEU on-line lectures, webinars and trainings which have documented specifically focus on psychosocial oncology, palliative care or end of life within the 2 year renewal cycle.
- Teach a Social Work course in a CSWE approved School of Social Work which has oncology, palliative care or end of life focus. For each credit hour of the class, 2 CEUs will be awarded. For example a 3 credit course would be awarded 6 CEUs.
- Publish an article in a peer-reviewed professional journal or a chapter in a peer-reviewed professional textbook relevant to psychosocial oncology, palliative care or end of life within the 2 year renewal cycle. **Publications outside of the specific renewal period cannot receive credit in the current renewal period.** For each publication, 5 CEUs can be awarded. A maximum of 10 CEU in any two year renewal period can be awarded for publications.
- Present a newly developed Social Work CEU approved presentation specifically focused on psychosocial oncology, palliative care or end of life within the 2 year renewal cycle. For every approved Social Work CEU awarded to the attendees, the presenter will be credited double CEU credit. For example, a presentation offering 3 approved Social Work CEUs would be credited to the presenter who is giving this presentation with 6 CEUs. **You may only quality for CEUs for the first time the presentation, workshop/lecture is presented.**

- Public speaking, community presentations and any other lectures which do not provide approved Social Work CEUs **DO NOT** meet BOSW-C oncology specific continuing education criteria. These activities can be counted toward required community and program development activities.
- General topics regarding depression, anxiety, coping, complementary and integrative medicine etc. do not count toward oncology specific oncology Social Work approved CEUs unless there is specific documented content and learning objectives focused on oncology, palliative care or end of life.
- Oncology specific CEUs can be obtained from, but not limited to, AOSW conference, ACS, APOSW, Cancer Care, ACCC, NHPCO, NASW, ONS, and APOS.

### **Documentation of Required CEUs**

**Copies of approved Social Work CEU Certificates from workshops, presentations, webinars, etc. in English must be attached with the renewal application and are the only acceptable documentation to verify required CEU criteria for educational events.**

- Copies of published articles or book chapters or a notification of publication acceptance must be provided for CEUs related to publications.
- Copy of course syllabus including course readings, learning objectives and content must be provided for CEUs related to teaching a course.
- Copy of presentation, learning objectives and verification of approved Social Work CEUs must be provided for CEUS related to presentations.
- Sign-in sheets, certificates of attendance or any other non-CEU documentation **ARE NOT** accepted for CEU credit for presentations, lectures, workshops, etc.

**Please provide your initials to confirm documentation.**

\_\_\_\_\_ I have enclosed the required CEU certifications, articles/book chapters or workshop presentations to document meeting CEU criteria earned within my current 2 year renewal period indicated on my renewal letter. (Note: No other documents other than CEU certificates in English can be accepted to document required CEUs).

**From the following grouping, demonstrate that you have meet AT LEAST ONE of the criteria in the LAST 2 YEAR renewal cycle, by submitting formal documentation of your individual involvement (i.e.: flyer, letter, brochure indicating your name and specific involvement):**

- Proof of Community involvement through leadership or organizing programs offered through ACS, Leukemia & Lymphoma Society, Cancer Support Community, etc.
- Proof of Facilitation or co-facilitation a support group for individuals impacted by cancer
- Proof of individual involvement in ongoing formal oncology related educational presentations in the community and non-CEU oncology related presentations
- Proof of oncology specific formal presentations to social work and/or interdisciplinary colleagues in your own settings (care rounds, case conferences do not apply)
- Proof of demonstrated preceptorship of a MSW level social work student in an oncology, palliative or hospice care setting
- Proof of demonstrated participation in some aspect of research in oncology, cancer survivorship, palliative or end of life care
- Proof of demonstrated active leadership role in AOSW *or* APOSW through committees/SIG activities, Board, State Representative, etc.
- Proof of participation in your institution's Cancer Care Committee
- Proof of active individual participation in oncology community prevention and screening programs
- Proof of oncology related publication in oncology related newsletters, lay magazines, newspapers
- Proof of new program development to meet a new need or enhance patient care

**Fees Submitted:**

- \$100.00 for a 2 year recertification received **no later than the renewal date**
- \$125.00 if after the renewal deadline (\$100.00 plus \$25.00 late fee)

\*Note: A \$25 processing fee is deducted from renewal application if renewal is denied.

**Payment:**

- Check (please make out to BOSWC)

Please return this form, all documents listed and payment to:

BOSWC

PO Box 157

McCordsville, IN 46055-0157

## RENEWAL NOTIFICATION

- Future renewal notification letters are mailed 45 days prior to renewal deadline to applicant's current on-file address. It is the applicant's responsibility to keep BOSWC informed of address changes.
- Renewal applications not received due to change in address are the responsibility of the applicant and standard renewal deadlines will apply without exception.

## ADDRESS CHANGES:

It is the applicant's responsibility to keep BOSWC informed of address changes. Renewal applications **not received** due to unknown change in address are the responsibility of the applicant and standard renewal deadline policies will apply without exception.

## APPLICANT ATTESTATION

By initialing below, I affirm that:

- I have read this document and that the information I have provided in this application is true and accurate to the best of my knowledge.
- I understand that knowingly submitting misleading, altered or false information will result in denial and may result in ineligibility for future OSW-C application.
- I understand that it is the applicant's responsibility to be aware of OSW-C CEU requirements for renewal to ensure that appropriate CEU accrual within the specific 2 year time frame is met.
- I hereby agree to uphold the AOSW Standards of Practice and NASW Code of Ethics. I understand that all application information is subject to verification by the Board of Oncology Social Work Certification.
- If my license is suspended or revoked, if I no longer meet all criteria of the BOSW-C and/or if I become unable to practice oncology social work for any reason, I will immediately notify the Board of Oncology Social Work Certification and will cease to use the OSW-C credential.**

Renewal Applicant's Printed Name \_\_\_\_\_

Renewal Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_