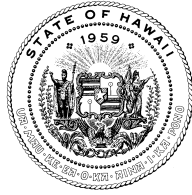


DAVID Y. IGE  
GOVERNOR

JOSH GREEN  
LIEUTENANT GOVERNOR



CATHERINE P. AWAKUNI COLÓN  
DIRECTOR

CHARLENE L.K. TAMANAHA  
LICENSING ADMINISTRATOR

## SOCIAL WORKER LICENSING PROGRAM

STATE OF HAWAII  
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
P.O. BOX 3469  
HONOLULU, HAWAII 96801  
[cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

October 23, 2019

### MEMORANDUM

TO: Hawaii Social Workers  
(LBSW, LSW, and LCSW)

FROM: Ahlani K. Quiogue, Executive Officer  
Social Worker Licensing Program

RE: Audit of Compliance – Continuing Education Requirement  
2016 – 2019 Triennium

As you are aware, your Hawaii Social Worker license was renewed as of July 1, 2019, based, in part, upon your certification that you have complied with the continuing education (“CE”) requirements of Hawaii Revised Statutes (“HRS”) section 467E-11. Pursuant to HRS section 467E-11, the director may conduct random audits of licensees to verify that there is evidence satisfactory to the Social Worker Licensing Program (“Program”) that demonstrates the licensee’s compliance with the CE requirement.

By virtue of the random audit process, you have been selected to submit written proof that you completed a minimum of forty-five (45) credit hours of CE courses within the 36-month triennium period (July 1, 2016 – June 30, 2019) preceding the renewal date. Note that at least three (3) credit hours shall be in ethic courses.

CE courses must be approved by the National Association of Social Workers (NASW), the National Association of Social Workers Chapters, or the Association of Social Work Boards (ASWB). See, HRS section 467E-1.

Please submit copies of certificates of completion or letters from the CE sponsor verifying that you complied with the CE requirement **no later than December 23, 2019.**

**To avoid processing delays, please submit readable copies that are clearly identifiable to you with a copy of this letter, to the following address:**

Social Workers Licensing Program  
2016 – 2019 CE Audit Program  
P.O. Box 3469  
Honolulu, HI 96801

The CE certificates or letter from the CE sponsor that document your completion of approved CE hours (courses must be approved by the NASW, NASW Chapter, or ASWB) must contain the following information:

1. Your name;
2. CE provider(s) name;
3. CE course title;
4. Date of CE course;
5. Hours of attendance; and
6. Signature of program director or person in charge.

If you do not have CE certificates or a letter from the CE sponsor for the courses you completed, contact the CE sponsor from which you took the course **to request that certificates or a letter be issued directly to you**. Please do not request that the certificates be issued directly to the Program.

If your CE certificates or the letter from the CE sponsor do not contain all of the above information, contact the CE sponsor to request that your certificates or the letter be amended to include the information. CE sponsors are required to issue written evidence of attendance to each attendee. Further, such evidence must contain the above information.

If we do not receive the requested information by **December 23, 2019**, we will assume that you are not able or are not willing to comply with the Program's request and appropriate action will be taken on this matter including, but not limited to possible disciplinary action against your Hawaii social worker license.

Thank you for your kind attention to this matter. If you have any questions regarding this memo, please call the Program's office at (808) 586-2699, between the hours of 7:45 a.m. – 4:30 p.m., Hawaiian Standard Time.