

## **Continuing Education Requirements of Licensed Professions, Occupations in Montana**

**The following list provides a review of professions and occupations that are licensed or regulated by statute in Montana in relation to whether they require continuing education for continued licensure, certification, or endorsement of some kind. Those professions and occupations regulated under Title 37 generally have the following statement that applies to continuing education (as a result few chapters in Title 37 refer specifically to continuing education):**

### **Duties of Boards regarding Continuing Education (CE):**

37-1-131(7) – “A board or the department program may:... (d) require continuing education for licensure as provided in 37-1-306. If the board or department requires continuing education for continued licensure, the board or department may not audit or verify continuing education requirements as a precondition for renewing the license, certification, or registration. The board or department may conduct random audits of up to 50% of all licensees with renewed licenses for documentary verification of the continuing education requirement after the renewal period closes.”

In an attempt to provide a full review of references in statute and rule for continuing education requirements, the list below is broader than just professions and occupations licensed under Title 37. The list starts with Boards then moves to Programs regulated by the Department of Labor and Industry. Following these professions and occupations are additional professions and occupations that have some reference in statute to continuing education. The approach to continuing education is varied.

### **Two questions for SJR 35 Subcommittee members:**

- **If the state creates a board to protect public health, safety, and welfare, should the state expect members of a licensed profession or occupation to have continuing education?**
- **If a profession or occupation does not have continuing education, is there a need for a board or is a program sufficient?**

### **Board of Alternative Health Care**

- **Midwives.** No specific CE reference in statute. Requirement for 14 CE credits in 12 months prior to renewal. Allows 2 credits by cassette or videotape per renewal period. Up to 3 CE credits from Internet or correspondence courses per renewal period. Presentation and preparation of course allowed at rate of 1 CE for hour, with limit of 3 CEs. Waivers may be requested. 24-111-2103 ARM.
- **Naturopathic Physicians.** No specific CE reference in statute. Renewal of a certificate for specialty practice of naturopathic childbirth attendance requires 5 hrs of board-approved CE in obstetrics in addition to 15 CE credits required for naturopathic physician license renewal. 24.111.510 ARM. Licensees required to earn 15 CE credits within 12 months prior to renewal, of which 5 must be in naturopathic pharmacy, 5 in obstetrics if licensee has childbirth specialty certificate (the latter are in addition to the 5 credits required by 24.111.510). 24.111.2102. Up to 2 credits allowed by videotape or cassette. No more than 3 credits for internet or correspondence courses. 1 CE = 1 hr of participation or presentation, excluding breaks or meals. Criteria for courses listed. No courses are pre-approved. Up to 3 credits allowed for presentations. Waivers may be requested.

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### **Board of Architects**

- No CE described in rule or in statute.

### **Board of Athletics**

- No CE described in rule or in statute. Licenses not renewable. Separate application each time.

### **Board of Barbers and Cosmetologists**

- No statutory reference to CE in Chapter 31.
- Instructors – 24.121.2101 ARM. If activating an inactive license, instructor shall show evidence of 15 hours of CE within 12-month period prior to reactivating license. Also required to complete 30 hours addition CE before renewal date.
- Endorsement required for mechanical exfoliation/microdermabrasion services. Endorsement requires 50 hours of specified continuing education. 24.121.403 ARM.
- Active instructors 30 hours CE per renewal period. Board approves course before credits granted. Up to 10 of 30 credits may be obtained at trade shows.

### **Board of Chiropractors**

- No CE described in statute.
- Chiropractors – 24.126.2101 – 12 hours of board-approved CE in year preceding renewal. Board approves type of CE on case-by-case basis.

### **Board of Clinical Laboratory Science Practitioners**

- No CE described in statute.
- No CE required for inactive licensees. 24.129.610 ARM.
- Annual CE of 14 hours to renew license: 24.129.2101 ARM. Up to 7 hrs in excess of 14 hrs may be carried over into next year. CE must be germane to profession and professional competence. Lists types of settings and conditions, including semester credit equaling 15 hrs CE, and provision for credits awarded if licensee teaches class germane to profession (1 hr taught = 2 hrs CE)

### **Board of Dentistry**

- An inactive license may be reactivated by meeting certain criteria & giving proof of CE credits:
- For dentists – 60 hrs in the 3 most current years.
- For dental hygienists – 36 hrs in the 3 most current years.
- For denturists – 36 hrs in the 3 most current years.
- A license may be reinstated with, among other requirements:
  - 60 hrs of CE in 3 most current renewal years for a dentist;
  - 36 hrs of CE in 3 most current renewal years for a dental hygienist;
  - 36 hrs of CE in 36 months preceding application, unless required to take an examination.
- Definitions in 24.138.2101.
- Eligible subject matters for dentists/dental hygienists in 24.138.2102.
- Subject matter for denturists in 24.138.2103.

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- Requirements and exclusions in 24.138.2104. Presentation of lectures may earn CE credits at rate of 3 credits per 60 minutes of initial presentation and 1 credit for 60 minutes of repeat lectures. No carryover. Exemptions and exclusions in 24.137.2106.
- **Dentists.** No CE described in statute.
- 60 hrs of CE in 3-yr renewal cycle. If dentist has general anesthesia or conscious sedation permits, the CE for those are in addition to the basic 60 hrs of CE. (see below)
- For licensing by credentialing, dentist or dentist specialist applicant needs 60 hours of CE in clinical dentistry within 3 yrs preceding application. Courses must meet board specifications.
- Dentists with general anesthesia permit must have minimum of 20 clock hrs of CE every 3 yrs in specified fields. Dentists with conscious sedation permits must have minimum of 12 clock hrs of CE every 3 years.
- **Dental hygienists.** No CE described in statute.
- 36 hrs of CE per 3-yr renewal cycle.
- For a limited access permit (LAP), dental hygienist applicant needs 12 additional CE credits within the 3 yrs preceding application. To maintain LAP, dental hygienist must have 48 hrs of CE credits in each 3-yr cycle after obtaining LAP. This includes 36 hrs for dental hygienist and 12 hrs for LAP.
- **Denturists**
- 36 hrs of CE per 3-yr renewal cycle.

### **State Electrical Board**

- Master, journeyman, residential electrician – 24.141.2102 ARM
- CE course curricula must be approved by Electrical Board; approval good for one year. Instructor must meet one of credential criteria (e.g. electrical engineer licensed as an electrician, vo-tech instructor, certified teacher with electrical credentials).
- Maximum verification of 24 hours in a 3-year period prior to license renewal of which a minimum of 12 hours must be related to national electrical code updates 24.141.2102(2)(d).

### **Board of Funeral Services**

- No CE described in statute.
- CE definitions in 24.147.301, includes reference to 12-month period preceding renewal date.
- To activate inactive license, applicant must show evidence of attending 6 hrs of CE for each yr or portion of yr that licensee has been inactive, up to 12 hrs. 24.147.502 ARM. Licensee may apply for conditional permit pending fulfillment of CE requirements.
- Minimum of 12 CE clock hrs in 2-yr period. Maximum carryover of 6 hrs. 24.147.2101.(1). 24.147.2101(2) says affidavit must state a minimum of 6 clock hrs of CE. Spells out criteria and that the board/staff does not approve specific programs/sponsors. Some types require test. Specifies 1 CE credit for each hr, with maximum of 3 credits/yr by cassette, videotape or tested home study.
- Recognized sponsors of CE activities listed in 24.147.2102
- Exceptions allowed by board to CE requirements if person certifies not planning to practice funeral service. 24.147.2108.
- Penalty for noncompliance with CE requirements (suspension or revocation after hearing) 24.147.2109 ARM.

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### **Board of Hearing Aid Dispensers**

- Inactive licensees – 24.150.505 not required to meet CE requirements.
- Active licensees – 24.150.2201 – 10 clock hours by renewal date. Lists acceptable course sponsors. Published books/articles contributing to professional competence equal 4 clock hrs. Full-time research equals 4 clock hrs. Courses similar to courses completed in previous 2 yrs cannot receive credit if CE granted previously. No carryover.
- Exceptions – 24.150.2202 – Individual hardship, health with medical proof, military service, foreign residence, retirement, or inaccessibility to programs.
- Proof of attendance specified in 24.150.2203.
- Board approval required of courses/teachers. 24.150.2204. Sales training seminars don't count.

### **Board of Landscape Architects**

- No CE described in rule or in chapter.

### **Board of Medical Examiners**

- Acupuncturists – No CE specified in chapter or in rule.
- Emergency Medical Technicians - No CE specified in statute. Only reference to CE is in 24.156.2771 ARM, which states EMTs may perform acts allowed for the relevant EMT licensure level while participating in a continuing education program.
- Nutritionists – (licensed for 1 yr – 37-25-303. Title Act.) No CE specified in chapter or in rule.
- Physicians - No CE specified in chapter or in rule.
- Physician Assistants – No CE specified in chapter or in rule.
- Podiatrists – No CE specified in chapter or in rule.

NOTE: The Board of Medical Examiners does not require continuing medical education (CME) credits for physicians and osteopaths in Montana because those physicians and osteopaths who are board-certified must meet the CME requirements set nationally for renewal of board certification (if they are board certified), according to Brian Zins of the Montana Medical Association. Also, hospitals tend to give privileges only to physicians or osteopaths who have board certification, Zins said. A physician can practice without having hospital privileges.

Some states do require CMEs (e.g., CT). An Accreditation Council for Continuing Medical Education oversees accreditation of institutions and organizations that offer CMEs. The American Board of Medical Specialists, an umbrella board for 24 approved specialty certifying boards, says that most certificates are limited to 6 to 10 years in recognition of the fast-paced changes in medical knowledge. Recertification is through CME, review of credentials and further examination.

### **Board of Nursing**

- No CE described in statute.
- ARM 8.32.411(4) requires 20 pertinent CE units a year (or 40 per 2-year renewal period) for advanced practice registered nurses. If APRN has a subspecialty, the majority of the CE units are to be in the subspecialty. To reactivate an inactive license, an APRN is required to submit proof of 20 CE units from the 12-month period prior to reactivation. 8.32.412(6) ARM. For an

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APRN requesting prescriptive authority, an additional 5 CE units must be obtained in pharmacology or pharmaceutical management. 8.32.412(a)

- APRN (advanced practice registered nurse) must document CE in even years. 8.32.1412 ARM
- Nursing faculty “shall maintain continuing professional development in each area of academic responsibility”. 8.32.1111(3) ARM
- Definition of CE in 8.32.1502 says 1 unit = 50 minutes of instruction in academic institution of higher learning or by a recognized certifying body.
- For APRNs renewing prescriptive authority, CE requirements include a minimum of 10 contact hours of CE in pharmacology or pharmacology management within 2 years of renewal. A minimum of 4 hours must be face-to-face interaction. The units must be provided by advanced formal education or CE seminars/programs approved by certifying bodies. Of these units, the majority must concern a study of pharmaceutical medications. These CE units are in addition to those required for the general APRN license. 8.32.1510 ARM.

### **Board of Nursing Home Administrators**

- No CE described in statute.
- License renewal or reactivation of a license requires 25 hours of CE annually. Up to 25 hours may be carried over to the succeeding year. A licensee is exempt from CE for the original year of licensure. One semester credit = 15 CE hours. 60 minutes = 1 CE hr. No more than 15 hrs of college courses may be submitted for CE without prior approval of the board. Board lists CE approval guidelines and requires course not on preapproved list to be submitted for approval with a fee. (24.162.2105 ARM).

### **Board of Occupational Therapy Practice**

- No CE reference in statute.
- Approval for CE course work set out in 24.165.509 ARM. Documentation spelled out in 24.165.511 ARM.
- Reactivating inactive license – requires CE for each yr of inactive status (substantially equivalent in board’s view to what rules require) OR a minimum of 6 contact hrs of CE in 6 months preceding application to reactivate. 24.165.604 ARM OR repassage of national exam.
- CE – 10 contact hours after first full year of licensure. CE must be germane to profession. Lists acceptable sponsors, options for college courses giving 1 semester credit = 15 contact hrs and 1 quarter credit = 10 contact hrs. Board may approve teaching a course, with 1 hr teaching = 2 contact hrs only for first presentation/instruction, except for teachers of regular courses. Board may approve apprenticeships with 10 contact hours for each 40-hr week. Reading germane books OK – 1 contact hr for each book or article up to 4 contact hrs/yr. (book review required for documentation). Carryover of up to 10 contact hours in excess of required 10 allowed to succeeding year. Credit allowed for a course previously submitted on a biannual basis. 24.165.2101 ARM
- Waivers and extensions allowed. 24.165.2102 ARM

### **Board of Optometry**

- No CE described in statute.
- CE required of not less than 36 hrs biennially from scientific clinics, forums optometric educational studies (reported every 2 years). Up to 4 hrs of practice management CE allowed

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every 2 yrs. Approved correspondence courses or internet courses can account for up to 12 hrs of CE. Waiver allowed for recent licensees, those who have completed accredited residency program. 24.168.2101 ARM

- Approved programs or courses described in 24.168.2104 ARM.

### **Board of Outfitters and Guides**

- No CE described in statute. Rule requires updated first aid card.

### **Board of Pharmacy**

- Requires 1.5 CEU (continuing education unit, which equals 10 hrs of credit) per fiscal year, but requirement doesn't apply for pharmacist applying for first license renewal. Carryover allowed for only 1.5 CEUs. At least 0.5 CEU must be obtained in approved group program. MT CEU requirements apply to out-of-state pharmacist with a Montana license. 24.174.2104 ARM.
- CEU list of professional postgraduate education subjects for registered pharmacists in 24.174.2105 ARM.
- Approved programs for registered pharmacists CEUs in 24.174.2106 ARM.

### **Board of Physical Therapy Examiners**

- Former CE in statute amended out in 2005. Covered by rule.
- CE not pre-approved but based on criteria set out in 24.177.2105 ARM. Presentation of a course by non-teacher to PTs or PT assistants counts for 4 hrs of CE in a 2-yr cycle. Credits = 1 CE for each hr of lab or lecture participation; up to 2 CE allowed for cassette or videotape courses and up to 4 CE from on-line or correspondence courses. Up to 10 CE per reporting period for peer-reviewed publication of journal article(s), textbook(s) or other publication(s). Total CE requirements per 24 months = 20, submitted in odd-even years by odd-even licensees. No CE used for making up delinquent credits can be used to meet current requirements. Waiver requests to board allowed.

### **Board of Plumbers**

- No CE in statute.
- Effective September 1, 2006, journeyman and master plumbers required to obtain at least 4 hours of board-approved CE each year. (24.180.2102 ARM) New licensees exempt for first renewal cycle (except that persons changing from journeyman to master plumber still must have 4 hours). Requirements for curriculum listed in rule.

### **Board of Private Security Patrol Officers & Investigators**

- No CE in rule or statute. However, certification for fire arms instructors is required every 2 yrs on anniversary date. 8.50.504 ARM. Each instructor required to conduct 1 certified combat shooting course a year.

### **Board of Professional Engineers and Land Surveyors**

- CE no longer described in statute.

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- Reactivating an inactive license requires 30 hrs of board-approved CE. 24.183.2102 ARM.
- CE and Professional Development Hour requirements – 24.183.2105. CE unit = 10 hrs of class. Professional Development Hour – 1 contact hour of instruction/presentation. Each licensee is required to have 30 professional development hour units in a 2-year renewal period. Carryover allowed of 15 professional development hour units into next renewal period. Units may be from college courses, CE courses, correspondence, in-house courses, teaching, publishing, etc. College semester hour = 45 professional development hours. One CE unit = 10 professional development hours. For teaching, first-time and not for full-time faculty, merits 2 times the allowed professional development hours for the course, etc. Up to 2 professional development hours allowed at end of year of service as officer or active participant in professional or technical society. Exemptions allowed for disability and various other reasons, including retirement. Return to work requires completing necessary professional development hours.
- Dual licensees required to get 30 professional development hours, with one-third in each profession.
- Extension of deadline by 90 days in order to get CE credits.

### **Board of Psychologists**

- No specific CE reference in statute.
- Criteria for CE outlined in 24.189.2101.
- Even-numbered licensees to submit 40 hrs of CE credit (over 2 years) before renewal date of even-numbered year. Licensees with odd number licenses submit 40 hrs of CE (over 2 yrs) before renewal date of odd-numbered year. CE = 1 hr of participation. A person licensed less than a year has no CE requirement for first renewal and a licensee of less than 2 full calendar years is required to submit 20 hours of CE. CE fulfilling delinquent requirements cannot be used for current-year requirements. Exemptions may be requested. 24.189.2107 ARM.
- Approved courses outlined in 24.189.2104 ARM. Up to 20 of CE units may be through completion of advanced credentialing that requires extensive preparation of work samples, research, oral examination. Up to 10 CE units allowed through initial presentation of paper/poster on relevant topic. CE = 1 hr per hour of presentation and 1 CE for preparation for each hr of presentation. Also, teaching, research, publication, formal case presentation. Up to 15 CE units for personal growth activities in individual psychotherapy or group therapy that meet certain criteria or specific supervision.

### **Board of Public Accountants**

- Transfer of license from another state, if held less than 4 years prior to application in MT, requires meeting continuing professional education requirements, among other provisions. 8.54.415(2)(c). Transfer from another country also requires meeting continuing professional education requirements. 8.54.416(1)(f).
- Reactivation of inactive or revoked license (8.54.418 ARM) or person seeking reinstatement (8.54.810 ARM) requires compliance with CE rules.
- Failure to meet CE requirements is cause for imposition of disciplinary action. 8.54.702 ARM.
- Basic CE requirement: over the 3 yrs before renewal, 120 hrs of CE required. Of these, 24 hrs must relate to financial statement reporting, 2 hrs related to ethics or professional conduct codes (which may be part of the 24 hrs required for financial statement reporting). Carryover allowed for excess hours accumulated in 2 months preceding June 30 reporting period. Those

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who have insufficient hrs as of the June 30 reporting period may apply hours accrued in following months of July and August. 8.54.802 ARM.

- CE applies to all permit holders unless exempted. 8.54.803 ARM. Exceptions under 8.54.806.
- Board may impose “amplified program” on annual case-by-case basis. 8.54.807 ARM.
- Out-of-state holders of MT permit/license required to meet basic CE. 8.54.809 ARM.
- Qualified CE is formal program of learning that meets minimum standards set forth by National Association of State Boards of Accountancy or other standards OK’d by board. 8.54.811 ARM.
- Reporting requirements in 8.54.812 ARM.
- Subject matter in 8.54.813 ARM.
- Suitable group programs in 8.54.814 ARM.
- Credit hr = minimum of 50 minutes. 0.5 credit allowed for 25 minutes if 1 credit already earned. University or college each semester credit = 15 hrs; each quarter credit = 10 hrs. 8.54.815 ARM.
- Individual study programs allowed, with CE = to average completion time for interactive courses and = to ½ of average completion time for noninteractive programs. 8.54.816 ARM.
- Lecturer, discussion leader, speaker allowed credit for preparation time up to 2 times the number of class contact hours on one-time basis. Credit for session if suitable for CE. Maximum allowed under this approach (contact and preparation) is 60 CEs. Report reviewers allowed 1 hr of CE per 2 hrs spent reviewing reports. Maximum per fiscal year of 8 hrs. These credits can meet requirement for financial statement reporting. 8.54.817 ARM.
- Publications can get credit as approved by board. 8.54.818 ARM. Preparation of publication can be earned on self-declaration basis for up to 30 CEs.
- Honor system used if person does not meet requirement by June 30 but plans to meet by August 31. Report due July 31. 8.54.821 ARM.
- Advisory committee may be appointed for CE. 8.54.822 ARM.
- Definitions of formal and information CE in 8.54.823 ARM.
- Definitions of various levels of CE programs and need to identify prerequisites and pre-review of courses in 8.54.824 ARM.
- Preferred presentation formats, including seating arrangements and evaluation. 8.54.825 ARM.
- Further explanation of course hours in 8.54.826 ARM.
- Peer review required of permit holders or firms if they sign off on a financial statement. Peer review to be done on highest level of financial statement report performed by permit holder. 8.54.904 ARM.

## **Board of Radiologic Technologists**

- No CE reference in statute.
- 24.204.2102. Renewal requires 6 contact hrs. (an hour is not less than 55 minutes). Applies after first full year of licensure. College credit allowed. Also allows retaking of the limited permit general examination with a passing score. Courses either are approved by professional organizations listed in rules or by board approval. Reading books/articles germane to profession also is subject to board approval for credit, at rate of 1 contact hour per book/article, up to 4 contact hours. Requires book review. No course can be used for credit twice in a period.
- No carryover of credit.
- Waiver allowed for hardship on written request and approval by board.

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### **Board of Real Estate Appraisers**

- No CE reference in statute.
- Course requirements – 24.207.504 ARM. Applicant must attend minimum of 90% of scheduled class hours (defined as 50 minutes), complete required exercises, and get a passing score. Distance education allowed. (Used for both general education and CE, except CE does not require exam.)
- Inactive status applicants must show current CE (24.207.515) and to reactivate must show CE obtained (24.207.516).
- Trainees must meet CE requirements after original trainee licensing year and may use qualifying education for CE. 24.207.517.
- CE courses must be minimum of 2 hrs for CE approval. CE of 31 hrs required for every other renewal, at least 7 of the CE hours are to be related to the national uniform standards of professional appraisal practice course. Activities like program development, teaching, publications may be approved for CE credits. – 24.207.2101
- Failure to comply with CE requirements is unprofessional conduct. 24.207.2102 ARM.

### **Board of Realty Regulation**

- Specific authority to board to hold educational programs. 37-51-204 MCA.
- Rulemaking specific to CE in 37-53-104 for timeshare sales.
- Fees for CE course application and approval and renewal \$75 per 8.58.411 ARM.
- Rookie CE course preregistration \$100 per 8.58.411 ARM. ???
- Inactive licensees must continue CE to maintain status. 8.58.412 ARM. (New is 24.210.624)
- CE for licensees = 12 hrs each calendar year. Attendance of 90% of each hour required to get credit. Board must approve courses/instructors. At least 4 hrs must be in mandatory topics set by board. 8 hrs may be elective topics approved by board. No course repetition in the same reporting yr. Failure to comply with CE treated as unprofessional conduct. 8.58.415A ARM and 24-210-667 ARM as revised.
- Rules for course approval 8.58.415B and 24.210.674 as revised. Instructors must apply for approval for each topic. Other states' approved CE allowed. Distance education allowed, with conditions.
- Rules for instructor approval 8.58.415C and 24.210.677 as revised.
- New licensee salespersons must meet mandatory CE in year of initial licensing. 12 hrs of CE required for second year of licensing and not the same as new licensee training. 8.58.415D New rule is 24.210.661.
- Property Management (old 8.58.709 and new 24.210.835) – Minimum of 12 board-approved CE every yr of which 4 hrs must come from mandatory specific topics determined by the board, with the remainder elective hrs approved by the board. Form and reporting requirements in 8.58.715 ARM.
- Property Management course and instructor approval – 8.58.710 and 8.58.711 ARM. CE course application \$75 and instruction application \$50.

### **Board of Respiratory Care Practitioners**

- No statutory description of CE.
- Reactivation of license after 3 years away requires proof of completion of 30 hrs of CE within the last 60 months or testing requirements. 24.213.402 ARM. Under 24.213.415 the

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requirement for changing from inactive to active status is either full-time practice in another state and completion of CE for each yr of inactive status substantially equivalent to MT rules or completion of a minimum of 24 CE units within 2 yrs of applying for reinstatement.

- Biennial renewal requires 24 CE units in preceding 24 months. CE unit must be 50 minutes. No carryover. Insufficient CE hours can be fixed by taking and passing certain exams before renewal. No CE required until after a full year of licensure.
- Approved courses are set out in 24.213.2104 (Category I – sponsoring organizations) and in 24.213.2107 (Category II – nonsponsored organizations -- prior approval requested), 24.213.2111 (Category III – teaching of which 8 CE units are allowed on a 2-to-1 ratio – as in 1 hr = 2 CE units. Prior approval requested). Also 24.213.2114 (Category IV – papers, publications, independent study, exhibits, videotapes and college course work – up to 8 CEs, with report required. College coursework of 1 semester hr = 1.5 CEs; 1 quarter hr = 1 CE unit. Prior approval requested.
- Waiver allowed with written request. 24.213.2121 ARM.

### **Board of Sanitarians**

- CE of at least 15 clock hours (50 to 60 minutes per hr.) or 1.5 CE units with renewal form each odd-numbered year. No carryover. Provides list of acceptable sponsors, types of specialty program courses. Correspondence course work allowed for specific sponsors subject to board approval. Courses approved in other states may be OK'd by board. Waiver allowed for retiree. 24.216.2102 ARM

### **Board of Social Work Examiners and Professional Counselors**

- Specific statutory reference to CE removed from social workers' chapter in 2005.
- Reactivating a social worker's or a professional counselor's inactive license requires 20 hrs of CE per yr of inactive status with maximum of 40 hrs of CE that complies with the board's rules and is approved by board. CE must have been acquired within 24 months prior to reactivation application. 24.219.509 ARM for social workers; 24.219.609 for professional counselors.
- Social workers/professional counselors required to get 20 clock hrs of accredited CE. Maximum of 10 clock hrs for initial preparation of new course or workshop related to social work/professional counseling or for paper being published for first time in a recognized professional journal or at a state/national professional meeting. Carryover of up to 20 hrs allowed for following year. Exemption allowed. Specifies that licensees prior to July 1 must fulfill CE. Those licensed after July 1 must fulfill 1/2 of CE. [24.219.2101 ARM for social workers; 24.219.2201 ARM for professional counselors]
- Standards for CE outlined in 24.219.2104 ARM for social workers and 24.219.2204 ARM for professional counselors, including providers' application to board for approval.
- Affidavit required. CE review committee assists board in approving CE courses, etc. 24.219.2107 ARM for social workers, 24.219.2210 ARM for professional counselors.
- CE noncompliance is grounds for suspension/revocation. 24.219.2110 ARM for social workers and 24.219.2210 ARM for professional counselors.

### **Board of Speech Language Pathologists & Audiologists**

- No Statutory Description.

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- Rule Requirements – 24.222.2101. Policy of undertaking CE. 24.222.2102 – Before February 1 of odd-numbered years, complete 40 CE units for individual license holders, at least 25 of which through approved sponsor programs or academic course work. If dually licensed, 50 CE units, split equally between disciplines. Of these 14 CE units in each area must be sponsored. Speech-Language Aides I have 20 CE units required annually, of which 6 must be sponsored. 14 unsponsored CE units may include on-the-job training or college coursework. Audiology Aides and Audiology Industrial Aides must complete 6 CE units annually, of which 2 must be sponsored and 4 unsponsored. Under definitions, 1 CE unit in an ASHA or AAA-approved sponsor program is equal to 10 CE units.
- No carryover.
- Instructors in approved programs/courses can receive credit for first presentation not subsequent ones.
- To reactivate an inactive license, a person is required to provide evidence of 10 hours of approved CE for each year or portion of year in which a licensee has inactive. 24.222.513.

### **Board of Veterinary Medicine**

- CE required for persons handling nonsurgical embryo transfers in bovines. 37-18-104 MCA.
- Licensee – Minimum of 20 credit hours within 24 months prior to renewal. 24.225.511 ARM Licensees with less than 2 full calendar years under license and more than 1 calendar year are required to submit 10 hours of CE.
- Grace period of 3 mos., with late penalty fee, written and approved request.
- CE credit = 1 hr credit for each hr of attendance or participation in meetings/programs approved by board. Practice management hrs may not exceed 25% of required CE hrs.
- Hardship exemption allowed on case by case basis.
- Embryo Transfer Technician – Annual renewal. Requirement of 10 CE credit hrs in embryo transfer in preceding year. 24.225.709 ARM. Grace period of 3 mos., with conditions as above. Hardship exemptions allowed. No carryover of CE. Proposed CE courses must be pre-approved. Licensed veterinarians among the exempt.
- Euthanasia technicians must recertify every year and show satisfactory completion of a board-approved euthanasia course within 36 mos of current renewal deadline. 24.225.925 ARM.

### **Board of Water Well Contractors**

- Board may set fees for CE, 37-43-202(8) MCA.
- Licensees required to obtain minimum of 4 hrs of board-approved training prior to license renewal each yr. 36.21.413 ARM. New licensees not required to obtain training until 2<sup>nd</sup> renewal year after receiving a license. Apprentices have separate training.

## **PROGRAMS**

### **Program for Addiction Counselors**

- To renew, licensed addiction counselors must earn 40 hours per 2-year renewal cycle. Carryover to next cycle allowed -- up to 20 hours over 40 hours requirement. Exemptions allowed on case-by-case basis. 8.11.116 ARM
- Criteria and exclusions listed in 8.11.117 ARM.

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- Documentation criteria listed in 8.11.118 ARM. Allows workshop presenters up to 20 contact hours, publication authors up to 20 hours with 2 publications. Rules for in-service training (of less than 6 hours) and for academic and home-study courses (15 hrs for each semester credit hr.)

### **Program for Athletic Agents**

- No CE Requirements (no educational requirements to register) in statute. Rules “coming soon”

### **Program for Blasters**

- No specific CE reference in statute or rules.

### **Program for Boilers**

- No specific CE reference in statute or rules. Licenses renewed annually.

### **Program for Crane Operators**

- No specific CE reference in statute or rules.

### **Program for Elevator Mechanics, Contractors and Inspectors**

- At least 8 hrs of CE required for each license term, but department to set requirements by rule. All hrs to be accumulated in year prior to license expiration. 37-73-220 MCA.
- Penalties for not displaying license: \$100 for first offense; \$250 for 2<sup>nd</sup> offense. \$500 for subsequent offenses. Each day of violation is a separate offense. 37-73-226 MCA.
- Penalty for violating licensure – not more than \$500, imprisonment for a term of up to 6 months, revocation of license, or any combination. Violators that are corporations may be fined up to \$1,000. 37-73-227 MCA.
- Proposed rule - 24.142.2102

### **Program for Fire Protection**

- Completion of CE required for renewal of endorsement under 50-39-102 MCA.
- Minimum of 8 hrs with 60 minutes = 1 hr of CE each yr. CE to cover practice of installing or servicing fire protection equipment. 24.144.2101 ARM.
- Carryover of up to 8 hrs (in excess of required 8 hrs) to succeeding year.
- List of programs that are eligible for approval, including videotapes, correspondence courses, teaching germane courses. 1 hr presentation = 2 hrs CE. College or vocational courses, if passed, result in 15 hrs of CE for 1 semester credit and 10 hrs of CE for 1 quarter credit.

### **Program for Private Alternative Adolescent Residential or Outdoor Programs**

- No CE in statute.

## **Continuing Education Requirements of Licensed Professions, Occupations in Montana**

### **\*\*\*\* OTHER PROFESSIONALS:**

#### **Appraisers**

- Department of Revenue allowed to set rules for CE for appraisers. 15-7-107 MCA.

#### **Attorneys**

- Montana Supreme Court regulates under Article VII, section 2 of the Montana constitution. (Principles for Mandatory Continuing Legal Education are listed in MCA annotations.)
- A 9-member commission reviews courses/programs not presented by accredited sponsors to determine whether they merit CLE credits and, if so, how many.
- Active members required to complete 15 credit hours, with at least 10 earned at interactive seminars. No more than 5 credit hours may be earned through “other methods”, such as audio or video tapes, writing articles for Law Reviews, attending courses at ABA-accredited law schools, or first-time teaching/preparing materials for approved activities, approved self-study programs or inhouse seminars (with conditions). Carryover of interactive credit hours allowed for us to 2 succeeding years. “Other method” credit hours may not be carried over.
- Up to 30 credit hours may be carried forward.
- Every 3 years, active member must have 5 credit hours in ethics.
- Exemptions for legislators, judges, and governor and, upon application, for special circumstances (for 1 year).

#### **Paralegals**

- Regulated by Paralegal Section Council of the State Bar of Montana. Rules administered by the Professional Responsibility Committee.
- Each member required to complete 10 credit hours of CLE each year. At least 6 of the credit hours must be at interactive seminars. No more than 4 credit hours may be earned through “other methods”. A maximum of 20 interactive credit hours may be carried forward.
- Every 3 years, a member must complete 3 credit hours in ethics. (“Other methods” are similar to those for attorneys.)

#### **Municipal Court Judges and Justices of the Peace**

- Municipal court judges - A minimum of 15 hours of continuing judicial education or more, if set by the supreme court. Supreme Court order of 6/10/2003 says more, but no specific number listed (see below). Completion of either continuing judicial or legal education hours satisfies the requirements for CE. 3-6-202 MCA says two annual training sessions under 3-10-203 may fulfill that requirement.
- Supreme Court order of 6/10/2003 said municipal court judges and justices of the peace of justice’s courts “shall attend the two mandatory annual training sessions provided for in 3-10-203, MCA, in addition to whatever other courses of continuing judicial or legal education they may choose to complete”.
- Justices of the peace - Two training sessions mandatory under 3-10-203 MCA. JPs also must have a certificate of completion of a course of education and training prescribed by the commission on courts of limited jurisdiction established by the supreme court before taking office. 3-1-1502 MCA (temporary certificate is allowed under 3-1-1503 MCA). Also, minimum of 15 hrs of continuing judicial education each yr unless more required by Supreme Court. Supreme Court order of 6/10/2003 says more, but no specific number listed (see above).

## **Continuing Education Requirements of Licensed Professions, Occupations in Montana**

### **Public Defenders and Support Staff**

- Public Defender Commission to set standards that include CE requirements. 47-1-105 MCA.

### **Construction Industry**

- Continuing education program in building code standards, funded from building fees. 50-60-116 MCA.

### **Coroners**

- Continuing education required under 7-4-2905(2)(b) of 16-hr advanced course, conducted by the board of crime control. Required once every 2 yrs on penalty of forfeiting office.

### **County Assessors**

- Before taking office must take assessor certification training and has continuing education courses that must be taken when conducted by the department of revenue, on penalty of forfeiting office. 7-4-3007 MCA.

### **Dietitians**

- Title 37, Chapter 21. CE mentioned in 37-21-302(2)(c). Didn't find in DPHHS rules. (oversight in DPHHS)

### **Insurance Producers, Adjusters, Consultants, Viatical Brokers**

- Required to complete at least 24 credit hrs of approved CE in each 24-month period. 33-17-1203 MCA. Viatical broker's requirement in 33-20-1303 MCA, in field of ethics, viaticals, life insurance.
- Insurance producer licensed for limited lines must complete 5 credit hrs in insurance law, ethics or limited lines credit insurance. 33-17-1203 MCA.
- Insurance producers, adjusters, consultants required to complete at least 1 credit hr in changes in insurance statutes and administrative rules. 33-17-1203. Exemptions allowed.
- Commissioner of Insurance and Advisory Council approve courses. 33-17-1204 MCA.
- Funding for CE in state special revenue fund. 33-17-1207 MCA.

**Mental Health Professionals** certified under requirements in Title 53, chapter 21, part 1, for treatment of seriously mentally ill.

- CE is part of certification requirement. 53-21-106 MCA.

### **Mortgage Brokers and Loan Originators**

- CE of 12 hours required every yr prior to licensing renewal. 32-9-118 MCA.
- Requirements for course approval under 2.15.1705 ARM. Nonrefundable fee of \$350 for review of initial and biennial education provider application. Commercial lending or commercial loan brokering courses not eligible for CE under this area.

## **Continuing Education Requirements of Licensed Professions, Occupations in Montana**

### **Teachers**

Board of Public Education requires: teachers and specialists to annually complete at least 3 pupil instruction related days specifically dedicated to professional development (a day = 6 hrs). Renew licenses every 5 years.

License renewals, as spelled out in 10.57.215 ARM, require:

- 60 renewal units for Class 1 (professional teacher), 3 (administrative), and 7 (American Indian language and culture specialist) licenses;
- 60 renewal units for Class 4 (career/vo-tech educator) licenses.
- College credits and renewal units for a Class 2 (standard teacher's) license, in specified combinations (e.g. 5 quarter credits and 10 renewal units.)
- 60 renewal units or 4 graduate semester credits or 6 graduate quarter credits for Class 6 (specialist) licenses.

Renewal activities include: 1 hour of workshop attendance = 1 renewal unit. One quarter college credit = 10 renewal units; 1 semester college credit = 15 renewal units.

### **Title Insurance Agents**

- Montana Land Title Foundation set up to administer funds for CE and other activities. 33-25-201 MCA.

### **Water Treatment Plant Operators**

- Reasonable CE may be established by Department of Environmental Quality. 37-42-202 MCA.
- Fully certified operator to earn in 2 yr period credits based on class of operations: -- Class 1 operator = 2 credits for each certificate held (water treatment, water distribution or both) and 2 credits for each wastewater certificate held; Class 2, 3, and 4 operators to earn 1 credit for each certificate for water treatment, distribution, or both and 1 credit for each wastewater certificate; Class 5 operator to earn 0.4 credits for each water certificate held for water treatment or water distribution. 1 credit = 10 contact hours. ½ credit = 5 contact hours. 1 hr = 60 minute participation in approved course. Certified operators can get credit for teaching, based on 0.1 credit per hour of instruction plus credit for attending. Approved courses listed. Correspondence courses allowed. Up to 0.05 credits allowed for participation in a department-approved vendor show (per show). Hardship extensions allowed. 17.40.213 ARM.