

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

Continuing Education Credit for Professional Activities

Policy No. GC-10-01

(Adopted August 5, 2010)

I. Purpose

Policy No. GC-10-01 identifies the professional activities for which the Board of Registration of Genetic Counselors ("Board") may grant continuing education credit for the purpose of license renewal.

II. Continuing Education Requirements

Board regulations at 270 CMR 3.08 set forth the continuing education requirements for renewal of a full genetic counselor license. Pursuant to 270 CMR 3.08 (2), "[e]ach applicant for renewal of a full license shall have completed a minimum of 50 contact hours of Board-approved continuing education during each preceding two-year license renewal period commencing on February 1st of each odd-numbered year and ending on January 31st of the next odd-numbered year as a prerequisite to license renewal."

For the purposes of Policy No. GC-10-01, a Continuing Education Unit ("CEU") means the credit awarded for participation in Board-approved post-licensure activities relevant to practice as a licensed genetic counselor. The Board accepts the following equivalencies: one (1) contact hour = 0.1 CEU; ten (10) contact hours = 1 CEU.

Board regulations at 270 CMR 3.08 (8) require that each licensed genetic counselor to whom documentation of completion of continuing education contact hours has been issued must retain such documentation for the two completed full license renewal periods immediately preceding the current license renewal period. Documentation of completed continuing education contact hours must be provided to the Board upon its request.

III. Table of Professional Activities Eligible for Continuing Education Credit

The table in Policy No. GC-10-01 identifies the professional activities for which the Board may grant continuing education credit. No more than 20% of the 50 contact hours of continuing education (10 hours or 1 CEU) required for license renewal may be acquired through the professional activities identified in the table.

Each licensee renewing a full license who seeks continuing education credit for the professional activities identified in the table shall have completed such activities during the preceding two-year license renewal period commencing February 1st of each odd-numbered year and ending January 31st of the next odd-numbered year.

Each licensee who seeks continuing education credit for professional activities must also comply with the requirements of 270 CMR 3.08, where applicable.

CEU TYPE	ACTIVITY REQUIRED	MAXIMUM CEUS	DOCUMENTATION REQUIRED IF REQUESTED BY BOARD
Direct clinical supervision of students [enrolled in genetic counselor training program] (does NOT include student observation)	0.5 CEU (5 contact hours) per student for minimum of 25 hours of direct clinical supervision at ABGC-approved site.	<ul style="list-style-type: none"> • Maximum 0.5 CEU (5 contact hours) per student • Maximum 1 CEU (10 contact hours) per calendar year 	Dated and signed verification letter addressed to the licensee from genetic counselor training program director, on official program letterhead, listing student's name, training program, clinical site, clinical supervision beginning and end dates, and total number of supervision hours provided
Peer-reviewed publications	1 CEU (10 contact hours) if author or co-author of an article or chapter in peer-reviewed journal or book	Maximum 1 CEU (10 contact hours) per article or chapter	Copy of each peer-reviewed publication
Teaching	0.5 CEU (5 contact hours) per minimum of 5 hours of teaching.	Maximum of 1 CEU (10 contact hours) per course	<ul style="list-style-type: none"> ▪ Titles and dates of all courses ▪ Printed documentation (e.g., course description, faculty list) of each course taught, name of program, and location of educational institution where course taught
Genetics education outreach	0.1 CEU per minimum of 1 hour (60 minutes) of genetics-related presentation to non-professional community groups.	0.1 CEU per each 1-hour (60 minutes) presentation	<ul style="list-style-type: none"> ▪ Titles and dates of all presentations ▪ Printed documentation (e.g., brochure, letter of invitation) of each presentation
Leadership activities	1 CEU for minimum of 50 hours of service per year per organization in a	Maximum of 1 CEU per organization per year	<ul style="list-style-type: none"> ▪ Organization name, contact information, and dates of service

	leadership role as a board member, chair, or leader of a genetics-related organization		<ul style="list-style-type: none"> Records (e.g., meeting minutes, dated agenda) documenting at least 50 hours of service
Patient education publications	0.2 CEU (2 contact hours) if first author of genetics-related patient education material 300 words or more in length.	Maximum 0.2 CEU per patient education publication	Complete and accurate reference for each patient education publication and copy of such publication
Undergraduate or graduate coursework	<p>1.0 CEU (1 contact hour) per 1.0 credit of course work completed in a genetic counseling-related area of study at the undergraduate or graduate level</p> <p>Course must be offered for academic credit or audit by accredited educational institution in traditional or online format.</p>	Undergraduate or graduate coursework must be offered for a minimum of 1.0 credit hour	<ul style="list-style-type: none"> Course dates, course name and number, institution, and credit hours awarded Course description, syllabus, transcript, attendance record (audit courses), and statement of relevance to genetic counseling
Peer supervision groups	<p>0.5 CEU (5 contact hours) may be granted for each 25 hours of participation in a peer supervision group for genetic counselors or other counseling professions.</p> <p>The supervision group may have a designated leader or may be facilitated by group members, and must operate according to a contract or other written guidelines that outline the rules, procedures, fee structure (if applicable), and expectations for members' participation in the group.</p> <p>The group must meet on a regular basis according to a published schedule of dates, times, and locations, and a sign-in sheet must be used to document attendance on each meeting date.</p>	A maximum of 1.00 CEU (1 contact hour) per year may be granted active participation in formal peer supervision groups	<ul style="list-style-type: none"> Name of the peer supervision group, group meeting dates, and hours of participation Copy of the group's contract and/or written guidelines for operation, schedules of meetings, and dated sign-in sheets documenting attendance

	<p>If the supervision group meets in conjunction with a meal or other social event, the schedule must clearly distinguish group work time versus social time; CEUs</p> <p>will only be granted for the group work portion of meetings.</p>		
<p>Volunteer support at a chronic disease specialty camp or structured event/activity</p>	<p>0.5 CEU (5 contact hours) may be granted for each 25 hours of volunteer support time that involves direct interaction with participants of the structured specialty event (e.g., PKU camp counselor, ski trail guide for the blind, event organizer/judge/referee for Special Olympics, etc.).</p> <p>These structured events or activities are highly variable lasting as little as one day to up to several weeks.</p> <p>There must be a formalized agreement with the event organizer(s) as to the expectations of the genetic counselor's time commitment, roles, and responsibilities; however, direct counseling is not required.</p> <p>Only scheduled activity hours with participants are to be included (i.e., sleep hours for overnight camps cannot included).</p>	<p>A maximum of 1.0 CEU (10 contact hours) per year may be granted for active participation in a volunteer capacity to work directly with individuals with birth defects or chronic disease and their families at a specialty camp and/or structured event or activity.</p>	<ul style="list-style-type: none"> ▪ Name and location of the chronic disease specialty camp or structured event/activity, dates volunteered, and schedule of activities ▪ Copy of formalized volunteer agreement with the chronic disease specialty camp or structured event/activity

Authority:

M.G.L. c. 13, §§ 103, 105; 270 CMR 2.03; 270 CMR 3.08.