

# Professional Licensure Responsibilities

Minnesota Board of Social Work

[www.socialwork.state.mn.us](http://www.socialwork.state.mn.us)

# AGENDA

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- Overview of social work regulation
- Board of Social Work mission
- History and benefits of licensure
- Licensing requirements in Minnesota
- Application and examination process
- New 2007 Legislation

# OVERVIEW OF REGULATION

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- Regulation of profession is relatively new
- Each state regulates practice
  - Certification
  - Licensure
  - Registration
- Must be licensed by state in which practice
  - No “national” license
  - May be licensed in more than one state

# WHAT IS THE BOARD?

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- State regulatory agency
- Not professional association
- Mission is to PROTECT THE PUBLIC
  - Establish and enforce ethical practice standards
  - Ensure competent social work practice
  - License social workers
  - Resolve complaints about social work practice
  - Provide information to the public
- 15 Board members appointed by Governor
- Board staff

# BENEFITS OF LICENSING

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- Initiated by the profession in late 1970's
- Law enacted 1987 – effective 1989
- Benefits for the general public
  - Board mission to ensure public protection
  - Licensed workers meet minimum standards
- Benefits for the profession
  - Achieve parity with other professions
  - Enhance professional identity & credibility
  - Inclusion in other laws
  - Reimbursement for services

# WHO MUST BE LICENSED IN MINNESOTA?

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- Minnesota Social Work Practice Act, Minnesota Statutes, Chapter 148D
- Title and practice jurisdiction and protection
- **License required:**
  - If using the title “social worker”
  - If “practicing” social work with a social work degree

# LICENSING EXEMPTIONS

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## ■ License not required:

- Students in internships required for social work degree
- City, county, state agency social workers
- Social workers employed by federally recognized tribes
- Social workers employed by private, nonprofit agencies with *primary service focus* specific to ethnic minority population and social worker is member of population

# DEFINITION OF SOCIAL WORK PRACTICE

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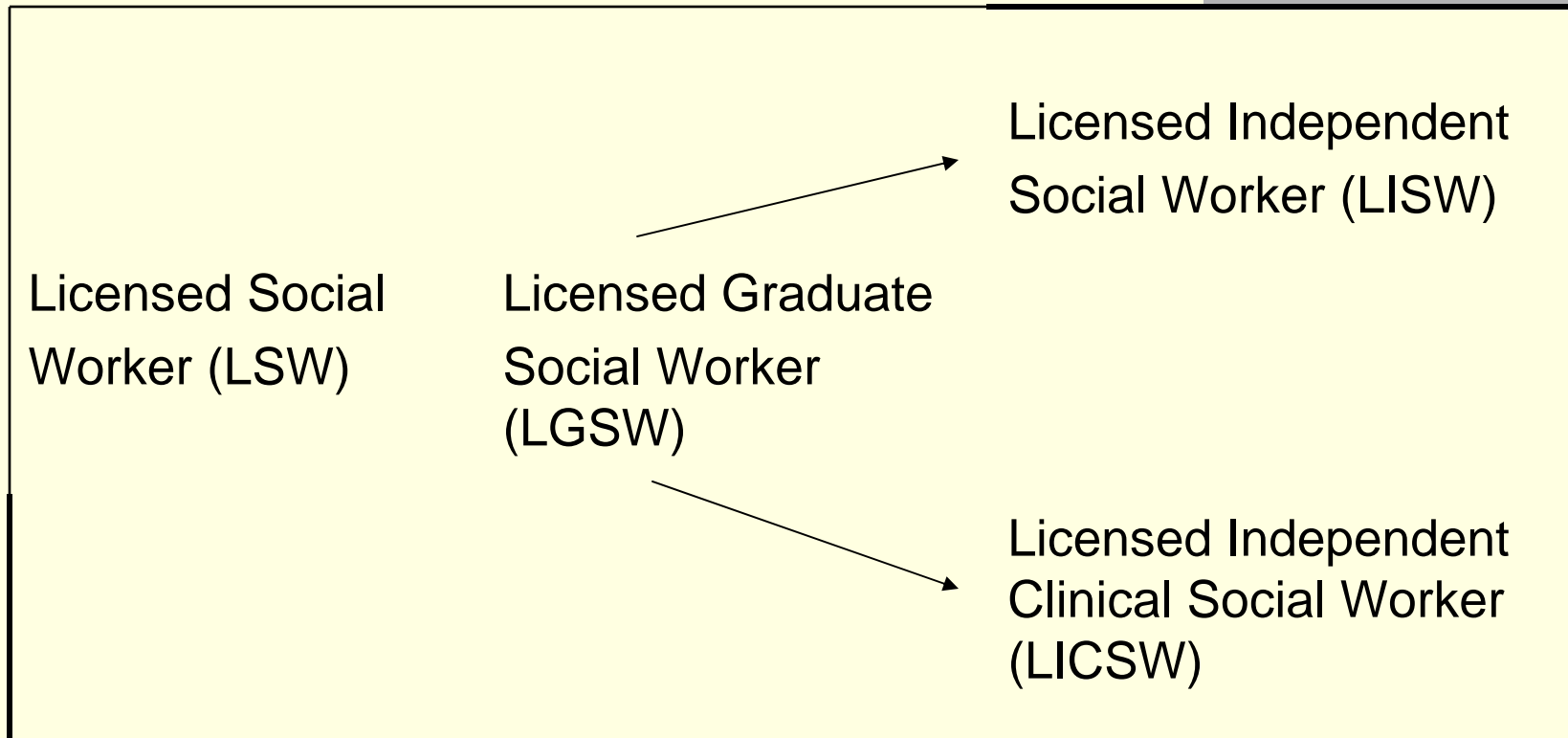
- MN Statutes, Chapter 148D.010, subdivision 9, “practice of social work”
- MN Statutes, Chapter 148D.010, subdivision 6, “clinical social work”
- Broad definition of scope of practice:
  - In-person and electronic means
  - Direct practice
  - Indirect practice
  - Clinical practice: diagnosis and treatment

# WHO NEEDS TO BE LICENSED

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- Jurisdiction:
  - MN practice and exemptions
- Title of position:
  - “Social Worker” vs. other titles
- Scope of practice:
  - Duties performed
  - Board’s definition of practice
  - Professional vs. paraprofessional
- Academic degree:
  - Jurisdiction over BSW &MSW

# LEVELS OF LICENSURE



# LSW

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## **Licensed Social Worker**

- Eligibility:
  - BSW (CSWE)
  - ASWB Bachelors Exam
  
- Once Licensed:
  - 4000 hours supervised practice
  - 30 CE hours per 24 month renewal cycle
    - 2 CE hours in social work ethics content

# LGSW

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## Licensed Graduate Social Worker

- Eligibility:
  - MSW (CSWE)
  - ASWB Masters Exam
  
- Once Licensed:
  - Not engaged in clinical practice:
    - Supervision for first 4000 hours of practice
    - May maintain LGSW license after 4000 hours if non-clinical practice
    - May apply for LISW with 4000 hours of post-LGSW supervised practice complete
  - Engaged in clinical practice:
    - Maintain supervision for clinical practice not to exceed 8000 hours without LICSW license
    - Eligible to apply for LICSW with 4000 hours of post-LGSW clinical supervised practice complete
  
- 30 CE hours per 24 month renewal cycle
  - 2 CE hours in social work ethics content

# LISW

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## **Licensed Independent Social Worker**

### ■ Eligibility:

- MSW (CSWE) or DSW
- 4000 hours post-LGSW supervised practice
- ASWB Advanced Generalist Exam

### ■ Once Licensed:

- 30 CE hours per 24 month renewal cycle
  - 2 CE hours in social work ethics content
- If engaged in clinical practice:
  - Maintain supervision for clinical practice not to exceed 8000 hours without LICSW license

# LICSW

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## **Licensed Independent Clinical Social Worker**

### ■ Eligibility:

- MSW (CSWE) or DSW
- 4000 hours post-LGSW supervised clinical practice
- ASWB Clinical Exam

### ■ Once Licensed:

- 30 CE hours per 24 month renewal cycle
  - 2 CE hours in social works ethics content

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# **Board's Application Process & ASWB Exam Information**

# ASSOCIATION OF SOCIAL WORK BOARDS (ASWB)

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- Examination Information
  - ASWB national licensure exam
  - Multiple choice – 150 questions
  - Four levels of examinations
  - Exam content varies by level of examination
  - Passing score in MN is 75
  - MN limit on taking ASWB exams:
    - Applicant may not take more than three times unless Board approves request
    - Passing score in no more than 18 months after date of first failed exam

# ASWB EXAMINATION

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- Examination Administration
  - ASWB contracts with ACT for administration
  - Electronic testing on personal computer
  - 4 hour limit
  - Testing locations in Minnesota and surrounding states
  - Available Monday-Saturday
  - Need to maintain exam security

# TESTING TIPS

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- Read carefully
- What is general topic area
- Read question and hypothesize answer
- Confirm or disconfirm answer
- Answer all questions
- If stuck, mark question and come back

# TESTING TIPS

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- Multiple choice exam “distracters”:
  - Answer is:
    - true but irrelevant
    - too broad or too narrow
    - common misconception
    - plausible, but wrong

# TESTING TIPS

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- Choosing an answer:
  - most comprehensive
  - if in doubt favor client over agency
  - that preserves life
  - who and “where” is client
  - meets confidentiality
  - don’t support stereotypes
  - stay within social worker role
  - don’t read more into question
  - if assessment - rule out medical conditions first

# APPLICATION & EXAMINATION PROCESS

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- Submit Application for Licensure to Board
  - Apply at Board website using “online services”
  - Must complete all requirements within one year or file closed
  - May apply prior to completion of degree
  - May apply after graduation
  - Must apply for licensure to take ASWB exam
  - ESL & ADA provisions and accommodations available for the exam

# APPLICATION & EXAM PROCESS TIME LINE

Step 1	Activity	Time Line
<b>Apply for Licensure</b>	<ul style="list-style-type: none"><li>■ Submit:<ol style="list-style-type: none"><li>1) Application for Licensure</li><li>2) BCA background check form</li><li>3) Application &amp; BCA fee: all licenses \$60</li></ol></li><li>■ Report graduation date on application</li></ul>	<ul style="list-style-type: none"><li>■ Apply before ALL degree requirements complete</li><li>■ One year to complete all requirements</li><li>■ 30 days to process and receive exam approval from Board</li></ul>

Step 2	Activity	Time Line
<p><b>Register for &amp; take the ASWB Exam</b></p>	<ul style="list-style-type: none"> <li>■ Receive exam approval notice and Candidate Handbook from Board</li> <li>■ Contact ASWB to register and pay exam fee \$175</li> <li>■ Receive confirmation from ASWB &amp; make appointment for exam</li> </ul>	<ul style="list-style-type: none"> <li>■ Guideline take exam within 6 months from date of Board exam approval notice</li> <li>■ Failed exam must reapply and pay fees</li> <li>■ Wait 90 days to re-test per ASBW policy</li> </ul>

<b>Step 3</b>	<b>Activity</b>	<b>Time Line</b>
<b>Complete all degree requirements for graduation</b>	<ul style="list-style-type: none"><li>■ Complete ALL degree requirements</li><li>■ Contact Registrar's office to confirm degree has been posted</li><li>■ Request official transcript be sent to Board</li></ul>	<ul style="list-style-type: none"><li>■ As soon as possible after degree is posted by Registrar</li><li>■ One year to complete all requirements</li></ul>

Step 4	Activity	Time Line
<b>Approval for Licensure</b>	<ul style="list-style-type: none"> <li>■ Board receives official transcript</li> <li>■ Board sends approval letter indicating license fee</li> <li>■ Submit license fee</li> <li>■ License effective on date fee received</li> <li>■ Board sends license wall certificate and card indicating license renewal date</li> </ul>	<ul style="list-style-type: none"> <li>■ Submit as soon as possible after receiving notice</li> <li>■ One year to complete requirements</li> <li>■ LSW \$90.</li> <li>■ LGSW \$160.</li> <li>■ Fees effective for 24 month period</li> </ul>

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# **Continuing Competence Requirements:**

- Supervised Practice
- Continuing Education (CE)
- Standards of Practice

# SUPERVISED PRACTICE REQUIREMENT

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## ■ Practice

- 4,000 hours of practice (2 years full-time)

## ■ Supervision

- Formal / monthly / continuous over practice
- 75 hours direct supervision during 4000 hours practice
  - 3 hours supervision per 160 hours of practice or per month of full-time practice
  - Prorate supervision hours if part-time
    - 20 hours per week = 1.5 hours supervision per month

# TYPES OF SUPERVISION

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## ■ **In Person One-on-One Supervision**

- minimum of 37.5 hours per 75 hour requirement
- no hour limitation

## ■ **In Person Group Supervision**

- not to exceed 37.5 hours per 75 hour requirement
- limited to 7 members including supervisor
- (minimum of 50 hours must be in-person group or one-on-one)

## ■ **Electronic Supervision**

- not to exceed 25 hours per 75 hour requirement
- telephone or videoconferencing

# REQUIRED SUPERVISOR

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- **Licensing supervisor**

- Provides direction and evaluation of practice
- Must be social worker licensed at appropriate level
- May be on-site or off-site

- LGSWs may have:

- Non-clinical practice: LISW, LICSW or LGSW with 4000 hours on record with Board
- Clinical practice: Must be LICSW

# CONTENT OF SUPERVISION

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- Content of Supervision
  - Development of professional values
  - Practice skills
  - Authorized scope of practice
  - Ensuring continued competence
  - Ethical standards of practice

# DOCUMENTATION OF SUPERVISED PRACTICE

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- Mandatory Supervision Plan form
  - Submit after licensed and within 90 days of beginning practice or change in practice
  - Late fee of \$40 at renewal if not submitted
  
- Attestation form at license renewal
  - Attest to compliance with supervision plan
  
- Supervision Verification form
  - Required at license renewal if audited
  - At application for LISW or LICSW

# CONTINUING EDUCATION (CE) REQUIREMENT

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- Required CE hours at license renewal
  - 30 CE hours per 24 month renewal cycle
    - 2 CE hours in social work ethics content
- Pre-approval of CE activities not required
- Options
  - Board approved CE Providers
  - ASWB and NASW-National
  - Board approved programs – content, presenter

# CE REQUIREMENT

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- Acceptable CE Activities
  - Academic coursework (obtained after license is issued)
  - Educational workshops, conferences
  - Staff training programs
  - Independent study
    - Limit of 10 CE hours per renewal
  
- Verification & Audit at Renewal
  - Keep verification of attendance for one year beyond renewal date in the event of audit

# STANDARDS OF PRACTICE & ETHICAL CONDUCT

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- Representation to clients/public
- Competence & Impairment
- Professional & ethical conduct
- Responsibilities to clients
- Relationships with clients, former clients, individuals
- Treatment & intervention services
- Confidentiality & records
- Fees and billing practices
- Reporting requirements

# BOARD'S COMPLIANCE PROCESS

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- Investigates and resolves complaints against :
  - Applicants and licensees
  - Unlicensed persons using title or practicing
  
- Complaints received from:
  - clients, other licensees, other health professionals, employers, supervisors, government agencies
  
- Social workers may be subject to the compliance process and disciplinary or corrective action

# COMMON ETHICAL ISSUES

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- Boundaries issues with clients
  - Sexual, business, personal relationships
  - Dual relationships
  - Who is the “client”
- Confidentiality
  - Client records
  - Disclosures via conversation, use of technology (phone, email, fax)
  - Paper and electronic data security

# COMMON ETHICAL ISSUES

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- Client Records
  - Confidentiality
  - Proper release of information
  - Length of time for record retention
  - Security of records if out of office (home visits)
  
- Use of Title, Credentials, Advertising
  - Representation to clients/public
  - Business cards
  - Client records

# COMMON ETHICAL ISSUES

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## ■ Impairment

- Competence to practice
- Mental, physical, mental/emotional health
- Health Professional Services Program (HPSP)
  - Diversion program for regulated health professionals

## ■ Termination of Client Services

- What is required
- Post-termination contact

## ■ Unauthorized Practice

- Practice without a license
- Practice beyond authorized scope of license

# 2007 Legislation

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- Temporary Licenses (August 1, 2007)
  - Students & Graduates from programs in candidacy status
- Provisional License for FB/ESL applicants
  
- Other Licensing Standards (**August 2011**)
  - Increased supervision (75 to 100)
  - Increased CE hours (30 to 40)
  - Supervisor requirements (30 hours of training in supervision)

# 2007 Legislation

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- **Clinical Standards for LICSW (August 2011)**
  - 360 hours of clinical course content
    - CSWE graduate program
    - postgraduate coursework
    - up to 90 CE hours
  - Increased supervision hours (75 to 200)
  - 1600 hours of 4000 in clinical client contact

# ASWB Exam Content

## Effective May 17, 2004

Copyright 2004 by Association of Social Work Boards (ASWB)

	Bachelor	Masters	Advanced Generalist	Clinical
Human Development & Behavior in the Environment	14%	18%	10%	22%
Issues of Diversity	7%		5%	6%
Diversity & Social/ Economic Justice		7%		
Assessment in Social Work Practice	20%			
Assessment, Diagnosis & Intervention Planning		11%	24%	

# ASWB Exam Content

## Effective May 17, 2004

Copyright 2004 by Association of Social Work Boards (ASWB)

	Bachelor	Masters	Advanced Generalist	Clinical
Diagnosis & Assessment				16%
Psychotherapy & Clinical Practice				16%
Service Delivery	5%	9%	11%	5%
Direct & Indirect Practice	21%	22%	16%	
Communication	10%	7%	7%	8%
Professional Relationships	5%	5%		
Relationship Issues			5%	

# ASWB Exam Content

## Effective May 17, 2004

Copyright 2004 by Association of Social Work Boards (ASWB)

	Bachelor	Masters	Advanced Generalist	Clinical
The Therapeutic Relationship				7%
Professional Values & Ethics	13%	11%	12%	10%
Practice Evaluation & the Utilization of Research	2%	2%	4%	1%
Supervision in Social Work	2%			
Supervision, Administration & Policy		8%		
Supervision & Professional Development			3%	

# ASWB Exam Content

## Effective May 17, 2004

Copyright 2004 by Association of Social Work Boards (ASWB)

	Bachelor	Masters	Advanced Generalist	Clinical
Clinical Supervision, Consultation & Staff Development				4%
Social Work Administration	1%			
Administration			3%	
Clinical Practice & Management				5%

# 2004 ASWB EXAM PASS RATES

	National Candidates	Minnesota Candidates
Exam Category	Pass Rate% (first time)	Pass Rate% (first time)
Bachelors	79.0%	86.6%
Masters	75.3%	88.4%
Advanced Generalist	68.1%	86.8%
Clinical	73.7%	83.8%

# TEMPORARY LICENSES FOR STUDENTS

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- Students waiting for official transcript
- Graduates from academic program in candidacy status
- Eligibility requirements:
  - applied for a permanent license when a student
  - not engaged in practice at application
  - passed the ASWB licensing examination
  - completed all degree requirements

# REQUIREMENTS & CONDITIONS

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- Submit temporary license application form
- Submit \$50 fee
- Ineligible if already practicing social work in Minnesota at the time of application
- Supervision is required while practicing under the temporary license and does apply to the supervision requirement after licensure
- Student TL: valid for up to six months
- Candidacy TL: valid up to 12 months and can be extended

# Provisional License for FB/ESL Applicants

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- Effective August 1, 2007 to replace the “alternate method” of licensure
- Eligibility:
  - speak English as a second language
  - born in a foreign country
  - not obtained a passing score on ASWB exam
  - meet all other requirements for licensure
- Apply for provisional license and practice under supervision for 2000 hours

# REQUIREMENTS & CONDITIONS

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- Submit provisional license application form
- Submit licensing fee
- Demonstrate competence through practicing under licensing supervision for 2,000 hours
- Supervisor must be licensed and have completed:
  - 5000 hours social work practice, **or**
  - 30 hours of training in supervision
- Eligible for permanent license if supervisor attests to supervisee's competence after 2000 hours completed
- PL valid: for up to 3 years

# IN CONCLUSION...

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- Better understanding of:
  - mission of the Board
  - purpose and benefits of licensure
  - requirements for licensure
  - importance of ethical practice standards
  - professional responsibilities and choices

*BEST OF LUCK  
AS YOU MOVE  
INTO THE PROFESSION!*