Agenda

• Social work as a regulated profession
• Board’s mission of public protection
• Benefits of licensing
• Licensing requirements in Minnesota - MS148E
• Application and examination process
• Supervised practice, continuing education, standards of practice and ethical conduct
What is the Board?

- 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

• Benefits for the public
  – Board mission to ensure public protection
  – Licensed workers meet minimum standards

• Benefits for the profession
  – Achieve parity with other professions
  – Enhance professional identity and credibility
  – Inclusion in other laws
  – Reimbursement for services
A Regulated Profession

• 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
Licensing Requirements in Minnesota

Protecting The Public

Licensing Social Workers

Resolving Complaints

BOSW Qualified Professional Ethical Accountable

“To ensure to the residents of Minnesota quality social work services by establishing and enforcing professional standards.”
Who Must Be Licensed in Minnesota?

• MN Social Work Practice Act: MN Statutes Chapter 148E
• Title and practice jurisdiction and protection
• License required:
  – If using the title “social worker”
  – If “practicing” social work with a social work degree
Definition of Social Work Practice

- MN Statutes, 148E.010, subdivision 11
  “practice of social work”
- MN Statutes, 148E.010, subdivision 6
  “clinical social work”
- Broad definition of scope of practice:
  - In-person and electronic means
  - Direct practice
  - Indirect practice
Social Work Practice is...

- assessment, intervention, case management, client education, research, consultation, counseling, crisis intervention, referral, advocacy, development and administration of social service programs and policies, community organization, supervision of social workers, and teaching social work students

- Clinical Practice: diagnosis and treatment
Board’s Licensing Authority

• 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 and MSW degreed individuals
Enforcing Unlicensed Practice

• Board has legal authority over individuals, not agencies, but can require licensure of individuals even when agency does not

• Board enforces unlicensed practice and can reprimand, assess civil penalty, or issue cease and desist
Licensing Exemptions

• **License not currently required for:**
  – Students in internships required for social work degree
  – Social workers employed by federally recognized tribes
  – Other licensed professionals
  – City, county, state agency social workers
  – Social workers employed by private nonprofit nontribal agencies whose *primary service focus* addresses ethnic minority populations and social worker is member of ethnic minority population
License Exemption Change

• Effective July 1, 2016
• Newly hired employees must be licensed if they are employed by
  — city agency
  — state agency
  — private nonprofit, nontribal agency whose primary service focus addresses ethnic minority populations
Grandfathering Eligibility

• Currently employed in previously exempt setting and for a minimum of 6 months within the most recent 3 years was:
  1) presented to the public by title “social work” or “social worker”; or
  2) engaged in the practice of social work

• Non-social work degrees accepted and no exam required

• County social workers are not eligible
Four Licenses

**Licensed Social Worker (LSW)**
- BSW (CSWE)
- ASWB Bachelor’s Exam
- Once Licensed, 4000 hours supervised practice

**Licensed Graduate Social Worker (LGSW)**
- MSW (CSWE)
- ASWB Master’s Exam
- Once Licensed, 4000 hours supervised practice
- If clinical, requirement is ongoing, not to exceed 8000 hours
- May maintain LGSW indefinitely, if not engaged in clinical practice, without ongoing supervision

**Licensed Independent Social Worker (LISW)**
- MSW (CSWE) or DSW
- ASWB Advanced Generalist Exam
- 4000 hours post-LGSW supervised practice

**Licensed Independent Clinical Social Worker (LICSW)**
- MSW (CSWE) or DSW
- 360 clinical clock hours
- ASWB Clinical Exam
- 4000 hours post-LGSW supervised clinical practice
LICSW License Eligibility

Academic Requirement for LICSW

- 360 hours of clinical course content
  - 108 clock hours (30%) in differential diagnosis and biopsychosocial development and psychopathology across the lifespan
  - 36 clock hours (10%) in assessment-based clinical treatment planning with measurable goals
  - 108 clock hours (30%) in clinical intervention methods informed by research and current standards of practice
  - 8 clock hours (5%) in evaluation methodologies
  - 72 clock hours (20%) in social work ethics and values including cultural context, diversity, and social policy
  - 18 clock hours (5%) in culturally specific clinical assessment and intervention
LICSW License Eligibility

- Academic Requirement for LICSW may be obtained through:
  - MSW (CSWE) graduate degree program,
  - graduate coursework from an accredited institution of higher learning, or
  - up to 90 CE hours, not to exceed 20 hours of independent study (must include course description and post-test)
LICSW License Eligibility

• Students should be talking with their MSW Program Officials and utilizing the grid their school has developed to determine which courses may count toward meeting the 360 clock hours required in the 6 specific clinical knowledge areas.
Application and Examination Process
# Application and Exam Process

## Timeline

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Activity</th>
<th>Time Line</th>
</tr>
</thead>
</table>
| Apply for Licensure using Online Services at the Board’s website | 1) Application for Licensure & $45. fee  
2) BCA background check form & $15. fee  
3) ESL & ADA provisions available  
- Must apply before approved for exam  
- Report graduation date on application |  
- Apply before ALL degree requirements complete or after graduation  
- 30 days to process and receive exam approval from the Board |
<table>
<thead>
<tr>
<th>Step 2</th>
<th>Activity</th>
<th>Time Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for and take</td>
<td>• After application is reviewed, Board sends exam approval notice and</td>
<td>• Guideline - take exam within 6 months from Board exam approval notice</td>
</tr>
<tr>
<td>the ASWB Exam</td>
<td>Candidate Handbook is available on-line</td>
<td>• If fail, wait 90 days to re-test per ASWB policy</td>
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<tr>
<td></td>
<td>• Contact ASWB to register and pay exam fee of $230</td>
<td>• Failed exam must reapply and pay application fee if beyond one year</td>
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<tr>
<td></td>
<td>• Receive e-mail confirmation from ASWB and make appointment for</td>
<td></td>
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<td></td>
<td>exam with Pearson VUE</td>
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<tr>
<td>Step 3</td>
<td>Activity</td>
<td>Time Line</td>
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<tr>
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</tbody>
</table>
| Complete all degree requirements for graduation | • Complete ALL degree requirements  
  • Contact Registrar’s office to confirm degree has been posted  
  • Request official transcript be sent to the Board | • As soon as possible after degree is posted by Registrar  
  • One year to complete all requirements |
<table>
<thead>
<tr>
<th>Step 4</th>
<th>Activity</th>
<th>Time Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval for Licensure</td>
<td>• Board receives official transcript</td>
<td>• Submit license fee as soon as possible after receiving notice</td>
</tr>
<tr>
<td></td>
<td>• Board sends approval letter indicating license fee</td>
<td>• LGSW $144.</td>
</tr>
<tr>
<td></td>
<td>• Submit license fee</td>
<td>• OET (10%)</td>
</tr>
<tr>
<td></td>
<td>• License effective on date fee received</td>
<td>• Fees effective for 24 months</td>
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<tr>
<td></td>
<td>• Board sends license wall certificate and card indicating license renewal date</td>
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</tbody>
</table>
ASWB Examination

• Examination Information
  – Association of Social Worker Boards (ASWB) national licensure exam
  – Four levels of examinations
  – Exam content varies by level of examination
  – Content outlines, Knowledge, Skills, and Abilities lists, Study guides, and Practice exams available at www.aswb.org
  – Need to maintain exam security
ASWB Examination

• Examination Administration
  – ASWB contracts with Pearson VUE for administration
  – Electronic testing – 150 multiple choice questions on personal computer
  – 4 hour limit
  – Passing score in MN is 75
  – Testing locations in Minnesota, surrounding states, and foreign countries
  – Available Monday-Saturday
Testing Tips

• Read carefully
• What is general topic area?
• Read question and hypothesize answer before looking at choices
• Re-read carefully and dissect stem
• Eliminate obviously wrong answers
• Answer all questions; guessing is better than no answer, which is always wrong
• If stuck, mark question and come back
Testing Tips

• Multiple choice exam “distracters”:
  – Pay attention to qualifying words in the question i.e. first, best, most, least
  – There is only one correct answer. Eliminate answers which are:
    • true, but irrelevant
    • too broad or too narrow
    • common misconception
    • plausible, but wrong
Temporary Licenses for Students

• Students waiting for official transcript
• Submit temporary license application form and $50. fee
• Eligibility requirements:
  – applied for a permanent license when a student
  – ineligible if engaged in unlicensed practice at application
  – passed the ASWB licensing examination
  – completed all degree requirements
Requirements and Conditions

• Supervision is required (under a Supervision Plan) while practicing under the temporary license and does apply to the supervision requirement after licensure

• Student TL: valid for up to six months
Provisional License for FB/ESL Applicants

• Eligibility
  – Met all requirements for licensure and applied for a license
  – Did not obtain a passing score on ASWB exam
  – Speak English as a second language
  – Born in a foreign country

• Apply for provisional license and practice under supervision for additional 2000 hours
Supervised Practice Requirements

- Protecting The Public
- Licensing Social Workers
- Resolving Complaints

Bosw Qualified Professional Ethical Accountable

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Supervised Practice Requirements

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

• Non Clinical Supervision
  – Formal / monthly / continuous over practice
  – 100 hours direct supervision during 4000 hours practice
    • 4 hours supervision per 160 hours of practice or per month of full-time practice
    • Prorate supervision hours if part-time
      – 20 hours per week = 2 hours supervision per month
Supervised Practice Requirements

• Clinical Supervision
  – Formal / monthly / continuous until hold LICSW license
  – 200 hours direct supervision, in not less than 4000 and not more than 8000 hours of practice
  • Minimum of 4 hours and maximum of 8 hours of supervision per 160 hours of practice, or per month of full-time practice
  • Prorate supervision hours if part-time
    – 20 hours per week = 2 – 4 hours supervision per month
Supervised Practice Requirements

– Of the 4,000 total hours of clinical practice required, at least 1,800 hours must be “direct clinical client contact”

– “Direct clinical client contact” means in-person or electronic media interaction with a client, including client systems and service providers, related to the client’s mental and emotional functioning, differential diagnosis, and treatment
Types of Supervision

• One-on-One Supervision (50% required)
  – One-on-One Supervision: 100 hours per 200 hour requirement (clinical); 50 hours per 100 hour requirement (non-clinical)
  – In-Person: minimum of 50 hours per 200 hour requirement (clinical); 25 hours per 100 hour requirement (non-clinical)
  – No hour limitation
  – Eye-to-Eye Electronic Media, while maintaining visual contact (up to 50 hours permitted – clinical; up to 25 hours permitted – non-clinical)
Types of Supervision

• Other Types of Supervision Permitted (limit of 50% or 100 hours per 200 hour requirement – clinical; 50 hours per 100 hour requirement – non-clinical)
  – One-on-One Telephone
  – **Group:** may include in-person; telephone; or eye-to-eye electronic media, while maintaining visual contact
  – **Group limited to 6 supervisees**

**Supervision must not be provided by e-mail**
Documentation of Supervised Practice

• Mandatory Supervision Plan form (Nonclinical and Clinical)
  – Submit after licensed and within 60 days of beginning practice or change in practice
  – Late fee of $40 at renewal if not submitted
  – Supervisor must attest to completion of all licensing supervisor requirements

• Supervision Verification form (Nonclinical and Clinical)
  – Required at license renewal
  – Required at application for LISW or LICSW
Required Supervisor

• Licensing supervisor
  – Provides direction and evaluation of practice
  – May be on-site or off-site
  – Must be social worker licensed at appropriate level
  – Up to 25% of supervision may be provided by a licensed mental health professional
Required Supervisor

• LGSWs may have:
  – Non-clinical practice: LISW, LICSW or LGSW with 4000 supervised practice hours on record with Board, and 30 hours of training in supervision
  – Clinical practice: LICSW with 2000 hours of experience in authorized social work practice, including 1000 hours in clinical practice after LICSW licensure, and 30 hours of training in supervision
Content of Supervision

• Content of Supervision
  – Development of professional values
  – Practice skills
  – Authorized scope of practice
  – Ensuring continued competence
  – Ethical standards of practice
Continuing Education Requirements

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Continuing Education (CE) Requirement

• Required CE hours at license renewal
  – 40 CE hours per 24 month renewal cycle after August 1, 2011
    • 2 CE hours in social work ethics content
    • 24 in clinical content for LICSWs
    • 6 in supervision for licensing supervisors
    • CEs may be pro-rated at first renewal and may be more or less than 40 hours
Continuing Education (CE) Requirement

• Pre-approval of CE activities **not** required

• Options
  – Board approved CE Providers
  – ASWB and NASW-National
  – Board will accept programs that meet CE requirements - qualified presenter
  – Material presented must **not** be procedural, business practices, or self-development
CE Requirement

• Acceptable CE Activities
  – Academic coursework (obtained after license is issued)
  – Educational workshops, conferences
  – Staff training programs
  – Independent study
    • Limit of 15 of the 40 CE hours required
    • Online, video, audio, research activities
    • May include consultation or training regarding supervision with a licensed professional who has demonstrated supervisory skills

• Verification and Audit at Renewal
  – Keep verification of attendance for one year beyond renewal date in the event of audit
Standards of Practice and Ethical Conduct
Board’s Compliance Process

• 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

• Boundary issues with clients
  – Sexual, business, personal relationships
  – Dual relationships
  – Who is the “client”? 

• Confidentiality
  – Disclosures via conversation, use of technology (phone, email, fax, social media)
  – Paper and electronic data security
Common Ethical Issues

• Client Records
  – Timeliness of documentation
  – Proper release of information
  – Length of time for record retention

• Impairment
  – Competence to practice
  – Mental, physical, mental/emotional health
  – Health Professional Services Program (HPSP)
    • Diversion program for regulated health professionals
Common Ethical Issues

• Reporting Requirements
  – Duty to warn
  – Maltreatment of minors and vulnerable adults
  – Failure to self-report adverse actions
  – Failure to report licensees and other licensed health professionals for unethical practice

• Termination of Client Services
  – What is required?
  – Post-termination contact
# 2011 ASWB Exam Pass Rates

<table>
<thead>
<tr>
<th>Exam Category</th>
<th>National Candidates</th>
<th>Minnesota Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pass Rate% (first time)</td>
<td>Pass Rate% (first time)</td>
</tr>
<tr>
<td>Bachelors</td>
<td>78%</td>
<td>89%</td>
</tr>
<tr>
<td>Masters</td>
<td>83%</td>
<td>96%</td>
</tr>
<tr>
<td>Advanced Generalist</td>
<td>46%</td>
<td>93%</td>
</tr>
<tr>
<td>Clinical</td>
<td>78%</td>
<td>92%</td>
</tr>
</tbody>
</table>
Questions and Resources

• **BOSW Questions and Resources**
  – Website: [www.socialwork.state.mn.us](http://www.socialwork.state.mn.us)
  – Email: social.work@state.mn.us

• **ASWB Exam Questions and Resources**
  – Website: [www.aswb.org](http://www.aswb.org)
  – Toll free: (800) 225-6880