

OKLAHOMA ADMINISTRATIVE CODE TITLE 675. STATE BOARD OF LICENSED SOCIAL WORKERS

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CHAPTER 1. ADMINISTRATIVE OPERATIONS

Section

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[Authority: 59 O.S. Supp. 1980, Sections 1250.1-1256]

[Source: Codified 12/31/91]

675:1-1-1. Purpose

This chapter establishes criteria for the administrative operations of the Oklahoma State Board of Licensed Social Workers.

675:1-1-1.1. Definitions

For purposes of this title, the following words and terms shall have the following meaning unless the context clearly indicates otherwise:

“**Educational supervision**” means face to face interaction between the supervisor and supervisee. Face to face supervision does not include interaction through electronic means unless said interaction is approved by the Board on a case by case basis prior to the supervision.

“**LCSW**” means licensed clinical social worker.

“**LMSW**” means licensed masters social worker.

“**LSW**” means licensed social worker (advanced generalist).

“**LSW-Adm**” means licensed social worker with a specialty of administration.

“**LSWA**” means licensed social worker associate.

“**Assessment**” means the gathering of data about emotional, behavioral, mental, environmental, biopsychosocial, and interactional processes gathered in an effort to identify the client’s past and current level of functioning. Assessment may also include the use of standardized psychometric testing instruments upon successful completion of appropriate, specialized courses or training.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:1-1-2. Name

The name of the Board shall be the Oklahoma State Board of Licensed Social Workers.

675:1-1-3. Makeup of Board

There shall be seven (7) members of the Board. Three of the members of the Board shall be licensed social workers or licensed clinical social workers licensed under this law. Two other members shall be licensed social work associates and/or licensed masters social workers. One member shall be the president of the Oklahoma Chapter of the National Association of Social Workers. The remaining member of the Board shall be selected

from and shall represent the general public.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:1-1-4. Officers of the Board

The Oklahoma State Board of Licensed Social Workers shall elect a chairman, vice-chairman, and secretary. Election of officers will occur on a biennial basis.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:1-1-5. Executive Secretary (Revoked)

[Source: Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:1-1-6. Consultant(s) to the Board

Consultant(s) shall be appointed by the Board to assist in carrying out duties as needs for such Consultant(s) are defined. Appropriate compensation may be set for reimbursement of the cost of such consultation.

675:1-1-7. Quorum

Four members of the Board of Licensed Social Workers shall constitute a quorum for the transaction of business. All action by the Board requires a majority vote of the Board members present.

675:1-1-8. Meeting dates

The Board shall meet at least once every three months and shall be available for called meetings at the pleasure of the Chairman or by a quorum of four members. Meetings shall be in accordance with the provisions of the Open Meeting Law for the State of Oklahoma.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:1-1-9. Fee schedule

(a) Fees.

(1) Licensure:

- (A) Application processing fee - \$150.00
- (B) National criminal history record check – at cost

(2) Renewal:

- (A) Renewal of license - \$100.00
- (B) Late fee - \$50.00

(3) Continuing education fees:

- (A) Annual continuing education provider's application fee - \$200.00 (Any fees paid in the year 2004 and prior to the effective date of this rule may be applied up to the annual fee for year 2004.)
- (B) Annual web-site link to provider - \$25.00

- (C) Licensee request for program/event approval - \$40.00 each

(4) Miscellaneous:

- (A) Duplicate or replaced license certificate - \$25.00
- (B) Duplicate renewal card - \$10.00
- (C) Written verification of licensure - \$20.00
- (D) Duplication of public records - \$0.25 per page
- (E) Application for Board Approved Supervisor - \$150.00
- (F) Investigation/prosecution – at cost incurred
- (G) Probation - \$100.00 per month

(H) Returned check processing fee - \$50.00

(b) **Submission of fees.**

(1) All fees assessed by the Board as set out in this section shall be received prior to processing an application.

(2) All fees are non-refundable.

[Source: Added at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

CHAPTER 3. INDIVIDUAL PROCEEDINGS

Section

- 675:3-1-1. Purpose
- 675:3-1-2. Definitions
- 674:3-1-3. Complaint Process
- 675:3-1-4. Procedures for denials, revocations, suspensions

[Authority: 59 O.S. Supp. 1980, Sections 1250.1-1273]

675:3-1-1. Purpose

The purpose of this Chapter is to set forth the procedures of the Board used in the investigations of and hearings held for complaints and for individual proceedings.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:3-1-2. Definitions

The following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

“**Act**” means the Social Worker’s Licensing Act, 59 O.S., §§ 1250, et seq., as amended.

“**APA**” means Article I and/or Article II of the Administrative Procedures Act, 75 O.S. § 250, et seq.

“**Board**” means the Oklahoma State Board of Licensed Social Workers.

“**Citizen complaint**” means a written statement of alleged violation of the Act by a person licensed or certified by the Board and submitted to the Board office by any member of the public.

“**Complaint Committee**” means a committee made up of the Board Chair or his or her designee, former or current Board(s) member appointed by the Chair and the Attorney General Liaison to the Board.

“**Formal complaint**” means a written statement of alleged violation of the Act by a person licensed or certified by the Board and which is filed by the Board’s attorney along with a Notice of Hearing scheduling an individual proceeding before the Board.

“**Hearing**” means the mechanism employed by the Board to provide Due Process to a respondent in an individual proceeding.

“**Individual proceeding**” means the formal process by which the Board takes administrative action against a person licensed or certified by the Board in accordance with the Act and the APA.

“**Respondent**” means the person against whom an individual proceeding is initiated.

“**Staff**” means the personnel of the Board, through employment or contract.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:3-1-3. Complaint procedure

- A. **Receiving complaints.** The Board shall receive complaints against licensees through the mail or in person at the Board office. Only written complaints shall be accepted for consideration, unless extenuating circumstances exist. The written complaint may be anonymous as long as it contains detailed information sufficient to independently verify the allegations made. Upon receipt of the complaint, the Board staff shall:
 - 1. stamp all pages with a Board stamp which indicates the date of receipt,
 - 2. review the citizen complaint to determine if the person against whom the complaint is made is a current licensee,
 - 3. generate a letter to the complainant indicating receipt and review of the complaint by the Board officials (if applicable),

4. log the citizen complaint by assigning a number consisting of the year and sequence number in which it was received, record the date received, name of complainant (if provided), and the name and license number of the licensee,
 5. place the citizen complaint in a pending file,
 6. notify members of the Complaint Committee of receipt of a citizen complaint by providing a copy to each member.
- B. **Reviewing complaints.** Upon notification that a complaint has been received, the Complaint Committee shall review the contents to determine whether or not the allegation constitutes a possible violation of the Code of Professional Conduct. If the allegation does not indicate a possible violation of this code, the Complaint Committee shall instruct the Board staff to generate a letter to the complainant thanking them for their concern and advising them that the complaint does not fall within the purview of the Board. If the allegation does indicate a possible violation of this code, the Complaint Committee shall make the following determination:
1. The alleged violation appears to be one which would not, if found to be valid, result in a denial, revocation or suspension of a license, but one which does indicate the need for Board review and possible informal action.
 2. The alleged violation appears to be one which could, if found to be valid, result in a denial, revocation or suspension of a license.
- C. **Allegations, if substantiated, not appearing to result in a denial, revocation or suspension of a license.** If an alleged violation appears to be one which would not result in a denial of renewal, revocation or suspension of a license, the chair or chair's designee shall proceed with addressing the allegation by reviewing the complaint with the Attorney General liaison for the Board. Upon the consent of the chair or chair's designee and the advice of the Attorney General liaison the chair or chair's designee shall proceed by:
1. Notification of the licensee by certified mail that a citizen complaint has been received, outlining the nature of the complaint.
 2. Forwarding to the licensee a copy of the informal process for addressing citizen complaints, which requires:
 - a. a prompt letter to the Board from the licensee responding to the merits of the complaint;
 - b. an informal interview with the Board to fully explore the issues involved in the complaint;
 - c. an agreement by the Board and the licensee on the merits of the complaint;
 - d. a proposed Consent Decree for disciplinary action for the licensee, approved by the Board and signed by the licensee and the chair or chair's designee, which may include, but is not limited to, one or more of the following:
 - i. a letter of education instructing the licensee to correct the aspect of practice in question;
 - ii. a tutorial assigned to the licensee to remedy the practice in question, under the supervision of a Board Approved Supervisor assigned by the Board, with the wishes and needs of the licensee taken into consideration;
 - iii. a letter of censure reprimanding the licensee for the practice in question;
 - e. a review of the course of action in a specified time, not longer than six months, to determine whether or not remediation has taken place;
 - f. a letter to the licensee indicating that the informal process has ended.
 3. Referral to the formal investigation process when:

- a. the licensee fails to respond to the certified letter from the Board;
 - b. the informal process reveals new or expanded allegations that indicate the possibility of a denial, revocation or suspension of a license;
 - c. the licensee fails to meet the requirements of Consent Decree without good cause.
4. A Consent Decree entered into pursuant to the subsection that is agreed to by the Board and the licensee shall not be considered a disciplinary action and will not appear on the Board's website or be reported to a national databank.
- D. Allegations, if substantiated, appearing to result in a denial, revocation or suspension of a license.** If an alleged violation appears to be one which would result in a denial of renewal, revocation or suspension of a license, the Complaint Committee shall proceed with addressing the complaint by the process detailed below based upon agreement of a majority of its members:
- 1. Contacting an investigator designated by the Board as qualified to address the nature of the complaint.
 - 2. Providing the designated investigator with names and addresses of the complainant, if available, and the licensee.
 - 3. Issuing a letter of intent that specifies:
 - a. the intended parameters of the investigation;
 - b. the individuals to be interviewed;
 - c. the contract fee and travel reimbursement, as allowed by statute;
 - d. the time frame for completing the investigation.
 - 4. Indicating whether or not the licensee should be interviewed by the contract investigator, in reference to:
 - a. advice by the Attorney General liaison not to do so in order to reserve the interview with the licensee in a setting under oath;
 - b. the possibility of a criminal investigation being conducted concurrently or subsequently to the Board investigation.
 - 5. Submitting the investigative report to the Complaint Committee for review and recommendation to the Board concerning proposed action to be taken concerning the complaint.
 - 6. Placing the complaint on the agenda for the next Board meeting for report on the status of the complaint and possible action by the Board. Possible actions by the Board would include:
 - a. a dismissal of the complaint due to lack of evidence of a code violation;
 - b. a referral to the informal process due to a finding that the results of the investigation reveal code violations, but not ones that would result in the need for denial, revocation or suspension;
 - c. a decision to hold a hearing as provided for in Section 675:3-1-4 of this Chapter;
 - d. a Consent Decree that is agreed to by the Board and the licensee.
 - i. A Consent Decree that is entered into pursuant to this subsection shall be considered a disciplinary action and shall appear on the Board's website and shall be reported to the appropriate national databank(s).
 - ii. A Consent Decree pursuant to this subsection may be recommended to the Board as a possible action of the Board at any stage in the complaint process detailed in this subsection.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:3-1-3.1 Cooperation with investigations

Licensees shall cooperate when Board staff, complaint committee members, and/or investigators make inquiries concerning a complaint made against a licensee. Failure of a licensee to cooperate is a code violation.

[Source: *Adde at 29 OK Reg, eff 5-30-12*]

675:3-1-4. Procedures for denials, revocations, suspensions

- A. **When a hearing is required.** The Board shall hold a hearing when it considers that there is cause to deny a renewal of a license or, revoke or suspend any license (or specialty certification) issued by the Board or applied for in accordance with the Social Worker's Licensing Act or otherwise to discipline a licensee. The hearing will determine whether or not the person:
1. Has been convicted of a felony and, after investigation the Board finds that he or she has not been sufficiently rehabilitated to meet the public trust;
 2. Has been found guilty of fraud or deceit in connection with services rendered or in establishing needed qualifications under this act;
 3. Has knowingly aided or abetted a person, not licensed under these provisions, in representing himself or herself as licensed in this state;
 4. Is guilty of unprofessional conduct as defined by rules established by the Board;
 5. Is guilty of negligence or wrongful actions in the performance of his or her duties as a social worker;
 6. Is unable to function because of addiction to alcohol, drugs or other chemicals;
 7. Is unable to function because of physical or mental illness;
 8. Has disclosed confidential information without proper authority;
 9. Has violated the security of any licensure examination materials;
 10. Has been the subject of the revocation, suspension, surrender or other disciplinary sanction of a license in this state that is similar or related to a social worker license or of other adverse action related to a similar or related license in this state including the failure to report such adverse action to the Board within ten (10) business days of the issuance of a final order.
 11. Has been the subject of the revocation, suspension, surrender or other disciplinary sanction of a social worker or related license or of other adverse action related to a social worker or related license in another jurisdiction or country including the failure to report such adverse action to the Board; or
 12. Has been adjudicated by a court of competent jurisdiction, within or without this state, as incapacitated, mentally incompetent, chemically dependent, mentally ill and dangerous to the public or a psychopathic personality.
- B. **Hearing procedures.** Hearing procedures to be followed shall be in accordance with the Administrative Procedures Act, 75 O.S., §§309-323.

[Source: *Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12*]

CHAPTER 10. LICENSURE REQUIREMENTS

Section

- 675:10-1-1. Purpose
- 675:10-1-1.1 Approved Social Work Programs
- 675:10-1-1.2. Requirements for Licensed Clinical Social Worker
- 675:10-1-1.3 Requirements for Licensed Master's Social Worker
- 675:10-1-2. Requirements for Licensed Social Worker
- 675:10-1-2.1. Requirements for Licensed Social Worker-Administration
- 675:10-1-3. Requirements for Licensed Social Work Associate
- 675:10-1-3.1. License required
- 675:10-1-4. Requirements for Private or Independent Social Work Practice
- 675:10-1-5. Titles of licenses
- 675:10-1-6. Continuing Education
- 675:10-1-7. Exceptions to Experience & Examination Requirements (Revoked)
- 675:10-1-8. Issuance of License
- 675:10-1-9. Form of Application
- 675:10-1-10. Examinations
- 675:10-1-11. Non-Residence
- 675:10-1-12. Fees (Revoked)
- 675:10-1-12.1. Renewal of licenses
- 675:10-1-13. Lapsed licenses
- 675:10-1-13.1. Addition of specialty to license (Revoked)
- 675:10-1-14. Previous Registration Allowing Licensure (Revoked)
- 675:10-1-15. Reciprocity - Endorsement
- 675:10-1-16. Provisional license
- 675:10-1-16.1. Complaint procedure (Revoked)
- 675:10-1-17. Procedures for Denials, Revocations, Suspensions (Revoked)

[Authority: 59 O.S. Supp. 1980, Sections 1250.1-1273]

[Source: Codified 12/31/91]

675:10-1-1. Purpose

This chapter describes the requirements for licensure.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-1.1. Approved Social Work Programs

The Board approves social work programs that are accredited by the Council on Social Work Education (CSWE). For international programs, a decision will be made on a case by case basis in consultation with and in conjunction with the CSWE.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:10-1-1.2. Requirements for Licensed Clinical Social Worker

The Board shall authorize the issuance of licenses to persons who qualify as follows:

1. as a LCSW who has a master's degree in social work from a Board approved social work program and has two (2) years of full-time post degree experience or the equivalent thereto of part-time experience, a total of 4,000 hours, of experience in the practice of clinical social work

under professional supervision of a licensed clinical social worker which includes 3000 hours of direct client contact. Direct client contact may include any activities directly associated with the provisions of treatment for a client. Direct client contact does not include administrative activities, travel to/from meetings, training, etc. This experience shall include at least 100 hours of face-to-face educational supervision by the supervisor. Ratings on the final evaluations completed by supervisor(s) must document performance at a level meeting or exceeding expectations as defined on the forms approved by the Board, in all areas of evaluation,

2. passed the examination provided for under the provisions of Section 675:10-1-10, and
3. is of good moral character.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-1.3. Requirements for Licensed Master's Social Worker

The Board shall authorize the issuance of licenses to persons who qualify as follows:

1. as a Licensed Social Worker who has a master's degree in social work from a Board approved social work program,
2. passed the examination provided for under the provisions of Section 675:10-1-10, and
3. is of good moral character.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:10-1-2. Requirements for Licensed Social Worker

The Board shall authorize the issuance of licenses to persons who qualify as follows:

1. as a Licensed Social Worker who has a master's degree in social work from a Board approved social work program and has two (2) years of full-time post degree experience or the equivalent thereto of part-time experience, a total of 4,000 hours, of experience in the practice of social work under professional supervision of a licensed clinical social worker or licensed social worker with administration specialty. This experience shall include at least 100 hours of face-to-face educational supervision by the supervisor. Ratings on the final evaluations completed by supervisor(s) must document performance at a level meeting or exceeding expectations as defined on the forms approved by the Board, in all areas of evaluation,
2. passed the examination provided for under the provisions of Section 675:10-1-10, and is of good moral character.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:10-1-2.1. Requirements for Licensed Social Worker-Administration

The Board shall authorize the issuance of licenses to persons who qualify as follows:

1. as a LSW-Adm who has a master's degree in social work from a Board approved social work program and has two (2) years of full-time post degree experience or the equivalent thereto of part-time experience, a total of 4,000 hours of experience in the administrative practice of social work under professional supervision of a licensed social worker with administration specialty. This experience shall include at least 100 hours of face-to-face educational supervision by the supervisor. Ratings on the final evaluations completed by supervisor(s) must document performance at a level meeting or exceeding expectations as defined on the forms approved by the Board, in all areas of evaluation,
2. passed the examination provided for under the provisions of Section 675:10-1-10, and
3. is of good moral character.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:10-1-3. Requirements for Licensed Social Work Associate

The Board shall authorize the issuance of licenses to persons who qualify as follows:

1. thereto of part-time experience, a total of 4,000 hours of experience, in the practice of social-as a Licensed Social Work Associate who has a baccalaureate degree in social work from a Board approved social work program and has two (2) years of full-time experience or the equivalent work under the professional supervision of a licensed social worker, licensed clinical social worker or licensed social worker with administration specialty. This experience shall include at least 100 hours of face-to-face educational supervision by the supervisor. Ratings on the final evaluations completed by supervisor(s) must document performance at a level meeting requirements as defined on the forms approved by the Board, in all areas of evaluation or who has a master's degree in social work from a Board approved social work program and has passed the examination provided for under Section 675:10-1-10
2. passed the examination provided for under the provisions of Section 675:10-1-10, and
3. is of good moral character.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-3.1. License required

No person shall engage in the practice of social work as defined by law without having the legal possession of a current license.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04]

675:10-1-4. Requirements for Private or Independent Social Work Practice

- A. No person may engage in the private practice of social work unless:
 1. licensed under this act as an LCSW,
 2. has had 100 hours of face-to-face educational supervision in no less than two (2) years of full-time or the equivalent thereto of part-time experience, a total of 4,000 hours, supervised experience certified by the Board in the method to be offered in private practice and met the requirements set by the Board, and
 3. continues to meet continuing education requirements set by the Board.
- B. No person may engage in the independent practice of social work unless:
 1. licensed under this act as an LCSW, LSW-ADM or LSW,
 2. has had 100 hours of face-to-face educational supervision in no less than two (2) years of full-time or the equivalent thereto of part-time experience, a total of 4,000 hours, supervised experience certified by the Board in the method to be offered in private practice and met the requirements set by the Board, and
 3. continues to meet continuing education requirements set by the Board.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-5. Titles of licenses

- a. **Licensed Clinical Social Worker.**
 1. **Definition.** Clinical social work is defined as set out in Section 1250.1 of Title 59 of the laws of Oklahoma.
 2. **Setting.** Clinical social work is practiced within a private office or under the auspices of public, voluntary, or proprietary agencies and institutions addressing familial, economic, health, recreational, religious, penal, judicial and educational concerns.
 3. **Model of clinical social work practice.** Within the practice setting, the problem is identified,

and a plan of intervention is designed and implemented with the client. The plan is supported by securing historical facts and clues to the latent forces within the individual that shape personality. Individual strengths in conjunction with community resources are activated and utilized to implement the client plan. Social workers using standardized assessment tools shall observe all requirements associated with the tool prior to administering the instrument.

b. Licensed Master's Social Worker.

1. **Definition.** Licensed Master's Social Worker (LMSW) is defined as set out in Section 1250.1 of Title 59 of the laws of Oklahoma.
2. **Setting.** A licensed masters level social worker may practice under the auspices of public, voluntary, or proprietary agencies and institutions addressing familial, economic, health, recreational, religious, penal, judicial and educational concerns.
3. **Model of practice.** Within the practice setting, the social worker may be involved in community organization, program planning and development, administration of community services or programs, assessment of client needs for community programs or services, coordination and/or evaluation of service delivery, advocacy on behalf of persons or groups with unmet needs, social welfare policy, organizational analysis, and, provision of training about community needs and/or problems. Social workers using standardized assessment tools shall observe all requirements associated with the tool prior to administering the instrument.
4. The LMSW shall not engage in the private practice of clinical social work or practice independently.

c. Licensed Social Worker.

1. **Definition.** Licensed Social Worker (LSW) is defined as set out in Section 1250.1 of Title 59 of the laws of Oklahoma.
- ~~2. **Setting.** The Licensed Social Worker (LSW) shall be able to perform the following functions:~~
 - ~~A. provide counseling to individuals, couples, families and groups directed toward specific goals;~~
 - ~~B. assist in helping individuals or groups with difficult day to day problems, such as finding employment, locating sources of assistance, or organizing community groups to work on a specific problem;~~
 - ~~C. consult with other agencies on problems and cases served in common and coordinate services among agencies helping multi problem families;~~
 - ~~D. conduct basic data gathering on social problems;~~
 - ~~E. serve as an advocate for those clients or groups of clients whose needs are not being met by available programs or by a specific agency;~~
 - ~~F. assess, evaluate and formulate a plan of action based on client need;~~
 - ~~G. provide training to community groups, agencies and other professionals about health-care issues and community problems; and~~
 - ~~H. maintain familiarity with professional and self help systems in the community and will assist the client in using those services when necessary.~~
3. **Model of practice.** Within the practice setting, the licensed social worker is one who is able to assess, within the framework and ethical guidelines prescribed by the NASW code of ethics, and based on that assessment, identify and intervene at whatever systemic level is most efficient and effective. Problems identified by the worker may require intervention with more than one system and the worker may play several roles (e.g.: facilitator, advocate, broker,

enabler, educator, coordinator, activist, mediator, etc.) in an effort to bring about the desired change. A basic principle of generalist practice is that the knowledge and skills necessary to create positive change are transferable from one setting to another. Social workers using standardized assessment tools shall observe all requirements associated with the tool prior to administering the instrument. Within the practice setting, provides counseling to individuals couples, families and groups directed toward specific goals.; Assists-in helping individuals or groups with difficult day to day problems, such as finding employment, locating sources of assistance, or organizing community groups to work on a specific problem; Consults with other agencies on problems and cases served in common and coordinate services among agencies helping multi-problem families; conduct basic data gathering on social problems; Serves as an advocate for those clients or groups of clients whose needs are not being met by available programs or by a specific agency; Assesses, evaluates and formulate a plan of action based on client need; Provides training to community groups, agencies and other professionals about health care issues and community problems; and Maintains familiarity with professional and self-help systems in the community and will assist the client in using those services when necessary.

4. The LSW shall not engage in the private practice of clinical social work.

d. **Licensed Social Worker-Adm.**

1. **Definition.** Social work administration is defined as practice which focuses primarily on directing the development and/or management of social service delivery systems. Such practice is based on knowledge of organization theory, policy development, program management, personnel management, fiscal management, and public relations. Such practice is based on skills necessary for organizing, directing, supervising, staffing, program planning and program evaluating. Licensed Social Worker-Adm (LSW-ADM) is defined as set out in Section 1250.1 of Title 59 of the laws of Oklahoma.
2. **Setting.** Social work administration is practiced within a private setting or under the auspices of public, voluntary or proprietary agencies or institutions addressing familial, economic, health, recreational, religious, penal, judicial and educational concerns.
3. **Model of social work administration practice.** Within the practice setting, supervises program directors and program staff to insure that personnel, program and/or licensing standards are met and maintained and that staff members grow in skill and efficiency; develops program goals and insures that all program activities and procedures comply with regulations; interprets the services and promotes the image of the programs through regular communication with appropriate groups and individuals in order to maintain a broad base of support; manages budgets to insure a balanced and fiscally sound program is maintained.
4. The LSW-Adm shall not engage in the private practice of clinical social work.

e. **Licensed Social Worker Associate.**

1. **Definition.** Licensed Social Work Associate is defined as set out in Section 1250.1 of Title 59 of the laws of Oklahoma.
2. **Setting.** The practice of a Licensed Social Worker Associate (LSWA) means the application of social work theory, knowledge, methods, ethics and the professional use of self to restore or enhance social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, organizations and communities. LSWA basic generalist practice that includes assessment, planning, intervention, evaluation, case management, information and referral, counseling, consultation, education, advocacy, community organization, and the development, implementation, and administration of policies, programs and activities practices within a private setting or under the auspices of public, voluntary or proprietary agencies or

institutions addressing familial, economic, health, recreational, religious, penal, judicial and educational concerns.

3. **Model of practice.** In the practice setting, the LSWA may work with individuals, families, communities, groups and organizations. LSWA's may conduct psychosocial assessments and may take social histories and/or conduct home studies. The LSWA utilizes the basic problem-solving process of gathering information, assessing that information at a beginning professional level, developing a plan of care, then assuming the roles enumerated above, implements the plan and conducts follow-up.
4. The LSWA shall not engage in the private practice of clinical social work or practice independently.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-6. Continuing education

a. Continuing education.

1. As a requirement for license renewal, sixteen (16) clock hours of continuing education units shall be required for each license held. These hours must have been obtained during the previous renewal period (January through December) and approved by the Board. At least 3 hours must be categorized as ethics training as defined by the Board.
2. Approval of continuing education shall be at the discretion of the Oklahoma State Board of Licensed Social Workers and shall be in accordance with standards acceptable to the profession of social work.

~~3. A licensee called to active duty in the armed forces of the United States for a period of time exceeding one hundred and twenty (120) consecutive days during a calendar year shall be exempt from obtaining the continuing education required during that calendar year.~~

3. A licensee experiencing physical disability, illness or other extenuating circumstances may request partial or complete exemption from the continuing education requirements. The licensee shall provide supporting documentation for the Board's review. Such hardship cases will be considered by the Board on an individual basis.
4. Continuing education requirements for licensees will be waived during the calendar year in which they passed their licensure exam.

b. Audit/Verification.

1. Each applicant for renewal of license shall certify that he/she has completed the requisite hours of continuing education.
2. The Board staff may, each year, randomly or for cause select licensees to be audited for verification that continuing education requirements have been met.
3. Licensees selected for audit must submit verification of meeting the continuing education requirement with the renewal application.
4. Failure to submit such records shall constitute an incomplete application and shall result in the application being returned to the licensee and the licensee being unable to practice.
5. A license renewed through misrepresentation shall result in Board action.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-7. Exceptions to experience and examination requirements (Revoked)

[Source: Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:10-1-8. Issuance of license

The Board will issue an appropriate license to all applicants who meet the requirements for licensure in order

to identify the social workers to the public as a LCSW, LMSW, LSW, LSW-Adm or LSWA.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-9. Form of application

- a. Applicants for licensure as a LCSW, LMSW, LSW, LSW-Adm or LSWA shall make such application on the most current form prescribed by the Board, shall submit the required fee and shall supply appropriate documentation as required by the Board to validate the facts which are claimed as a part of the licensing process. Such items to include but not be limited to:
 1. an official transcript
 2. a notarized photograph taken within the last 12 months
 3. a record of work experience
 4. a certification by employers as to the facts or an affidavit attesting to the facts by the applicant
 5. a notarized signature
 6. a signed consent authorizing the Board to conduct a national criminal history record check and/or receive criminal history information on the applicant
 7. a verification of supervision
 8. an official score transfer from ASWB, as applicable
 9. a verification of licensure from another state, as applicable
 10. an affidavit of legal status, as applicable
 11. two (2) sets of fingerprints meeting the requirements set out in Section 1261.1 of the Social Workers Licensing Act.
- b. The fee for the criminal background check shall be paid separately from the license application fee by the applicant at the time application is made.
- c. The use of false or fraudulent information by an applicant may be grounds for denial of a license.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-10. Examinations

- a. The Board accepts the following licensure examinations administered by the ASWB:
 1. Basic or Bachelors
 2. Intermediate or Master
 3. Advanced or Advanced Generalist
 4. Clinical
- b. Upon approval by the Board to take the examination and issuance of a provisional license, the applicant may apply through the ASWB to sit for the examination.
- c. From the date of issuance of the provisional license, the applicant has one year to obtain a passing score on the ASWB exam. In the event of failure to pass the examination, the applicant may retake the examination every ninety (90) days during the year the provisional license is valid. If an applicant's provisional license is revoked pursuant to Section 1261.5 of the Social Workers Licensing Act, the license application shall be voided, and the applicant must reapply, including approval of the Board, application and applicable fees, prior to retaking the examination.

[Source: Amended at 9 Ok Reg, eff 7-27-92; Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-11. Non-residence

Persons not residing in Oklahoma may apply for, receive and renew a license provided they otherwise meet the requirements and submit appropriate documentation to the Board. However, their reasons for desiring licensure must be documented and the Board will assume no responsibility for their licensure except when

such practice occurs within the State of Oklahoma.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-12. Fees (Revoked)

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:10-1-12.1. Renewal of licenses

- a. All licenses shall expire at the end of each calendar year and shall be subject to renewal on the first day of the next calendar year.
- b. All licensees must submit a complete licensure renewal application, including fee, postmarked or submitted online by December 31 of the calendar year. Only renewals submitted on the most current forms provided by the Board will be accepted.
- c. Licenses will lapse on the last day of the calendar year. Such lapsed licenses shall be renewed upon receipt of a complete renewal application and payment of the renewal fee plus a late fee as set forth in 675:1-1-9 if submitted within ninety (90) days from the first day of the new calendar year. Licensees that submit documentation for renewals postmarked after December 31 of the calendar year will be assessed the late renewal fee. Social workers renewing their license January 1 through March 31 must provide verification of continuing education completed during the previous calendar year.

[Source: Added at 21 Ok Reg, eff 11-14-03 (emergency); Added at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:10-1-13. Lapsed licenses

- a. Licenses lapsed beyond the ninety (90) day period from the first day of the new calendar year will be treated as a new application after March 31 of each calendar year. A new application must be submitted with appropriate documentation as required by the Board. All current requirements, including re-examination, must be met by the applicant.
- b. Lapsed licenses must be surrendered to the Board.

[Source: Amended at 9 Ok Reg, eff 7-27-92; Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-13.1. Addition of specialty to license (Revoked)

[Source: Added at 9 Ok Reg, eff 7-27-92; Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:10-1-14. Previous registration allowing licensure (Revoked)

[Source: Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:10-1-15. Reciprocity – Endorsement

- a. Any person who becomes a resident of Oklahoma and who is or has been, immediately preceding his residency in this state, licensed in good standing to practice social work by another state which grants a like privilege or reciprocity and who meets the educational and work experience qualifications for licensure in Oklahoma may, upon payment of the necessary fee and submission of documentation as required by the Board, be licensed under these provisions.
- b. Reciprocity-endorsement shall be based upon an evaluation of the licensing criteria of the other state to determine if criteria is equal to or more stringent than Oklahoma licensing requirements.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-16. Provisional license

Persons who have met all qualifications for licensure under the provisions of this Chapter, except passage of the required examination, shall, upon payment of the necessary fee and submission of documentation as

required by the Board, be issued a provisional license as provided in 59 O.S., § 1261.5. A provisional license may not be issued for longer than one year.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:10-1-16.1. Complaint procedure (Revoked)

[Source: Added at 9 Ok Reg eff 7-27-92; Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:10-1-17. Procedures for denials, revocations, suspensions (Revoked)

[Source: Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:10-1-18. Facility [REVOKED]

CHAPTER 12. GUIDELINES FOR SUPERVISION

Section

- 675:12-1-1. Purpose
- 675:12-1-2. Supervision
- 675:12-1-3. Supervision and the Licensed Social Worker (Revoked)
- 675:12-1-4. Supervision and private or independent practice
- 675:12-1-5. Supervision and Specific Licensure (Revoked)
- 675:12-1-6. Board Approved Supervisors
- 675:12-1-7. Requirements for Board Approved Supervisor (Revoked)

675:12-1-1. Purpose

This Chapter establishes the guidelines for the documentation of supervised experience that must be received from all persons applying for social work licensure.

675:12-1-2. Supervision

- a. **Licensed clinical social worker.** The two year supervised experience requirement for licensure as a LCSW must be under the supervision of a social worker holding the LCSW license.
- b. **Licensed master social worker.** No supervision is required for the LMSW.
- c. **Licensed social worker.** The two year supervised experience requirement for licensure as a LSW must be under the supervision of a social worker holding the LSW, LSW-Adm or LCSW license.
- d. **Licensed social worker with a specialty of administration.** The two year supervised experience requirement for licensure as a LSW-Adm must be under the supervision of a social worker holding the LSW-Adm license.
- e. **Licensed social worker associate.** The two year supervised experience requirement for licensure as a Licensed Social Work Associate must be under the supervision of a social worker holding the LSW, LSW-Adm or LCSW license.

[Source: Amended at 21 Ok Reg, eff 7-1-04]

675:12-1-3. Supervision and the Licensed Social Worker (Revoked)

[Source: Revoked at 21 Ok Reg, eff 7-1-04]

675:12-1-4. Supervision and private or independent practice

- a. Engaging in the private practice of social work requires holding of the LCSW license.
- b. Engaging in the independent practice of social work requires holding of the LCSW, LSW-Adm or LSW license.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:12-1-5. Supervision and specific licensure (Revoked)

[Source: Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:12-1-6. Board Approved Supervisors

- a. **Requirements.** The two year experience requirement for specialty certification contracted external to the agency must be under the supervision of a Board Approved Supervisor. A Board approved social worker with one of the specialty certifications presently recognized by the Board does not automatically qualify as a Board Approved Supervisor. The knowledge, experience, and skill base of a Board Approved Supervisor exceeds the minimum requirements for specialty certification. Applicants

for a Board Approved Supervisor shall:

1. Submit an application on the most current forms provided by the Board.
2. Be a Licensed Social Worker with the title licensure in the same method as supervisor status is sought.
3. Have at least five (5) years of full time work experience (or equivalent) beyond the master's degree in social work. Three of these five years must be full time work experience (or equivalent) in the specialty that supervisory status is sought.
4. Have at least two years of supervisory work experience following completion of the master's degree in social work.
5. Have two (2) letters of reference submitted to the Oklahoma State Board of Licensed Social Workers. At least one letter shall be from a licensed social worker holding the same licensure title and shall address supervisory skills.

b. **Approved supervisor status.** Board and non-Board approved supervisor status remains in effect contingent upon the following:

1. Maintaining a current license in good standing;
2. supervisor training, sponsored or approved by the Board, within one year of approval and at least every three years thereafter and maintaining compliance with the minimum supervision expectations. Documentation of such participation will be furnished to the Board and will be updated periodically as required by the Board.
3. The supervisory status may be suspended or terminated by the Board if the supervisor fails to provide adequate supervision to a supervisee.
4. A supervisor may not be related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood or adoption) to the person he or she is supervising.

c. **Minimum supervision expectations.**

1. A supervisee may not engage in private or independent practice while under supervision. A supervisee may not do contract work for an employer as a non-licensed social worker.
2. A supervisee seeking clinical licensure shall not assign a clinical diagnosis independent of their clinical supervisor to a client for which they are providing services.
3. A supervisee must complete two (2) years of full-time or the equivalent thereto of part-time experience, a total of 4,000 hours, of post graduate practice experience under the supervision of a licensed social worker with the same social work practice specialty. Supervisees seeking clinical licensure must have at least 3,000 hours of direct client contact. Direct client contact may include any activities directly associated with the provisions of treatment for a client. Direct client contact does not include administrative activities, travel to/from meetings, training, etc. For supervisees working 20 hours or more per week, the supervisee must receive an average of one continuous hour per week of face-to-face supervision for two years (minimum of 100 hours). The maximum period between educational supervision meetings is two weeks, in which case the supervisor and supervisee must meet for two hours. For supervisees working less than 20 hours per week, the supervisee must meet with their supervisor at minimum of once every two weeks for one hour. Group supervision is acceptable if such supervision does not exceed at least one-half of the total supervisory time per evaluation period. Group supervision is defined as educational supervision conducted with more than one supervisee by a licensed social worker with appropriate certification in the specialty sought by supervisees, or a Board Approved Supervisor with appropriate certification in specialty sought by supervisees. The group should be limited in size to no more than 4 supervisees.

4. A contract will be negotiated by supervisor and supervisee and a copy furnished to the Oklahoma State Board of Licensed Social Workers prior to beginning. Any supervision completed prior to approval of the supervision contract will not be accepted. An official transcript with degree posted and current job description must accompany the contract. Such a contract shall not be valid if the supervisor and supervisee have a relationship that could affect the employment or benefits of the supervisor, and that relationship could, in any way, bias or compromise the supervisor's evaluation of the supervisee. Should the contract be terminated before completion of the minimum number of hours required, the supervisee is responsible for negotiating a new contract and obtaining all evaluation and termination forms required to document prior supervision. The supervisee shall notify the Board within 30 days of any job change and submit a new job description.
5. There will be a periodic written evaluation:
 - A. no less than 6 months and a total of 25 hours of supervision
 - B. no less than 12 months and a total of 50 hours of supervision
 - C. no less than 24 month and a total of 100 hours of supervision
 - D. submission of all evaluation forms are the responsibility of the supervisee and are due within thirty (30) days of each of the reporting periods.
 - E. supervisees terminating their supervision for any reason must complete and submit all evaluation forms and termination records within thirty (30) days of termination.
6. A copy of the written evaluation will be provided by the supervisee to the Board office. At the Board's discretion, failure to comply with reporting requirements stated herein may result in the loss of supervisory hours.
7. If supervision is terminated by either party, the supervisee is responsible for notifying the Board and completing a termination form which the Board will provide. Such termination form must be received by the Oklahoma State Board of Licensed Social Workers within 14 days of the termination.
8. If there is any question regarding the supervisee's competency, the supervisor is free to ask for a sample of supervisee's work.
9. It is required that all supervisors for licensure participate in supervision training sponsored or approved by the Board at a minimum of once every three years. Board Approved Supervisors are required to participate in the training. Documentation of such participation will be furnished the Oklahoma State Board of Licensed Social Workers and will be updated periodically as required by the Board.
10. When the proposed supervisor is not a staff member of the supervisee's agency, social work ethics demand that the proposed supervisor insure that the agency administration (or its representative) is in accord with the arrangements for supervision by a qualified supervisor. This is essential whether these arrangements are made by the agency or the supervisee and regardless of whether the agency contributes to financial compensation of the supervisor. The supervisor is responsible for securing agreement from the agency administration as to the purpose and content of the desired supervision and the supervisor's specific role responsibilities and limitations. The supervisor is also responsible for learning agency functions and policies so that any supervisory suggestions are constructive and realistic within agency purposes and resources.
11. Supervision from a Board Approved Supervisor may be contracted from outside the agency should internal supervision be unavailable.
12. All supervisors will adhere to the guidelines on supervision required by the Oklahoma State Board of Licensed Social Workers.

- d. Licensees supervising within their agency must have a minimum of two years work experience post passage of the proper licensure exam in order to be eligible to supervise individuals for licensure.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:12-1-7. Requirements for Board Approved Supervisor (Revoked)

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21, Ok Reg, eff 7-1-04]

675:12-1-8. Out of state supervision

Social workers seeking to transfer their licensure supervision as a new resident of this state will be required to provide documentation of supervision hours from the previous jurisdiction to assure the hours accrued conform to the requirements for social work supervision as outlined in the Oklahoma Social Work Practice Act. The Board may review documentation of supervision hours from other jurisdictions on a case by case basis.

[Source: Amended at 29 OK Reg, eff 5-30-12]

CHAPTER 15. GUIDELINES FOR CONTINUING EDUCATION

Section

- 675:15-1-1. Purpose
- 675:15-1-2. Introduction
- 675:15-1-3. Continuing education standards
- 675:15-1-4. Content of continuing education learning activities
- 675:15-1-5. Information to providers of continuing education
- 675:15-1-6. Suggested criteria for accepting category I and II continuing education events (Revoked)
- 675:15-1-7. Suggested criteria for accepting category III continuing education activities

[*Authority: 59 O.S. Supp. 1980, Sections 1250.1-1273*]

[*Source: Codified 12/31/91*]

675:15-1-1. Purpose

This Chapter describes the requirements for continuing education for all licensed social workers with specialty certification(s).

675:15-1-2. Introduction

The Oklahoma State Board of Licensed Social Workers will recognize all continuing education activities provided by ASWB-ACE, National Association of Social Workers (NASW-CE), state and local providers who have been approved by the Oklahoma State Board of Licensed Social Workers, and continuing education offered by any NASW State Chapter. **Continuing education offered through the military for military personnel or spouses of military personnel must be submitted by to the Board for approval. The fees associated with the submission of an application for military training event will be waived.**

[*Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12*]

675:15-1-3. Continuing education standards

- a. **Continuing education hours.** The number of hours specified for each social work license specialty title is 16 clock hours of verified continuing education per specialty per licensing period. Any individual holding more than one license is required to obtain 6 additional hours of Category I continuing education for each additional license. Dual licensees should seek continuing education credits that reflect the nature of the licensures and scope of their practices. All licensees must receive a total of 3 hours of ethics training as defined by the Board. For individuals who have more than one license, ethics training can be obtained for either specialty. As specified in the Oklahoma Social Worker's Licensing Act, the license must be renewed every twelve months.
- b. **Categorical learning activities.** It shall be the responsibility of the individual social worker to choose his/her own continuing education program. The continuing education experience may be organized into three main categories. Eight hours of the continuing education requirement must fall within the parameters of Category I learning experiences.
 - 1. **Category I - Formally Organized Learning Events.** Category I includes formally organized learning events, involving face to face interaction with a teacher for the purpose of accomplishing specific learning objectives. Examples include courses, workshops, practice oriented seminars, and training offered by accredited programs of social work education, and live, interactive, video conferencing by an approved program. The Verification of Attendance form should be retained by the licensee and submitted to the Board on request.

2. **Category II - Professional Meetings.** Category II includes professional meetings on the national, state and local levels. Events in this category involve formally structured discussions among professionals about professional issues, whereby participants increase their awareness of new developments in social work and related fields. Documentation of Category II is the same as described for Category I in (1) of this subsection.
3. **Category III - Individual Professional Activities.** Category III consists of a variety of self-directed professional study activities and growth experiences. Examples include writing papers and books for presentation or publication; making presentations on major professional issues or programs; teaching or training assignments, engaging in research, correspondence work, televised courses, audio/visual video-tapes and other forms of self-study upon approval by the Board, shown to update or enhance competence in social work practice. Social workers/teachers whose primary job responsibilities include designing new courses will be allowed to receive continuing education credit hours. Specifically, when a social worker/teacher engages in the initial preparation of a course he/she will be awarded continuing education hours commensurate to the number of semester hours of the course. If a quarter system is utilized, credit for quarter hours will be allowed utilizing the ratio of 3 quarter hours to 2 semester hours. Inherent in the nature of Category III experiences is the expectation that an individual will spend a greater number of clock hours in a self-directed activity than he/she will receive actual continuing education credit.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:15-1-4. Content of continuing education learning activities

- a. In ascertaining appropriate areas of learning content in Category I, II and III events, the following methods are substantive topical organizers for continuing education activities.

1. **Direct methods.**

- (A) Individual Counseling
- (B) Psychotherapy
- (C) Family Treatment
- (D) Group Work
- (E) Community Organization (Social Action, Social Planning and Social Development)
- (F) Specialized Services and Treatment

2. **Indirect methods.**

- (A) Administration and Management
- (B) Supervision
- (C) Consultation
- (D) Social Planning
- (E) Policy Development
- (F) Teaching and Educational Methods
- (G) Research
- (H) Social Problems
- (I) Advocacy
- (J) Specialized Services

- b. Specific content areas as they relate to license specialties would include:

1. **Licensed Clinical Social Worker.** Development of specific value, knowledge and skills in the following areas: human development, psychodynamics, human relations, personality development, crisis intervention, psychopathology, group dynamics, family dynamics, interactive effect of biological functioning on the client system, interactive effect of psycho-

social functioning on the client system, assessing client system dysfunctioning, assessing personality functioning/dysfunctioning, appropriate selection of intervention strategies and techniques, integration of theory and practice skills, appropriate timing and use of termination, use of evaluation, use of supervision, capacity to engage in self-regulated clinical practice and understanding and commitment to the Code of Professional Conduct.

2. **Licensed Social Worker-Adm.** Development of specific value, knowledge and skills in the following areas: organizational theory, policy development, program management, personnel management, fiscal management, public relations, program planning, program evaluation, delegation, communication (verbal and nonverbal), directing activities, decision making, appropriate use of consultation, assisting the community group to articulate needs and problems, helping community residents develop the organizational capacity necessary for effective social action, establishing positive and productive relationships with leadership people at a variety of levels, understanding and support of social welfare programs, understanding of community dynamics and power structure, bringing together disparate citizen groups and social agencies in a working relationship, translating community concerns into remedial action, increasing motivation and participation of community residents in problem solving activities, negotiating with citizens groups and community agencies, effecting change in intergroup relationships, use of supervision to enhance professional growth in functioning and commitment to the Code of Professional Conduct.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04]

675:15-1-5. Information to providers of continuing education

- a. When planning a continuing education activity (face-to-face or distance education) for social workers, the provider needs to consider six essential program elements. The guidelines that follow delineate those elements and establish respective professional expectations of providers. The licensed social worker, in turn, can use these guidelines as the basis for inquiry about a provider's qualifications, leading to better decisions about which offerings to pursue.
 1. **Program development.** Adequate and responsive continuing education program development requires interaction among sponsoring administrators, the instructor or educational leader, and potential social work consumers. The provider needs to involve social workers in the identification of learning needs, in the selection and development of educational events to meet those needs, and in the establishment of appropriate evaluation mechanisms. Involvement of social workers with content expertise and an understanding of the educational objectives are recommended as well.
 2. **Program content.** Continuing education events for social workers should clearly relate to social work practice, theory, and methodology; to the level of social work education; to social policy; or to administration, planning, and research related to human services. As a guide for participation, learning objectives and content designed to meet those objectives should be specified for each event. The way in which the content will meet the learning needs of social workers also should be made clear. Such information should be provided on promotional materials or upon request.
 3. **Participants.** Selection of participants for continuing education events must not discriminate by reason of gender, age, race, ethnic background, sexual orientation, physical abilities, or other characteristics. Promotional materials should state clearly the educational level of the social worker for whom the event is geared but not limited to, as well as any prerequisites.
 4. **Program format and instructional methodology.** The provider should be able to demonstrate that the format and methods selected for continuing education were influenced by

contemporary adult learning theory; the identified learning needs of the participants; and the learning objectives, the educational content, and the size and composition of the participant group. Methodologies need to be diverse and encourage the active participation of the learner in the educational process. A variety of teaching techniques should be considered; any assignments, such as readings or structured exercises, should be related to the conceptual content, and any audio-visual resources should be used in a planned manner.

5. **Qualified instruction.** The sponsor of a continuing education event must make sure that the instructor, speaker, or educational leader is qualified. Individual providers have responsibility for offering only those events for which they are qualified. Specific qualifications include:
 - A. competence in the subject matter as determined by a combination of two of the following:
 - i. license, registration or certificate in an area related to the course subject matter;
 - ii. master's or higher degree in an area related to the course subject matter;
 - iii. training, certification or teaching experience in subject matter related to the course subject matter;
 - iv. at least two years' experience in an area related to the course subject matter.
 - B. ability to transmit the educational content to the participants' understanding of continuing education objectives
 - C. knowledge and skill in instructional methodology, learning processes, and the use of emotionally laden material
 - D. capacity for self-evaluation and modification of future offerings in response to evaluations conducted by self, sponsor, and participants
 - E. maintenance of an appropriate certification, credential, or license for subject matter.
 6. **Program evaluation.** Formal evaluation of each continuing education event is essential for maintaining or improving the quality and effectiveness of future events. Measures of evaluation need to be established during the planning phase and linked directly with the event's learning objectives. Two distinct but related measures of evaluation may be appropriate. The first is the instructor's, sponsor's, and participants' assessment of the event with respect to content, format, methodology, instruction, and facilities. The second is assessment of the knowledge acquired by participants and is based on:
 - A. demonstration of a taught skill
 - B. an oral or written test
 - C. a project or report
 - D. a self-assessment checklist
 - E. another instrument designed to collect data on changes in participant knowledge or performance attributed to the educational experience. The instructor and sponsor together should review the evaluation outcome and revise subsequent events accordingly.
- b. The form to verify continuing education activity must contain the following information:
 1. Program name or title
 2. Instructor(s) or Presenter(s)
 3. Date
 4. Number of clock hours of program
 - c. The Oklahoma State Board of Licensed Social Workers recognizes the Association of Social Work Boards (ASWB-ACE), National Association of Social Workers (NASW-CE) and NASW state chapters as approved continuing education providers. The Board will offer other continuing education providers

the opportunity to become approved providers in continuing education for social workers. All providers shall submit the most current application form(s) provided by the Board along with the fee as set forth in 675:1-1-9. The Board may audit approved providers at any time.

- d. Upon notice of approval of your continuing education provider status you may designate this status on your brochure along with the provider number issued by the Board.
- e. A licensee may request approval of a program or event by submitting the most current application form(s) provided by the Board along with the fee as set forth in 675:1-1-9. Approval will be restricted to the individual licensee making application.

[Source: Amended at 21 Ok Reg, eff 11-14-03 (emergency); Amended at 21 Ok Reg, eff 7-1-04; Added at 29 OK Reg, eff 5-30-12]

675:15-1-6. Suggested criteria for accepting category I and II continuing education events (Revoked)

[Source: Revoked at 21 Ok Reg, eff 11-14-03 (emergency); Revoked at 21 Ok Reg, eff 7-1-04]

675:15-1-7. Suggested criteria for accepting category III continuing education activities

Specific hours of continuing education clock hours will be awarded for the completion of various self-directed activities, specifically:

- (1) Completion of an article in a referred journal _____ **6 hours**
- (2) Publication of an article in a referred journal _____ **4 hours**
- (3) Publication of an article in a non-referred journal _____ **2 hours**
- (4) Presentation of paper at a national meeting _____ **3 hours**
- (5) Presentation of paper at a state/regional meeting _____ **2 hours**
- (6) Teaching or training assignments: Continuing education clock hours will be awarded commensurate to the actual amount of time spent teaching or training. A maximum of **6 hours** will be awarded.
- (7) Completion of a research project using appropriate methodology. (Specifically, the project must demonstrate a definition of the problem, research design, data collection methods, data analysis and completion of the research report.) _____ **5 hours**

CHAPTER 20. CODE OF PROFESSIONAL CONDUCT

Section

- 675:20-1-1. Purpose
- 675:20-1-2. Statutory citations
- 675:20-1-3. Definitions
- 675:20-1-4. Social worker's ethical responsibility to clients
- 675:20-1-5. Social worker's conduct and comportment as a social worker
- 675:20-1-6. Social Worker's Code of Ethics

[Authority: 59 O.S. Supp. 1980, Sections 1256-1266(4)]

[Source: Codified 12/31/91]

675:20-1-1. Purpose

The rules of this chapter are intended to define unprofessional conduct in the context of the rendering of social work services within the meaning of 59 O.S. 1266.1 (A) (1) and to establish norms of professional conduct for social workers.

675:20-1-2. Statutory citations

Citations to statutes in the rules of this chapter refer to the most recent codification of the statute.

675:20-1-3. Definitions

The following words or terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise:

“**Social worker**” means any person licensed by the Board of Licensed Social Workers and includes licensed master's social workers, licensed social workers with administration specialty, licensed social workers, licensed social work associates and licensed clinical social workers.

675:20-1-4. Social worker's ethical responsibility to clients

- a. Social workers shall not exploit their professional relationships with clients (or former clients), supervisees, students, employees, or research participants, sexually or otherwise for personal or business advantage. Social workers shall not condone or engage in sexual harassment. Sexual harassment is defined as deliberate or repeated comments, gestures, or physical contacts of a sexual nature that are unwanted by the recipient.
- b. The social worker shall not solicit the clients of one's agency for private practice.
- c. The social worker shall terminate service to clients, and professional relationships with them, when such service and relationships are no longer required or in which a conflict of interest arises.
- d. A social worker shall not engage in any sexual act with a client or with a person who has been a client within the past twelve months.
- e. The client/social worker relationship shall be presumed to exist for a period of six months after the termination of services except where circumstances such as, but not limited to, selection of a new therapist shows otherwise.
- f. A social worker shall give precedence to his/her professional responsibility over personal interests.
- g. A social worker shall not commit fraud and shall not represent that he/she performed services which the social worker did not perform.
- h. The social worker shall not divide a fee or accept or give anything of value for receiving or making a referral.
- i. The social worker shall provide clients at the beginning of service accurate and complete information

regarding the extent and nature of the services available to them, to include fees and manner of payment.

675:20-1-5 Social worker's conduct and comportment as a social worker

- a. The social worker shall not participate in or condone fraud or any other misrepresentation. The social worker shall not misrepresent professional qualifications, education, experience, affiliations, or services performed.
- b. The social worker shall not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical handicap, or any other preference or personal characteristic, condition or status.
- c. A social worker shall not repeatedly fail to keep scheduled appointments.
- d. The social worker who anticipates the termination or interruption of service to clients shall notify clients promptly and seek the transfer, referral, or continuation of service in relation to the clients' needs and preferences.
- e. The social worker shall respect the privacy of clients and hold in confidence all information obtained in the course of professional service except for the client's voluntary consent for release of information; in case of death or disability, with the written consent of a personal representative, other person authorized to sue, or the beneficiary of an insurance policy on the person's life, health or physical condition; when the person waives the privilege by bringing any public charges against the licensee; and for compelling reasons. Compelling reasons shall be defined as but not limited to:
 - (1) consultation with another professional on behalf of the client;
 - (2) duty to warn;
 - (3) child abuse and sexual molestation;
 - (4) any other situation in accordance with statutory requirements.
- f. The social worker shall obtain informed consent of clients before taping, recording, or permitting third party observation of their activities.
- g. Any social worker who violates any provision of the Code of Professional Conduct of this chapter shall be subject to disciplinary action as provided in the Social Worker's Licensing Act, and specifically 59 O.S. 1981, Section 1266.

675:20-1-6. Social Workers Code of Ethics

The Code of Ethics of the National Association of Social Workers as approved by the 1996 NASW Delegate Assembly and revised by the 2008 Delegate Assembly is hereby adopted in its entirety as an addition to the existing Code of Professional Conduct of the Oklahoma State Board of Licensed Social Workers.

CHAPTER 25. POST-MILITARY SERVICE OCCUPATION, EDUCATION AND CREDENTIALING RULES

Section

675: 25-1-1. Education, training and experience completed as member of the Armed Forces of the United States pursuant to 59 O.S. § 4100.4 (A) [NEW]

675: 25-1-2. Automatic extension of license, payment of fees and continuing education for active-duty military service members [NEW]

675:25-1-3. Reciprocal licensing of spouses of active-duty members of the Armed Forces of the United States [NEW]

675:25-1-1. Education, training and experience completed as a member of the Armed Forces of the United States pursuant to 59 O.S. § 4100.4(A)

If an applicant otherwise qualifies for licensure, the Board shall issue an appropriate license to applicants who present satisfactory evidence of equivalent education, training and experience completed by the applicant as a member of the Armed Forces or Reserves of the United States, National Guard of any state, the Military Reserves of any state, or the Naval Militias of any state.

675:25-1-2. Automatic extension of license, payment of fees and continuing education for active-duty service members

- a. Automatic extension pursuant to 59 O.S. § 4100.6(A). The license of active-duty military service members shall be automatically extended and placed on inactive licensure status during active-duty military service and for one (1) year after active-duty military service, unless the licensee seeks to maintain said license in good-standing.
- b. Payment of fees and continuing education pursuant to 59 O.S. § 4100.6(B), (C) and (D). Active-duty military service members seeking to maintain his or her license in good-standing may have his or her license renewed during active-duty, and for a period of one (1) year after discharge from active-duty, without:
 1. payment of fees; and
 2. obtaining continuing education credits when:
 - A. circumstances associated with military duty prevent obtaining training and a waiver request has been submitted to the Board;
 - B. the licensee performs social work as an occupation as part of his or her military duties as shown in Defense Department Form DD 214 (DD Form 214); or
 - C. performing any other act typically required for the renewal of the license.

675:25-1-3. Reciprocal licensing of spouses of active-duty members of the Armed Forces of the United States

The procedure to expedite endorsement of licensure pursuant to Section 4100.5 of Title 59 of the laws of the State of Oklahoma for applicants who are licensed in another state and who are the spouse of an active-duty member of the Armed Forces of the United States is as follows:

1. A license shall be issued to the applicant if the requirements for licensure of the other state are substantially equivalent to those require by this state;
2. If specific licensure requirements in this state were not required in the state in which the

Applicant was licensed, a temporary license for a set period of time shall be issued to Applicants to allow the person to work as a social worker while completing those requirements.