

Oklahoma Social Workers

11/14/03

BOARD APPROVED SUPERVISOR TRAINING

Date: Friday, November 14, 2003

Time: 1:00 p.m. to 4:00 p.m.

Location: Catholic Charities, 1501 North Classen, OKC

Workshop Registration Fee: \$100

For those who have been approved as Board Approved Supervisor (BAS), or those who plan to apply, MARK YOUR CALENDAR for Friday, November 14, 2003. Supervisees and agency supervisors are also welcome and encouraged to attend. Three hours Continuing Education credits in Category I for Clinical, Administration or Social Planning/Community Organization Specialties will be offered.

NOTE: An application form for Board Approved Supervisor is posted on the Board web site, as are the BAS requirements. The completed application should be accompanied by your check or money order for the processing fee, in the amount of \$100, along with two reference letters, when submitted to the Board office.

Please contact the Board office today to reserve your space, and get your documentation in AS SOON AS POSSIBLE. We need to know in advance the number of attendees in order to have adequate materials on hand.

The next BAS Training will be held at the NASW-OK Conference in Norman, Oklahoma in April 2003.

11/11/03

Renewal 2004— \$50 all levels

Renewals should be submitted as early as possible. Please be sure your renewal form is complete. If you submit an incomplete renewal it will be returned to you. Renewals postmarked December 31, 2003 to meet the postmark deadline that are incomplete will be returned to you, and will be subject to the \$25 late renewal fee. REMEMBER to enclose your check or money order.

ALL LICENSES EXPIRE DECEMBER 31, 2003

Your social work license Renewal Form 2004 is available on this website.

Your completed renewal application must be postmarked no later than December 31, 2003

SPECIALTY CERTIFICATION

For Licensed Social Workers holding specialty certification(s), you must:

1. document 16 clock hours of continuing education per specialty
2. document 3 clock hours of ethics
3. complete the continuing education summary on back of renewal form

Late Renewal: Licenses will lapse on the last day of the calendar year. Such lapsed licenses shall be renewed upon payment of an additional \$25, provided that the full fee, with penalty, is submitted within ninety (90) days from the first day of the new calendar year. Licensees who submit any documentation for renewal postmarked after December 31 of the calendar year will be assessed the \$25 late renewal fee. Do not send retroactive CEU applications along with your renewal form. Only pre-approved CEU events, with OSBLSW event numbers, will be accepted at the time of license renewal. Licenses expired beyond the ninety day period from the first day of the new calendar year will be treated as a new licensure application after March 31, 2003.

Please NOTE these changes!!

You are not required to submit your verification of attendance documents with your renewal form this year. Simply complete the back of the form, with OSBLSW event numbers in the appropriate spaces. Please keep your documentation secure, as the Board will be auditing 10% of licensees at random. Those audited will be notified by mail. We expect this effort will save all of us a lot of postage and “handling”.

All CEU Events Must Be Pre-approved

In order to process your application more efficiently and in a more timely manner, please note your license number on the front and back of the form in the designated spaces. Also, in the CEU area on the back of the form please note only the OSBLSW event numbers (found on our web site). Do not send your renewal form without having your CEU events pre-approved.

All incomplete renewal forms received will be returned upon receipt.