



Oklahoma State Board of Licensed Social Workers
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ReNewsletter

Volume 9, Issue 1

October 1, 2007

Members of the

Oklahoma State Board of Licensed Social Workers*

- Jeff Chace, LCSW, ACSW
- Elaine Eddens, LMSW
- Gwendolyn Gibson, LCSW, Secretary
- Antoinette Lempicki, LSW, *Chair*
- Joy Leuthard, LSWA, *Vice-Chair*
- Eunice McDowell, LSW,
- NASW Representative
- *by statute, membership of the Board is comprised of:
3 LSWs or LCSWs, 2 LSWAs or LMSWs, 1 Public
Member, NASW-OK President

Meeting Schedule

- Statutory meetings — Once every three months and at such additional times as the Board may determine. Meeting dates are available from the Board office and posted on the website at www.osblsw.state.ok.us

PROVISIONAL LICENSEES AND SUPERVISEES

- This newsletter is being mailed to all supervisees, provisional licensees and licensees. If you are a supervisee, please read over this material.

If you hold a provisional license, please be advised you may not renew a provisional license. You have one year after the date of issuance in which to schedule and pass the exam. If your provisional license expires, you must re-apply for a testing identification number. You do not need to duplicate your transcript, but must submit a new application, application processing fee, picture and job description.

RENEW ONLINE

Online renewal services are available beginning October 1st on our website. Continuing education can be entered into our database, you can change your profile information and payment can be made online. When you have met all the requirements to renew, the computer will allow you to renew the license.

Go to www.osblsw.state.ok.us. Click on the "Update CE and License" link. Click the "Continue" button at the bottom of the page (read instructions first). Enter your license number exactly as it is shown on your wallet card. Your initial PIN number is the last four digits of your SSN. If you renewed online last year you were required to change your PIN. If you cannot remember your new PIN, please contact Rachel Herbert at (405) 848-6841 ext 112 and she will reset it for you. Click "Login." You will now be on the "Online Transaction Agreement" page. Read the attestation statement and click "Accept." You will be prompted to select two security questions and give an answer in the box next to it. Click "Submit Answers" button once complete. You will then be on "Create a Password" screen. Please read and follow the instructions on the screen, once complete, click "Submit." The system will take you back to the login screen. Re-login with the "PASSWORD" you created.

When you have entered all the required CE, made your necessary profile changes and made your payment, you may then click "Renew."

Each morning the office will receive a list of all licensees who renewed their license the prior day. Wallet cards will be printed weekly and mailed on the Monday following your online renewal. Please do not contact the office and ask for your wallet card to be sent separate from the Monday mailing. For verification purposes you may do a licensee search on your license to confirm your status with the board.

If you prefer to renew using a paper renewal form you will need to either visit our website and go to the "Forms & Apps" page to download the current renewal, or call our office and ask for a form to be mailed or faxed to you. Please be aware that we will not accept a faxed renewal form, we must receive the original.

LATE RENEWAL

IMPORTANT: All licenses expire December 31, 2007. Your license must be renewed online or your renewal must be postmarked no later than December 31, 2007, to avoid a late renewal fee. Your license is INACTIVE as of January 1, 2008 and will permanently lapse on March 31, 2008. It is important to know that a license lapsed beyond March 31 will be treated as a new application. A new application must be submitted with appropriate documentation as required by the Board. **ALL CURRENT REQUIREMENTS, INCLUDING REEXAMINATION, MUST BE MET BY THE APPLICANT.** **If you have not renewed by December 31, 2007, it will be ILLEGAL for you to practice as a licensed social worker.**

NOTE: Our office will not make any necessary corrections or changes to your renewal form. All incomplete renewal forms will be returned to the licensee for completion.

Individual Approval
for Continuing Education

If a workshop you attended was not offered by an approved provider, you must apply as an individual. Approval will be restricted to the individual licensee making application.

If you need individual approval for CE the process is as follows:

Be **sure** the CE is not approved through the OSBLSW, ASWB ACE or NASW-CE programs. If it is approved through one of these, you do not need individual approval.

- Complete a Form 505 “CE Application for Licensees.” The form requests specific information that must accompany the application, including objectives, content of the education, hour-by-hour schedule, brief resume of the presenters, form of evaluation and proof of attendance.
- Submit the Form 505 with the \$40 processing fee for each workshop for which you are requesting approval.
- The application can be submitted prior to the event and approval will be completed when proof of attendance is submitted. The application may also be submitted after the event, but the social worker assumes the risk—application does not guarantee approval.

Upon review and approval, you will be issued an individual approval number that will be entered on your personal profile. If you require notice of this information, please advise the office when submitting your application.

Please submit individual applications as soon as possible to avoid delay in your renewal application.

CE PROVIDER INFORMATION

A listing of approved [OSBLSW CE](#) providers can be found on our website on the “CEU Provider” page.

Oklahoma also accepts all education provided by approved ASWB ACE Providers and all workshops approved through the NASW-CE program. You may go to the “Links” page on our website and click on the “ASWB ACE Providers” link or the “NASW-Continuing Education” link to view the approved providers and workshops.

OSBLSW approved providers will have an assigned approval number that is eight digits and begin with “2006.”

[ASWB ACE Providers](#) have a four digit approval number that begins with the number “1.”

[National NASW-CE Providers](#) have a nine digit number that begins with the numbers “886.”

CONTINUING EDUCATION

CATEGORIES

Category I refers to formally-organized learning events involving face-to-face interaction with a teacher.

Category II refers to professional meetings with face-to-face interaction with professionals and presenters.

Category III refers to individual professional activities such as teaching, writing an article or online CE.

REMEMBER: Eight of the required 16 hours must be in Category I or II (face-to-face learning) and three must be in ethics.

CHECK IT OUT

The Board’s website provides basic information about the Board, including current Board Members, and how to contact each of us. The site provides access to the Rules & Regulations for the OSBLSW, the Code of Professional Conduct, requirements for licensure and Board Approved Supervisor status, listings of approved continuing education providers, licensee search function, information about filing complaints and has the most updated forms for license application, supervision and continuing education. All forms available are fill-in forms for your convenience. Always use the most current forms available. If you have any questions, feel free to contact the Board office at 405-946-7230.

www.osblsw.state.ok.us

A Note from the Board Chair

Personnel News:

I would like to express my sincerest gratitude to the members of the Board who elected me as the 2006 *Chair*. In addition, Joy Leuthard was elected as *Vice-Chair* and Gwendolyn Gibson as *Secretary*. I deeply appreciate the time and effort that each Board member contributes to the very important activities of the Board and their commitment to the protection of the public.

I am very pleased to announce that Elaine Eddens rescinded her resignation (made in 2006) to the Board and continues to be an active and contributing Board member.

A vacancy still remains for the *Public Member* position and the Board is awaiting an appointment from the Governor's Office.

It has been a year, since Kandi Hoehner was hired as the Board Administrator. Kandi has done a wonderful job in assuming her new and encompassing duties.

At the last Board meeting, the Board approved to contract with Linda Edmondson as Board Consultant. Previously, Linda had contracted with the Medical Licensure Board for this function. She will continue to approve supervision contracts and individual continuing education applications.

Committee Work:

The *Complaint Committee* has been hard at work this year addressing complaints made by the public, licensees, and other professionals. There have been several individual hearings this year, one in which a license was revoked. Claudia Arthrell was recently appointed to the Complaint Committee and will join, Debra Schwartz, Jacque Cook and Jeff Chance on this invaluable committee.

The *Rules Change Committee* has begun to work on reviewing the licensing law and administrative rules in preparation for proposing changes to the Board. Any changes approved will be submitted for legislation action in 2008.

License Renewal:

The days are getting shorter, the leaves are changing colors, and holiday decorations are in stores. All signs that the end of the year is close approaching and it is license renewal time. Make sure that you have the continuing education needed in order to renew your license as there is still time. Don't be late!

Future Projects:

The Board will be exploring the possibility of on-line license applications with the Medical Licensure Board.

The Board welcomes your comments and suggestions and extends an invitation to attend the Board meetings. The meeting dates are posted on the Board website: <http://www.osblsw.state.ok.us/>.

Antoinette "Toni" Lempicki, LSW, ACSW

Board Chair

LICENSURE SUPERVISION

Supervision for licensure cannot begin until the Supervisor/Supervisee Contract, job description and official transcript are received, reviewed and approved by the OSBLSW office. The Board office sets the beginning date for supervision. This start date begins the 4,000 hours of practice/work under supervision and the 100 hours of face-to-face educational supervision. Contracts for supervision CANNOT be backdated.

All supervision reporting forms can be found on our website (www.osblsw.state.ok.us) under the "Forms & Apps" page. Please check this site to ensure you have the most updated forms at your reporting periods.

When reporting your supervision experience, you should not necessarily report at 6 months, 12 months and 24 months. That is the case for most people, but for some supervisees (who work less than 40 hours per week), you need to report when you reach the "time" marks (25/50/100 and 1,000/2,000/4,000).

Our office will not accept faxed Contracts, transcripts or evaluation reporting information. We require the original documents for the supervision file.

To contact Linda Edmondson, Board Consultant, directly call 405-848-6841 ext 403.

ATTENTION SUPERVISORS

Supervision for licensing is an important service that many licensed Oklahoma social workers are proud to provide. For those who would like to know more about this area of social work practice, the American Board of Examiners in Clinical Social Work has an excellent position paper entitled "Clinical Supervision: A Specialty of Clinical Social Work" available on its website which is located at www.abecsw.org.

SUPERVISOR TRAINING

Tuesday, April 8, 2008

NASW Spring Conference — afternoon session

900 Asp Ave, Norman, OK

Contact Martha Kendall Holmes, LCSW Executive Director at the NASW office (405) 286-4540

Changes for Agency Supervisors for Licensing

Agency supervisors, those persons supervising someone in their agency for licensing, do not have to be Board Approved Supervisors (BAS). However, there are two new requirements that agency supervisors should be aware of.

First, **all** supervisors must go to a BAS training within a year of starting supervision, and attend an update every three years after that. The BAS training and update sessions are presented by the board. A schedule is available on the website.

Also, supervisees are now being asked to evaluate their agency supervisors using the Form 207, Supervisee's Evaluation. In the past only Board Approved Supervisors were evaluated. Now a copy of the supervisee's evaluation will be kept in each supervisor's file in the board office.

2008 MEETING DATES

January 18th

March 14th

May 16th

July 18th

September 19th

November 21st

All meetings begin at 10:00 a.m. and are held at the following address:

5104 North Francis Avenue, Suite C

Oklahoma City, OK 73118

For persons wanting an item placed on a board meeting agenda, whether it be an application for licensure or correspondence addressed to the board for clarification, all information is to be received in the office no later than two weeks prior to the board meeting.

Information received after the cut-off will be scheduled on the following meeting date.