



Oklahoma State Board of Licensed Social Workers
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ReNewsletter

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October 1, 2004

Members of the Oklahoma State Board of Licensed Social Workers*

- Jeff Chace, LCSW, ACSW, *Chair*
- Claudia Arthrell, LCSW, *Secretary*
- Robert C. Weeks, LCSW
- Mary Jo Kinzie, NASW Representative
- Elaine Eddens, LMSW
- Joy Leuthard, LSWA
- Timothy O'Connor, *Public Member*

*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

RENEWAL 2005

available from the Board office and posted on the web site at www.osblsw.state.ok.us

AVOID THE RUSH!

Take time **NOW** to complete the enclosed renewal form and gather information to renew your license. Waiting to renew risks paying late fees or a delay in processing.

Continuing education requirements for all license renewals specify sixteen clock hours of continuing education, including three

Renewal 2005

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, 2004 to meet the postmark deadline that are incomplete will be returned to you, and will be subject to the \$50 late renewal fee. REMEMBER to enclose your check, money order or credit card information.

Your social work license renewal application for 2005 is enclosed.

Your completed renewal application must be postmarked no later than December 31, 2004 in order to avoid a late renewal fee.

DO NOT SEND VERIFICATION OF AT-

TENDANCE (VOA) FORMS FOR CONTINUING EDUCATION WITH YOUR RENEWAL FORM! Ten percent of renewals will be audited in 2005. If audited, you must *then* submit the VOA forms in order to confirm your CE experience and maintain your license status. The Board office will not be responsible for storing any VOA documents, other than those required for audit purposes. ONLY Continuing Education received in the calendar year of 2004 will be accepted for renewal!

ANY VOA FORMS SENT PRIOR TO AUDITING WILL BE DESTROYED!!!

LATE RENEWAL

IMPORTANT: All licenses will expire December 31, 2004. Your license renewal must be postmarked no later than December 31, 2004 to avoid a late renewal fee, which has been increased per statute to \$50. Your license is INACTIVE as of January 1, 2005 and will permanently lapse on March 31, 2005 if not renewed. It is important to know that licenses lapsed beyond the 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 REEXAMINATION, MUST BE MET BY THE APPLICANT.** If you have not renewed by December 31, 2004, it will be illegal for you to practice as a licensed social worker. PLEASE MAKE AN EFFORT TO GET YOUR RENEWALS IN ON TIME!

NOTE: All incomplete renewal forms received will be returned upon receipt for completion. You

RENEWAL FEE

\$100.00

FOR ALL

CONTRACT CONSULTANT HIRED FOR BOARD OFFICE

Ms. Linda Edmondson, Licensed Clinical Social Worker, has been hired as a contract consultant for the Oklahoma State Board of Licensed Social Workers effective October 1, 2004. Many of you know Linda, and she brings a wealth of experience and social work knowledge to this position. Linda will be assisting with the backlog of supervision contracts that need to be reviewed, and will also be working with the board on continuing education issues. Please welcome her as she begins this transition.

As many of you may know, Linda was the Founding Executive Director of the Oklahoma Association for Healthcare Ethics from 1999-2002. In 2004, Linda received the Distinguished Alumnus Award for the OU College of Arts and Sciences. Linda received her Master of Social Work Degree from the University of Oklahoma in 1985. She is a member of the Academy of Certified Social Workers. She is a Board Approved Supervisor for the Oklahoma State Board of Licensed Social Workers.

She is currently Co-Chair of the Attorney General's Task Force to Improve End of Life Care. Previously she served as Executive Director of the Citizens League of Central Oklahoma.

In Muskogee, Linda was the first director of the Social Work Department at Muskogee Regional Medical Center from 1985 to 1995. She has previously worked for Muskogee Public Schools and the Department of Human Services.

SUPERVISION

Requirements for Board Approved Supervisors

675:12-1-6 reads as follows:

(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. Documentation of such participation will be furnished the Board and will be updated periodically as required by the Board.

(b) Approved supervisor status.

Board approved supervisor status remains in effect contingent upon maintaining a current license in good standing and completing additional supervisor training,

A Note from the Chair

As 2004 draws to a close, I am reminded of how fast time flies! Renewal time is once again upon us, and preparations are underway at the board office to expedite the speedy processing of renewals.

This year has been a time of transition for the board. In January, I was elected your Board Chair, and Evelyn Seaton, our previous Board Chair was elected Vice-Chair until the expiration of her term of office in June. This allowed me some valuable mentoring time following my move to Oklahoma City, and helped me prepare emotionally for Evelyn's departure from the board as the LMSW Representative. As many of you know, Evelyn poured her heart and soul into the licensing board operations for many years, and we owe her a debt of gratitude for work she has done on our behalf. She and I worked together closely, and I miss her wise counsel and her grasp of knowledge regarding board operations.

As the year began, we were operating under emergency Rules and Regulations that became effective November 14, 2003, and on July 1, 2004, the Rules and Regulations became permanent. You should have received a copy of the new Rules and Regulations in the mail in June of this year. Please take the time to read them carefully and become familiar with them. As licensees, all of us are held accountable under the Rules and Regulations in our various practice settings. In an increasingly litigious society, it behooves us to become familiar with the Rules and Regulations that we operate under as licensed social work professionals.

Continuing with the transition, at the July 16th board meeting, in a rather unprecedented course of events in recent

We're on the web!

Visit us at

www.osblsw.state.ok.us

CHECK IT OUT

The Board's web page provides basic information about the Board, including current Board Members, and how to contact each of us. The site provides access to requirements for licensure and Board Approved Supervisor status, listings of approved continuing education providers, information about filing complaints and has the most updated forms for license application, supervision and continuing education available and they 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.

The Rules & Regulations for the Oklahoma State Board of Licensed Social Workers, as well as the Code of Professional

history, we welcomed three new board members. They are Joy Leuthard, LSWA, Elaine Eddens, LMSW, and Mary Jo Kinzie, NASW-OK President. These new board members have hit the ground running, and have already faced several challenges in their very short tenure as board members. Sadly, at the same time, we also bid farewell to Bill Westmoreland and Deniese Dillon as their terms expired. Bill and Deniese, we miss you and wish you well in your current endeavors. We value your contributions to the board.

The Board of Licensed Social Workers voted at the last meeting to extend our Contract with the Oklahoma State Board of Medical Licensure and Supervision for another year. As you are aware, the Medical Licensure Board handles our administrative functions. We continue to appreciate the assistance of Lyle Kelsey, Jan Ewing and Reji Varghese, and we could not do without the able assistance of our administrative assistant, Kandi Hoehner. She mans the phones and attempts to keep me in line, which is no easy task! With the help of the Medical Licensure Board, we have been able to improve the capabilities of our website and the efficiency of our office operations.

I would also like to take this opportunity to thank Jacque Cook and Debra Schwartz, our Attorney General liaison, for serving with me on the complaint committee of the Board. Both Jacque and Debra have taken an active role in pursuing resolution of backlogged complaints and expediting resolution of current complaints received at the board office. Please express your gratitude to them because they spend a great deal of time doing work on the board's behalf related to protection of the public, which is our primary mission as a board.

Conduct, are posted on the web page.

As the Rules and Regulations have been recently revised, we encourage you to read through them periodically and remain familiar with the content.

Please log onto the site often to stay informed of other news from the Board and confirm the forms you are using are current.

IMPORTANT: Dated Renewal Material Enclosed



**BOARD APPROVED SUPERVISOR TRAINING
COMING SOON!**

Sign Up Today!

When: Friday, October 29, 2004
Noon — 4:30 p.m.

Where: Family & Children's Services
650 South Peoria, Tulsa, OK 74120
Building on NW corner of 8th & Peoria
Parking on West side of building

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, October 29, 2004. Agency supervisors and supervisees are also welcome and encouraged to attend. Four and a half hours Continuing Education credits in Category I are offered for participating in this workshop. This workshop will meet the three hour ethics requirement. Please contact the Board office as soon as possible to reserve your space. We need to know in advance the number of attendees in order to have the adequate materials on hand. Registration deadline is Monday, October 25, 2004.

UNDER OUR NEW RULES AND REGULATIONS ...

All Board Approved Supervisors and all agency supervisors are **REQUIRED** to complete BAS training every three years!

675:12-1-6. Board Approved Supervisors

(7) It is required that all supervisors for licensure participate in supervision training sponsored or approved by the Board. 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.

Whether you are a BAS or an agency supervisor, you are required to attend the training at a minimum of one time every three years. Please contact the Board