



## OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS

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# ReNewsletter

Volume 7, Issue 1

October 1, 2005

### Members of the Oklahoma State Board of Licensed Social Workers\*

Jeff Chace, LCSW, ACSW, *Chair*

Mary Jo Kinzie, LMSW, *Vice-Chair*

*NASW Representative*

Joy Leuthard, LSWA, *Secretary*

Elaine Eddens, LMSW

Toni Lempicki, LCSW

Timothy O'Connor, *Public Member*

Robert C. Weeks, LCSW

\*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 web site at [www.osblsw.state.ok.us](http://www.osblsw.state.ok.us)

### RENEWAL 2006

#### 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 clock hours of ethics training per licensee.**

RENEWAL FORM

ENCLOSED

IN THIS NEWSLETTER.

## Renewal 2006

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, 2005 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. We will not accept faxed renewals. You must submit the renewal via postal mail.

Your social work license renewal application for 2006 is enclosed.

Your completed renewal application must be postmarked no later than December 31, 2005 in order to avoid a late renewal fee.

**DO NOT SEND VERIFICATION OF ATTENDANCE (VOA) FORMS FOR CONTINUING EDUCATION WITH YOUR RENEWAL FORM! ANY VOA FORMS SENT PRIOR TO AUDITING WILL BE DESTROYED!!!**

Ten percent of renewals will be audited in 2006. 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 2005 will be accepted for renewal!

### LATE RENEWAL

**IMPORTANT:** All licenses expire December 31, 2005. Your license renewal must be postmarked no later than December 31, 2005 to avoid a late renewal fee. Your license is INACTIVE as of January 1, 2006 and will permanently lapse on March 31, 2006 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, 2005, 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 must use the enclosed 2005 Renewal form. Since this is a completely new form, copies of forms from previous years WILL NOT BE ACCEPTED.

### RENEWAL FEE

**\$100.00**

FOR ALL  
LEVELS OF LICENSURE:

LSWA, LMSW, LSW, LCSW, LSW-Adm

## 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 CAN-NOT be backdated.

All supervision reporting forms can be found on our website ([www.osblsw.state.ok.us](http://www.osblsw.state.ok.us)) under the "Forms & Apps" page. Please check this site to make for certain 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 hit 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 x403

### 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](http://www.abecsw.org).

## CE PROVIDER INFORMATION

A listing of approved OSBLSW continuing education providers is enclosed with this newsletter. Additional providers may be approved after publication of this newsletter. If you believe a sponsor is approved, please visit our website at [www.osblsw.state.ok.us](http://www.osblsw.state.ok.us) for updated information. All OSBLSW approved provider numbers are eight digits and begin with "2005."

If the sponsor is not listed on our website, please visit [www.aswb.org](http://www.aswb.org) and click on "social work continuing education" and then "approved providers" to obtain an additional list of approved sponsors for Oklahoma. ASWB ACE Providers have a four digit approval code that begins with the number "1."

Additionally, OSBLSW accepts workshops approved by National NASW. To review their approval list, visit [www.socialworkers.org](http://www.socialworkers.org) which is the National NASW site. You will find a provider approval code that is nine digits long and begins with the numbers "886."

## APPEALING LOSS OF SUPERVISION TIME

At the September meeting, the Board discussed the situation of supervisees requesting approval of supervision that was started in 2004, but paperwork was not submitted to the board office. The Board voted to accept review of appeals only through December 31, 2005 for contracts that were entered into prior to January 1, 2005, but were never submitted to the board office.

## PROVISIONAL LICENSEES/SUPERVISEES

This newsletter is being mailed to all supervisees, provisional licensees and licensees. If you are a supervisee, please read over this material and keep it for future reference. 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.

## A Note from the Chair

As 2005 draws to a close, it is my privilege to address you in my capacity as Board Chair. I encourage each of you to examine the contents of this newsletter carefully. It contains a world of information pertinent to all licensees.

At our last board meeting on September 16, 2005, the Board voted to extend our contract with the Oklahoma State Board of Medical Licensure and Supervision for another year. As you may be 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 assistance of our administrative assistant, Kandi Hoehner, who answers the phones, sends the faxes and juggles many tasks all at once to the point that it makes me dizzy! With the help of the Medical Licensure Board, we continue to improve our website and streamline our office operations. The Board authorized staff of the Medical Licensure Board to provide a cost estimate for on-line renewals. If the costs are not too prohibitive we may be able to proceed with on-line renewals next year! More information on this will be forthcoming.

Also, at the September 16th meeting, the Board voted to extend our contract with Linda Edmondson, board consultant, for another year and this was approved by the Medical Licensure Board at their last meeting. Linda continues to review and approve the supervision contracts and individual continuing education applications. This year, Linda and Kandi worked together to perform our first audit of licensure renewals and a continuing education provider audit was recently completed. Both audits went extremely well, and I

want to personally applaud both Linda and Kandi for their work on the audits. We plan to continue conducting audits of both licensees and continuing education providers to ensure compliance.

Our newest Board member, Toni Lempicki, was appointed by the Governor to succeed Claudia Arthrell, whose term expired this year. Please extend a warm welcome to Toni, and a sincere and heartfelt thanks to Claudia for her service to the Board. Please remember that Board members are volunteers who give of their time to carry out the primary mission of the Board, which is public protection. I am very proud of the Board for their efforts over the past year.

As 2006 approaches, we will be preparing for Sunset Review of our licensure law. Ina Javellas has again volunteered to lead our efforts and we anticipate a successful re-authorization of our licensure law for another six years. We have begun the process of identifying the key legislative contacts who can assist our efforts, and the sunset committee review chairs have been identified in both the House and Senate.

Finally, I encourage you to become intimately acquainted with the rules and regulations under which we practice. As licensed social work professionals, we are held accountable under our rules and regulations in our various practice settings. Our rules and regulations are easily accessed on the website and copies of the rules and regulations can be sent to you at your request.

Jeff Chace, LCSW, ACSW  
Board Chair

### 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 Conduct, are posted on the web page.

[www.osblsw.state.ok.us](http://www.osblsw.state.ok.us)

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**\*\*URGENT: RENEWAL INFORMATION ENCLOSED\*\***  
**IMPORTANT: Dated Renewal Material Enclosed**

**BOARD APPROVED SUPERVISOR TRAINING**

Friday, December, 2005  
10:00 a.m. — 3:00 p.m.  
OSBLSW  
5104 N Francis, OKC, OK

Between Western & Shartel off NW 50th St  
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, December 2, 2005. 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. Seating is limited to 45 people. Please contact Kandi at 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, November 28, 2005 by 3:00 p.m.

The next BAS training will be held at the NASW State Conference in April 2006.

**UNDER OUR RULES & 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 office if you are unsure of your last training date!**

If you are supervising someone for licensure, you must have the BAS training completed no later than July 1, 2007.