



## OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS

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# ReNewsletter

Volume 8, Issue 1

October 1, 2006

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

Jeff Chace, LCSW, ACSW, *Chair*

Elaine Eddens, LMSW

Gwendolyn Gibson, LCSW

Toni Lempicki, LSW, *Vice-Chair*

Joy Leuthard, LSWA, *Secretary*

Eunice McDowell, LSW,

*NASW Representative*

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 available from the Board office and posted on the website at [www.osblsw.state.ok.us](http://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.

**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**

You now have an easier and faster way to renew your 2007 license. Online renewal service is 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](http://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. 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 and mailed the day after you have renewed your license online.

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.

**ONLY Continuing Education received in the calendar year of 2006 will be accepted for renewal!**

### **LATE RENEWAL**

**IMPORTANT:** All licenses expire December 31, 2006. Your license must be renewed online or your renewal must be postmarked no later than December 31, 2006, to avoid a late renewal fee. Your license is INACTIVE as of January 1, 2007 and will permanently lapse on March 31, 2007. 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, 2006, 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.

## **A Note from the Chair**

As 2006 draws to a close, it is my privilege to address you as the Board Chair for the final time! I have enjoyed serving in this capacity and look forward to assisting the Board in other ways for the remainder of my term.

The year 2006 has been a very busy year for the Board. As most of you know, our licensing law underwent sunset review in the legislature this spring. I am pleased to report our licensing law was re-authorized for another six years. We also had a bill in the legislature to clarify language related to provisional social work licensure, which passed without any difficulty. I would personally like to thank Kandi Hoehner, Lyle Kelsey, Jan Ewing, Ina Javellas and Evelyn Seaton for their assistance in completing the sunset review report which was submitted to the legislature for review. Our sunset review report was highlighted as being one of the best reports during the House subcommittee hearing. I would also like to thank the NASW-OK Chapter and you, our licensees, for your lobbying efforts on behalf of continued social work licensure.

We welcomed two new board members this year. Eunice McDowell has joined the Board in her capacity as NASW President, replacing Mary Jo Kinzie and Gwendolyn Gibson was appointed by the Governor to fill the position vacated by Robert Weeks. Please extend a warm welcome to both of these ladies, and a sincere and heartfelt thanks to Mary Jo and Robert for their service to the Board. I would also like to thank Elaine Eddens for her continued service to the Board, as well as Tim O'Connor, our public member. Elaine has submitted her resignation to the Board and Tim's term has expired. We are awaiting appointments from the Governor's Office for both of these positions.

With the technical assistance of the Medical Licensure Board, we are now able to offer online renewal for the first time! (See page one of the newsletter for instructions regarding online renewal.) The process was first tested online with board members in the spring of this year and will be available to licensees beginning October 1st. In addition, the Board has voted to conduct background checks on all applicants for social work licensure in Oklahoma. A contract is being developed with Trak-1 for this service and we anticipate the details will be worked out in the near future.

Now, for the exciting news! The Board recently voted to begin the process of hiring Kandi Hoehner as our Board Administrator. As many of you know, Kandi has been our Administrative Assistant since we moved our office to the current building and contracted with the Medical Licensure Board for administrative functions. Kandi has been assigned to the Medical Licensure Board as their employee and will now become our employee. The final details should be worked out at the November 17th meeting of the Board. We look forward to working with Kandi in her new position with the Board. I would like to take this opportunity to thank Lyle Kelsey, Reji Varghese and Jan Ewing from the Medical Licensure Board for their continued assistance to our Board. In addition, I would like to thank Linda Edmondson for her continued assistance as the Board Consultant. Linda is responsible for reviewing and approving supervision contracts and individual continuing education applications. She has also taken an active role in the Board Approved Supervisor training sessions conducted by the Board.

As a Board, our primary mission is protection of the public. The Board has conducted several individual proceedings this year, and one hearing where a license was revoked. Several complaints are still being processed by the Complaint Committee. I would like to thank Jacque Cook and Debra Schwartz for their continued assistance on the Complaint Committee. Much of what they do goes unrecognized.

Sincerely,

Jeff Chace, LCSW, ACSW  
Board Chair

## Individual Approval for Continuing Education

If you learn that CE you attended was not offered by an approved provider, the rules say: "A licensee may request approval of a program by submitting the most current application form provided by the Board along with the fee... 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 to use on your renewal form.

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 code that begins with the number "1."

National NASW-CE Providers have a nine digit code 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 web-based 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](http://www.osblsw.state.ok.us)

FOR MORE INFORMATION

## 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.osbldsw.state.ok.us](http://www.osbldsw.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](http://www.abecsw.org).

### BOARD APPROVED SUPERVISOR TRAINING

Friday, November 3, 2006

9:00 a.m. — 5:00 p.m.

900 Asp Ave, Norman, OK

Meacham Auditorium, 2nd floor, OMU

Registration Fee: \$100

Contact Diane Freeman at (405) 325-2822

For those who have been approved as Board Approved Supervisor (BAS), those who plan to apply or those supervising within the agency, MARK YOUR CALENDAR for November 3, 2006. Supervisees are also welcome and encouraged to attend. 5.5 hours CE credits in Category I are offered for participating in this workshop and this will meet the three hour ethics requirement.

Contact Diane Freeman at the School of Social Work to reserve your space. They need to know in advance the number of attendees in order to have the adequate materials on hand. Registration deadline is October 20, 2006 by 5:00 p.m. to OU.

Representatives of the OSBLSW will give a presentation during the lunch hour for specific Oklahoma related information. The next BAS training will be held at the NASW Annual Spring Conference.

### Agency Supervisors MUST Attend Training

Agency supervisors, those persons supervising someone in their agency for licensing, do not have to be Board Approved Supervisors (BAS).

However, under rules in effect July 1, 2004, all supervisors must go to a BAS training within a year of starting supervision, and attend an update every three years. This brings agency supervisors under the same requirements for training and updating as Board Approved Supervisors.

Therefore:

1. If an agency supervisor was supervising someone on July 1, 2006, they must attend a BAS training before July 1, 2007.
2. If an agency supervisor began supervising someone after July 1, 2006, they have a year from the date of the contract approval to attend a training.

If you have questions, please contact our Board Consultant, Linda Edmondson, LCSW, at [LEdmondson@oswb.state.ok.us](mailto:LEdmondson@oswb.state.ok.us) or you may call her directly at 405-848-6841 ext 403.