



OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS
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ReNewsletter

Volume 10, Issue 1

October 1, 2008

Members of the Oklahoma State Board of Licensed Social Workers*

Larry G. Cassil, Jr., *Public Member*

Jeff Chace, LCSW

Lanny Endicott, LCSW

NASW Representative

Gwendolyn Gibson, LCSW, Secretary

Kelly Harmon, LMSW

Antoinette Lempicki, LSW, *Chair*

Joy Leuthard, LSWA, *Vice-Chair*

*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 must submit a new application, extended background check, application processing fee, picture and job description. You will not receive another provisional license but may be approved for another year to take and pass the exam. The identification number you are assigned at that time in no way represents a license of any kind.

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 the office and we 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 and mailed the Monday 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.

LATE RENEWAL

IMPORTANT: All licenses expire December 31, 2008. Your license must be renewed online or your renewal must be postmarked no later than December 31, 2008 to avoid a late renewal fee. Your license is INACTIVE as of January 1, 2009 and will permanently lapse on March 31, 2009. 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, 2008, 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.



WE ARE MOVING

Effective October 1, 2008, our office will have a new address. We are moving to the Lincoln Plaza building which is located at **4545 North Lincoln Boulevard, Suite 162, Oklahoma City, OK 73105**. Our office suite is located at the North entrance (covered with a green awning) and is the first suite on the left after the set of double sliding glass doors.

We will still have our same Post Office box, please use that address when submitting any paperwork.

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.

CONTINUING EDUCATION CATEGORIES

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

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

Category III - individual professional activities such as teaching, writing an article or web-based CE.

Individual Approval for Continuing Education

If you learn that CE you attended was not offered by an approved provider, you may request approval of the program. If you need individual approval for CE the process is as follows:

- 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.

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 back-dated.

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 those 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.

A Note from the Chair

From the Board Chair:

Just as the upcoming Fall season will transform the landscape, several transformations and milestones have been experienced by the Social Work Licensing Board this year.

Hellos~

After a long-term vacancy, Larry G. Cassil, Jr. was appointed to the Board as the Public Member in May 2008. Larry received his J.D. from the Columbia University School of Law in 1988 and currently practices law in Oklahoma City.

As the NASW President-Elect, Lanny Endicott, LCSW joined the Board in July 2008. Dr. Endicott is Director of the Social Work Program at Oral Roberts University, Tulsa, OK. He has degrees from the University of Missouri-Columbia (MSW), Southwestern Baptist Theological Seminary (MRE), and Midwestern Baptist Theological Seminary (D.Min.).

Representing the LMSW Board position, Kelly M. Harmon, was appointed to the Board in July. Kelly received her MSW from OU and is currently employed at Angelic Family Hospice, Shawnee, OK.

Goodbyes~

We express our gratitude to Elaine Eddens and Eunice McDowell for their extraordinary work as Board members and bid them goodbye as their tenure on the Board has expired.

Linda Edmondson who has been a consultant to the Board has ended her tenure in this capacity. The Board in the process of interviewing candidates for this position and it is hoped that there will not be an interruption in the supervisory contract approval process. The Board appreciates Linda's contributions over the past several years.

Moves~

Due to the non-renewal of the Board's office lease, our offices are being relocated to 4545 North Lincoln Boulevard, Suite 162, OKC. We hope that there will be only minor disruptions during the relocation process and your patience will be appreciated.

Regulation Changes~

Several changes made to the Administrative Rules which went into effect in July 2008. The most significant change is that in order to qualify for an in-agency licensure supervisor, individuals must have possessed their specific social work license for two years. All administrative rule changes can be reviewed on the OSBLSW web site and your copy is enclosed with this Newsletter.

This Summer the Board began the process of reviewing the social work licensing law to incorporate licensee suggestions, clarifications to the statutes, and updates. The proposed changes will be published for comment and the Board desires and encourages your suggestions and input.

License Renewal~

Remember to update your email address when completing your on-line license renewal. The Board will be utilizing email as a primary means of communications with licensees as a "green" initiative.

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

*Toni Lempicki, LSW, ACSW
Board Chair*

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.

FAQs

- Q: If I pass the exam after July 1, do I have to have 16 hours to renew my license?
A: No. You must have eight hours of face-to-face continuing education, three of which must be ethics.
- Q: What does "CE Provider" number mean?
A: It is the approval number for the sponsoring organization.
- Q: If I have two specialties how many hours of CE do I need to renew the license?
A: You need 16 hours per specialty and three hours total in ethics.
- Q: How soon must I turn in my Application for Licensure for it to be reviewed at the next Board meeting?
A: The Application must be received at least two weeks prior to the meeting date to be placed on the agenda.
- Q: When will the 2009 Board meetings be scheduled?
A: At the November 21st Board meeting. All meeting dates will be placed on the website.
- Q: I have recently married/divorced. How do I change my name with the Board office?
A: Submit a copy of the document in which your name is changed and advise the office of how you would like your name to appear.
- Q: I need a verification of my license to send to another state.
A: Submit the verification form and \$20 to our office for completion.
- Q: Can someone under supervision for licensure work as a "contract" employee?
A: No. You must hold the LCSW or LSW-Adm license in order to be a contract employee. All persons under supervision must be employees of the agency.
- Q: Why can't I set up licensing supervision before I get hired in a job?
A: Part of the process of approving a Contract for supervision is to review your job description. Your work must relate to the type of license for which you are seeking supervision. Your job description must be reviewed to confirm it will give you adequate experience in the desired specialty.
- Q: While I am under supervision for licensing, what initials do I use with my name?

FAQs Continued

- Q: If I am working as a volunteer may I count those hours towards my licensing requirement?
A: No. All of the 4,000 hours required to complete supervision for licensing must be as a paid employee of an agency or institution.
- Q: What happens to my supervisees if my "agency" supervisory status lapses?
A: Your supervisees will have to terminate supervision with you until you meet the requirements to be a supervisor again.
- Q: What happens to my supervisees if my "Board Approved Supervisor" status lapses?
A: Your supervisees will have to terminate supervision with you until you reapply for and are granted the Board Approved Supervisor status.
- Q: How do I know when the next supervisor training is scheduled?
A: As quickly as we schedule a date, it is posted on the home page of our website.
- Q: How do I know when I must attend the supervisor training in order to maintain my supervisor status?
A: Visit our website, on the "Licensee Search" page enter your license number, the "orientation date" is the last

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, a person must be two years post passage of the proper ASWB exam in order to be eligible to supervise within the agency.

However, under rules in effect July 1, 2004, **all** supervisors must attend a supervisor training within a year of starting supervision, and attend an update at a minimum every three years.

This brings agency supervisors under the same requirements for training and updating as Board Approved Supervisors.