STATE COMMITTEE FOR SOCIAL WORKERS

Licensure Presentation
Committee Members

Terri Marty, LCSW- Chair
Kathie Miller, LCSW - Secretary
Jenise Comer, LCSW - Member
Laura Neal, LCSW - Member
Hal Agler, LCSW - Member
Jane Overton - Public Member
1 vacancy - LCSW
1 vacancy - LMSW
1 vacancy - LBSW
1 vacancy - LAMSW
Committee Staff

Elizabeth Willard, Admin Office Assistant
Vicky Steen, Licensure Tech II
Tom Reichard, Executive Director
Who We Are ... The Division of Professional Registration is an agency within the Missouri Department of Insurance, Financial Institutions & Professional Registration. The division is comprised of 212 staff members that support 40 professional licensing boards and commissions in licensing and regulating the activities of more than 400,000 professional Missourians.
Committee’s Mission

The mission of the State Committee for Social Workers is to protect the citizens of the state by licensing social workers and assessing their competence to practice. It is also the Committee's duty to investigate all complaints against its licensees in a fair and equitable manner.
State Licensure Laws

Revised Statutes of Missouri (RSMo), sections 337.600 – 337.689


“Statutes” – laws passed by the legislature and signed by the Governor.
State Statute

Section 337.600, “Social worker, any individual that has received a baccalaureate or master’s degree from an accredited social work program approved by the council on social work education”

To be called a social worker in Missouri, one must have the degree.

Section 337.603, “No person shall use the title licensed clinical social worker or clinical social worker, or engage in the practice of clinical social work in this state, unless the person is licensed as required by the provisions of sections 337.600 to 337.689. Only individuals who are licensed clinical social workers shall practice clinical social work.”

This constitutes a practice act-meaning a license is required to practice clinically.
Section 337.643, “No person shall use the title of licensed master social worker and engage in the practice of master social work in this state unless the person is licensed as required by the provisions of this section and section 337.644”

Section 337.646, “No person shall the title of licensed advanced macro social worker and engage in the practice of advanced macro social work in this state unless the person is licensed as required by the provisions of this section and section 337.645”

Section 337.653, “No person shall use the title licensed baccalaureate social worker and engage in the practice of baccalaureate social work in this state unless the person is licensed as required by the provisions of sections 337.600 to 337.689.”

*These are all considered title acts-you have to have a license to use the title, but not to work at that level.*
State Licensure Rules

20 CSR 2263-1.010 – 20 CSR 2263-3.140

“Rules” – legal requirements imposed by administrative bodies (the committee) with statutory authority.
Levels of Licensure

LCSW-Licensed Clinical Social Worker
LMSW-Licensed Master Social Worker
LBSW-Licensed Baccalaureate Social Worker
LBSW-IP-Licensed Baccalaureate Social Worker-Independent Practice
LAMSW-Licensed Advanced Macro Social Worker
Educational Requirements

**LCSW, LMSW or LAMSW**
A master’s or doctorate degree from a college or university program of social work accredited by the Council on Social Work Education (CSWE);

**LBSW**
A baccalaureate degree in social work from an accredited social work degree program approved by the CSWE
Pending graduates may take the exam up to 60 days prior to graduation by submitting a written request plus a letter from program director confirming upcoming graduation and degree. All of the following should be submitted. No license will be issued until the official transcripts are received.

Applications may be downloaded from [www.pr.mo.gov/socialworkers-forms.asp](http://www.pr.mo.gov/socialworkers-forms.asp) and contain instructions for the fingerprinting. Allow 2-3 weeks for fingerprint results.

Send the application, appropriate fee, and copy of receipt for fingerprinting to the address on the application.
Licensure Process—continued

- Upon receipt of your application, you will be mailed a postcard with a PIN to allow you to check status of the application online, if documents are still pending receipt. This site only shows what is still needed and no card will be sent if all documents have been received.

- Official transcripts should be sent to the office directly from the college. After receipt of required documents, this office will send a letter approving the applicant to take the exam.

- Official exam results take 7-10 days for this office to receive and the license will be issued upon receipt.
Testing Requirements

Successfully pass the appropriate exam

LBSW - bachelors exam
LMSW - masters examination

The following exams may not be taken until the LMSW license is issued and the supervised work experience has been completed

LAMSW - advanced generalist
LCSW - clinical examination
Licensure process for LCSW, LAMSW

After getting licensed as a LMSW, you may register supervision by sending in:

1. Contract for supervision;
2. Registration of supervision form;
3. Employment verification; and
4. $25 fee
Licensure process for LCSW, LAMSW - Continued

1. Upon completion of 3,000 hours under supervision in at least 24–48 months, application for license may be submitted. Download form from website at www.pr.mo.gov/socialworkers-forms.asp

2. Send in application for license with fee.

3. Follow instructions for fingerprinting.

4. After receipt of required documents, this office will send a letter approving the applicant to take the exam.

5. Register for and pass exam.

6. Remain under supervision until license is issued.
The Exam

- Contact ASWB at [www.aswb.org](http://www.aswb.org) or 888-579-3926 to register for the exam.

- Costs for exams
  
  - clinical - $260.00
  - all others - $230.00

- Full Practice exams are available for all levels for $75.00. Rationale for correct answers is given.
Maintaining License

- Licenses expire biennially on September 30th.
- Renewal forms are mailed first week of July.
- A postmark does not automatically renew the license as the CE will be audited first.
- 30 hours of continuing education (including 3 hours of ethics) are required to renew your license and excesses may not be carried over.
- It is the licensee’s responsibility to retain completion certificates for auditing purposes.
The committee recommends that you print out the rules pertaining to CE and keep for reference in your CE folder. See http://pr.mo.gov/boards/socialworkers/conteducation.pdf

Keep State Committee notified of current address---renewal forms are sent to the address we have on file.

New licenses issued for less than 2 years qualify for pro-rated continuing education requirements. See chart in rules. Up to one half of the required hours may consist of correspondence courses. A full 3 hours of ethics is needed.
Lapsed or Expired Licenses

**Postmarked 1-60 days late - lapsed license.**

- Late renewal fee ($58) in addition to renewal fee ($58).

**Postmarked 61+ days late - expired license.**

- Proof of additional CE hours for each month past renewal.
- Restoration fee ($117) in addition to renewal fee ($58).
Lapsed or Expired Licenses

- You may not practice without a license
- You may not supervise without a license
- You may not charge and seek reimbursement from Mo HealthNet without a license
- Violations are subject to discipline
Continuing Education (2263-2.082)

- University or college courses
  one semester hour - 15 hours
- Self-study - 15 hours maximum
- Publications - from 3 to 10 hours
- Preparation and presentation - 5 hours
- Supervision - 3 hours
- Jurisprudence exam - on website
Accepted Providers or Sponsors of Continuing Education

- ASWB
- NASW
- MO Society for Clinical Social Workers
- Social service agency/staff development unit (hospitals, nursing homes, etc.)
- Accredited college or university
- Professional associations in human services including **but not limited to:**
  - American Counselors Assoc.
  - American/MO Psychological Assoc.
  - American/MO Association for Marriage and Family Therapy
  - American/MO Mental Health Counseling Association
Record Keeping (2263-3.040)

- The presenting problem(s), assessment, plan of action and progress notes
- Fee arrangement
- Date and substance of each contact
- Notation and results of formal consults with other providers
- Copy of all evaluative reports prepared or received
- Copy of written communication identifying the date and reason for termination of professional service if LCSW is in private practice

Records should be kept for at least 5 years after the date of service is terminated.
Complaint Process (2263-1.025)

- Complaints received in writing
- Respondent (licensee) given opportunity to respond to allegations
- Complaint and response reviewed at the next scheduled meeting
- Board can vote to dismiss or investigate
- If dismissed, both parties will be notified
- If investigated, individuals will be contacted by investigators to gather additional information in order for the committee to make a decision
- Investigative report and supporting documents will be reviewed at next scheduled meeting
- Board can vote to dismiss or refer to AGO for discipline
- Licensees may appeal decisions to the Administrative Hearing Commission (AHC)
- COMPLAINTS REMAIN A PERMANENT PART OF YOUR FILE
The following items pertaining to your license are considered public and can be viewed on our website:

* Address
* License Number
* Issue & Expiration Date
* Disciplinary Action
CLOSED RECORDS

The following are closed record pursuant to section 620.010.14(7) unless written consent is obtained from licensee/applicant to disclose this information.

* Educational Transcripts
* Test Scores
* Complaints
* Investigatory Reports
* Information pertaining to any person who is an applicant or licensee
Contact Information

State Committee for Social Workers
3605 Missouri Boulevard
Jefferson City, Missouri  65109
Telephone: 573-751-0885
Fax: 573-526-3489
Website: www.pr.mo.gov
Email: lcsw@pr.mo.gov