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Please allow up to 20 business days for responses and longer during fall and winter renewal times. Allow up to thirty (30) business days for processing new licenses including Temporary Permits and Provisional related degree certificates.

Legal and Regulatory References

The purpose of the Board of Social Work is to protect the public by setting standards of qualification, education, training and experience for those who seek licensure and to promote high standards of professional and ethical performance for those engaged in the profession of social work.

♦ West Virginia Code §30-30 effective March 18, 2011.
♦ Legislative Rule: Title 25 All rules passed Spring 2013
♦ NASW Code of Ethics-www.nasw.org: Download and refer to frequently or purchase through Washington National NASW office (info on their web site).

General Information

Liability & Malpractice Insurance-The Board has no authority over insurance issues or covered services. Individuals should contact carrier for regulations.

Association of Social Work Boards (ASWB): www.aswb.org. Prepares, administers and regulates the State Board social work examination. Only the Board can issue exam approval to ASWB.

CSWE: Is the “Council on Social Work Education.” This is the recognized accreditation for Social Work programs-Colleges and Universities.

Supervision: Effective 5/2013 a BSW or MSW with LSW license may apply to the Board to become a “provisional candidate licensing supervisor.” For additional information, please see Supervision (for Provisional Licenses) in this manual.
ASWB Examination

Prior Approval: The Board must pre批准 a candidate before he or she can register and take the examination. Candidates should submit a written request for approval that includes the name, license number, mailing address, highest degree earned and the current employment of the candidate making the request. A signed request is acceptable by mail or fax.

After you have received notification from the board that you may take the ASWB examination, you must register with ASWB and pay the required exam fee. You may register online or call ASWB at 1-888-5SW-EXAM (toll free)

For social work students that are issued a Temporary Social Work Permit, this approval is sent WITH the Temporary Permit when issued. Follow the directions on the approval record and seek guidance from ASWB.

Scores and Procedures:

- The candidate will receive his or her score the day of the exam but the Board must wait for the official scores.
- The Board receives the official score within two to three weeks after testing.
- Upon receipt of official scores, the score must be posted to the individual record; this may require a processing period of 10 to 15 business days.
- Temporary social work Permit holders will be notified by mail and invoiced for the full two-year license fee (allow up to a month to process after scores are received from ASWB).
- Licensed Social Workers with the MSW degree who intend to Upgrade his/her license can obtain the Upgrade application from the Board website or request this by phone, or fax.
- Provisional Licensees will not be notified because passing the exam during the four-year process is one of the provisions of the license. A record is made to confirm passage.
- The Board does not respond to failed score reports. It is up to the licensee to contact the Board to find out what options, if any, may be available and for how long.

Exam & License Levels

- Level A-LSW: Licensed Social Worker: Requires a Baccalaureate degree in social work (BSW) from a program accredited by the Council on Social Work Education (hereinafter CSWE) and passage of the ASWB Bachelor level examination. (All provisional licensees shall also take and pass this level exam)
Level B-LGSW: Licensed **Graduate** Social Worker: Master's Degree in Social Work (MSW) accredited by the CSWE and passage of the ASWB **Master's** level exam.

Level C-LCSW: Licensed **Certified** Social Worker: Requires MSW degree accredited by the CSWE; evidence of two (2) year’s POST MSW social work practice experience; and passage of the ASWB **Advanced Generalist** examination.

Level D-LICSW: Licensed Independent Clinical Social Worker: Requires two years Post-MSW full time or 3,000 hours part-time supervised direct clinical social work practice in a clinical setting pre-approved by the Board; and must occur WHILE being under the supervision of a qualified and **pre-approved WV** Licensed Independent Clinical Social Worker or Licensed Clinical Social Worker from another jurisdiction. A formal **Supervision Agreement Contract** must be made at the time the candidate and clinical supervisor begin supervision. After completion of supervised clinical practice and supervision the candidate must submit a full LICSW application (request it from the Director by mail, fax or email to: bswe2@suddenlink.net). Allow thirty or more days for Board review and approval for the clinical exam. See LICSW section in WV Code 30-30-8 and 9

**Licensing Information and Procedures:**

**Provisional License to Practice as a Social Worker:** This is a restricted license certificate granted to an applicant through alternative education requirements as per WV Code 30-30-16 and legislative rule. A provisional social worker is not a licensed social worker and is not eligible to contract, operate a business, enjoin with others in a business, perform fee for service duties, or any other kind of independent social work.

**Eligibility:** An applicant must have a baccalaureate degree in a field related to social work; related fields include sociology, psychology, counseling, criminal justice or other related fields as determined by the Board.

**Application:** Application for a Provisional License is a two step process. First, the applicant must be formally deemed **eligible** for licensure by submitting 1) an application to the Board with 2) an official transcript showing the individual has completed a four year academic degree from a recognized academically accredited college and 3) three professional references (form provided within the application). A **Provisional Eligibility Application** may be obtained by contacting the Board of Social Work.

After the individual is deemed eligible for provisional license, the Board will send the individual a **Provisional License Eligibility Agreement Contract**. Once the applicant has secured employment *from an eligible employer* and *supervision from qualified licensing supervisor*, he/she should send the application with a job description to the Board office. The Board will send an invoice to the applicant within 15 days, but the issue date
for the provisional license certificate will be the date the approved agreement is received in the Board office, provided that payment is made within fifteen days of invoice.

**Requirements:** The license certificate is issued for a two year period. If the following provisions and requirements as set forth in WV Code 30-30-15 and legislative rule are met, the provisional licensee will renew their license for a final two year period.

1. **Social Work Employment:** Complete four CONTINUOUS years of supervised full time social work employment with a WV agency or organization that legally requires a social work license. Persons already licensed under past Rules must continue as originally approved for the duration of the four year procedure.

2. **Licensing Supervision:** Attend face to face meetings with the "licensing supervisor" of record at least **once every three months** for four continuous years. When unavoidable absence occurs, a missed session may be made-up within 30 days after the absence. Multiple meetings in the same month will not waive or reduce the quarterly requirement.

3. **Continuing Education:** Complete twelve (12) hours of CSWE accredited social work courses as designed and approved by the Board in addition to other continuing education. All required courses will be available online and are geared to the nontraditional student who has graduated from another field and who is currently practicing. The required courses-Introduction to Social Work, Human Behavior in the Social Environment, Methods and Policy should be taken sequentially; additional course offerings may be available to accommodate individual needs.

The first course, *Introduction to Social Work* will be available through Concord University beginning January 2014. A shortened application process has been developed for individuals wishing to enroll.

Individuals who choose to take Introduction to Social Work at night can, of course, take the class through the individual universities.

At least six (6) semester hours should be completed in the first two year period prior to renewal.

*If a provisional licensee is enrolled in a CSWE accredited Bachelor or Master of Social Work Program, the individual is not subject to the twelve hours of required coursework.*

In addition to the requirement course work, the provisional licensee is responsible for earning an additional 20 hours of Board approved continuing
education per two year licensing cycle. Up to ten (10) of the twenty (20) hours may be earned through Board approved only education.

Persons granted temporary licenses prior to July 1, 2013 are not subject to the academic credentialing requirement and should continue to adhere to the continuing education requirements under the prior rule.

4. **License Renewal:** Board staff will mail a Provisional Renewal Application three to four months before expiration. Every licensee is required to submit the application, required course evidence and other continuing education, and renewal fee 30-45 days before expiration.

5. **Report Changes/Resignation:** Every licensee is legally required to submit a written report of change. This includes notice and signatures of new licensing supervisor; end of employment; change in home residence; termination of employment; or interrupted change in employment, title, work supervisor, and job description. A prior provisional licensee restricted to WV DHHR BCF may not change employers outside of DHHR BCF. A form is enclosed with the license packet for this purpose.

6. **Annual Submission Sworn Statement of Compliance Verification:** Every licensing year during **July** submit this sworn statement to the Board by fax or mail but do not duplicate and do not send before July of each year of active licensing.

7. **Pass Examination:** Pass the ASWB Bachelors examination as soon as possible. Early passage of exam will not reduce or waive any of the other provisions that must be met. However, retesting requires a waiting period of at least **three months** in the event of a failed score so it is advisable not to wait until the end of the second renewal period to take the exam.

**Scope of Practice:** A provisionally licensed social worker may perform all of the following functions and social work services under supervision:

1. Multi-dimensional assessment of client or client system strengths and problems with functioning or psychosocial adaptation, not including formal mental health diagnosis.

2. Service planning and contracting with clients or clients systems to outline proposed interventive strategies for clients or client systems in order to restore or enhance social, psychosocial, or biopsychosocial functioning;

3. Implementing service plans and problem solving methodologies to restore or enhance social, psychosocial or biospsychosocial functioning of clients or client systems;

4. Supportive and palliative counseling activities, designed to offer comfort and social encouragement to clients or client systems, not including psychotherapy;
(5) Preventive strategies such as psychoeducation and consciousness raising for at-risk systems or populations, designed to forestall difficulties with functioning and psychosocial adaptation;

(6) Case management activities designed to assist clients or client systems with gaining access to needed resources and services and to assist with coordination of services in situations where multiple providers may be involved with client care;

(7) Information and referral services; and

(8) Personal practice assessment designed to assess and document outcomes and effectiveness of one's practice.

Additional Note: Persons issued a Provisional license or Temporary license under the previous Legislative Rules (prior to June 2013, including those with DHHR Restricted Licenses, will satisfy the terms of the Agreement for Provisional that they entered into. Nothing will change for this group of people already holding a provisional license or are pending payment for the provisional.

WV CODE §30-30-16 (C): LEGAL PROVISION EFFECTIVE MARCH 18, 2011: No one with a former temporary or provisional license history who left the field is eligible for reinstatement, or reissue or reapplication for same. Exceptions do not exist in Code or Rules. Anyone that is employed with a temporary provisional license will forfeit all current and future privileges through this process if he or she resigns prior to the end of the four-year procedure. This appears in the sworn statement on every Agreement Contract for Provisional License. One must earn a CSWE accredited social work degree to return to licensing and would be eligible for the Temporary Social Work Permit to test for full permanent license.

Converting to an LSW License
An application for conversion to full license is mailed 3 to 4 months before the date of expiration on the renewed certificate.

- **Exam Verification**: The official score report with passing grade should already be on file at the Board office.

- **Supervision**: Anyone that served as a “Licensing Supervisor” for the candidate during the four years shall submit a letter of recommendation for conversion to the Board. The Licensing Supervisor is required to submit the supervisor’s progress & evaluation report that lists each quarterly meeting per calendar year. The final supervision record and meetings is to be presented to the Board at the same time as the recommendation from the supervisor 30-45 days before expiration of four years.

- **Verification of Continuous Employment**: The licensee must ask the employer to submit a written statement on agency letterhead to confirm the dates of
employment prior to the expiration of the renewed provisional license. This is necessary from any employer of record since original issue.

- **Continuing Education**: Evidence of compliance and completion of all provisions for course work and ethics, etc. must be submitted or on file.

Failure to complete any or all of the provisions of this license procedure results in permanent forfeiture of current and future application privileges.

**Categories of Licensure for Individuals with a BSW or MSW**

**Temporary Social Work Permit Classification**

**Eligibility**: 1) A candidate who has earned either an undergraduate or graduate social work degree from a college or university accredited by the Council on Social Work Education that has not passed an examination or 2) a candidate enrolled in the final semester leading to graduation.

**Application**: The purpose of the application for a Temporary Permit is to establish one’s eligibility for examination and primary source verify the social work degree. Additionally the background is reviewed for criminal and other history. The Board provides a license certificate to seek social work employment prior to passage of exam.

**Requirements**: The Permit is issued for six (6) Months and **is NOT renewed or extended**; however, it can be **reissued** upon receipt of a failed score report. If a Temporary Permit candidate should fail the exam, he or she may submit another permit fee and copy of failed score report and request a new permit to retest.

If the Permit candidate **does not** attempt the exam under the original temporary permit, he/she is **not eligible** to obtain another permit to test. The former permit candidate **may request additional time to test with or without an active permit but may not perform social work until licensed by the Board**. **NEW RULES 2013**: THE BOARD MAY ALLOW ONE TO TEST MORE THAN FIVE TIMES BUT THIS IS THEIR DECISION.

**Continuing education is not earned, required or accepted** under a temporary permit. Upon passage of exam and issuance of full license, the licensee will have two years to satisfy continuing education requirements set forth by law and rules.

A permit candidate **must** attempt the **examination** at least sixty (60 days) prior to expiration of a permit in order to allow sufficient time to process exam score and move to the next step. Waiting until the final month of permit time may result in loss of employment. Allow at least a month of processing when scheduling a test date, prior to the expiration of the permit.
Board staff will mail an invoice notice generally within two to three weeks after receipt of the official passing score report.
Licensed Social Worker

Eligibility: Have a baccalaureate degree in social work from a program accredited by the CSWE and passed the bachelor level exam from ASWB

Application: Application should be made on the Regular or Clinical Application Request BSW/MSW

Requirements: Licensure is for a two year period. The LSW is expected to earn 40 hours of continuing education during the licensing cycle. Additional information on continuing education is referenced in this manual. Additional information on licensee responsibilities is outlined in General Responsibilities of Licensees as set forth in Title 25-1-4.

Scope of Practice: A licensed social worker may perform all duties within the scope of practice of a provisional social worker as well as:

(1) Apply social work theory, knowledge, methods, ethics and the professional use of self in social work practice including assessment, planning, intervention, counseling, evaluation, and case management supervision;

(2) Provide social advocacy activities, designed to influence social service systems and social policies in the direction of reduced disparities in social and distributive justice, especially for at risk and socially or economically disadvantaged populations;

(3) Community organization activities, designed to assist client systems at the community level to achieve desirable social or policy change toward goals of enhanced civic functioning and improved environmental responsiveness to client quality of life issues;

(4) Administration and program development, designed to develop, structure and, oversee social service systems at the organizational level; and

(5) Training activities, designed to assist clients or client systems with skill development deemed desirable to restore or enhance social functioning or adaptation; or, to assist less experienced social workers with professional skill development.

(b) A licensed social worker with a baccalaureate degree or master’s degree in social work from a program accredited by the council on social work education and two years of experience may supervise a provisionally licensed social worker.

Licensed Graduate Social Worker
**Eligibility:** Applicant must hold a master's degree in social work (MSW) from a CSWE accredited social work program, have passed the Intermediate level state social work exam, and submitted the appropriate application and fee. If the applicant is, or has ever been licensed in another state as a social worker, verification of licensure in good standing is required from the applicable State Social Work Board(s). There are no experience or supervision requirements for this level of license.

**Application:** Application to upgrade a license should be made on the License Upgrade Application after the applicant successfully passes the examination.

**Requirements:** Licensure is for a two year period. The LCSW is expected to earn 40 hours of continuing education during the licensing cycle. Additional information on continuing education is referenced in this manual. Additional information on licensee responsibilities is outlined in *General Responsibilities of Licensees* as set forth in Title 25-1-4.

**Scope of Practice:** A licensed graduate social worker may perform all duties within the scope of practice of a licensed social worker and provisional social worker as well as:

1. Appropriately conduct social work education, formally teaching social work theory and methodology to bachelor's and master's level social work students.
2. Conduct clinical or psychotherapeutic services, under the clinical supervision of another experienced and credentialed behavioral health professional, including individual, family and group methodologies.

**Licensed Certified Social Worker**

**Eligibility:** Candidates must have 1) obtained a master's degree from a school of social work accredited by the CSWE, 2) practiced social work for at least two-years post-master's experience in full-time employment or earned three thousand hours of post-masters social work experience and 3) passed the Advanced Generalist examination administered through ASWB.

**Application:** Application should be made on the Regular or Clinical Application Request BSW/MSW

**Requirements:** Licensure is for a two year period. The LSW is expected to earn 40 hours of continuing education during the licensing cycle. Additional information on continuing education is referenced in this manual. Additional information on licensee responsibilities is outlined in *General Responsibilities of Licensees* as set forth in Title 25-1-4.
**Scope of Practice:** A licensed certified social worker may perform all duties within the scope of practice of a licensed graduate social worker and:

1. Apply social work theory and methods to the diagnosis, treatment and prevention of psychological dysfunction, disability or impairment, including emotional and mental disorders and developmental disabilities; and
2. Determine behavioral health diagnosis, using diagnostic taxonomies commonly accepted across disciplines among behavioral health professionals.

**Licensed Independent Clinical Social Worker**

**Eligibility:** Candidates must have obtained a master's degree from a school of social work accredited by the CSWE that included a concentration of clinically oriented course work as defined by the board; have completed a supervised clinical field placement at the graduate level, or post-master's clinical training that is found by the board to be equivalent; have practiced clinical social work for at least two years in full-time employment, or three thousand hours under the supervision of an independent clinical social worker, or clinical supervision that is found by the board to be equivalent.

**Application:** Application should be made on the Regular or Clinical Application Request BSW/MSW. Supervision must occur under a qualified and pre-approved WV Licensed Independent Clinical Social Worker or Licensed Clinical Social Worker from another jurisdiction.

A formal **Supervision Agreement Contract** must be made at the time the candidate and clinical supervisor begin supervision.

Clinical supervision consists of at least one hundred (100) hours, sixty (60) hours of which shall have occurred in face-to-face individual or group supervision meetings with the clinical supervisor during at least two (2) years of full-time or three thousand (3,000) hours of part-time post-master's employment in clinical social work practice.

**Requirements:** Licensure is for a two year period. The LICSW is expected to earn 40 hours of continuing education during the licensing cycle. Additional information on continuing education is referenced in this manual. Additional information on licensee responsibilities is outlined in *General Responsibilities of Licensees* as set forth in Title 25-1-4.

After completion of supervised clinical practice and supervision the candidate must submit a full LICSW application (this application must be requested from the Director of the Social Work Board). Allow thirty or more days for Board review and approval for the clinical exam. See LICSW section in WV Code 30-30-8 and 9.
Scope of Practice: A licensed independent clinical social worker may perform all duties within the scope of practice of a licensed certified social worker, licensed graduate social worker, and licensed social worker and may:

(1) Apply social work theory, methods, assessment, ethics and the professional use of self to the diagnosis, treatment and prevention of psychological dysfunction, disability or impairment, including emotional and mental disorders and developmental disabilities.

(2) Clinical social work practice is based on knowledge of one or more theories of biological, psychological and social development, normal human behavior, psychopathology, the causes and effects of physical illness and disability, unconscious motivation, interpersonal relationships, family dynamics, environmental stress, social systems and cultural diversity with particular attention to the person existing as a combination of biological, psychological and social elements in his or her environment.

(3) Clinical social work includes interventions directed to interpersonal interactions, intrapsychic dynamics and life-support and management issues.

(4) Clinical social work services consist of assessment, diagnosis, treatment, including psychotherapy and counseling, client-centered advocacy, consultation and evaluation. The process of clinical social work is undertaken within the objectives of the social work profession and the principles and values of its code of ethics.

General Responsibilities of Individuals with a Social Work License:

- Notify the Board within thirty (30) days of any change of his or her legal name, primary address, telephone number or similar change of location or status, and, if required by the Board, of any change of supervisor or employer.
- Notify the Board within thirty (30) days of witnessing what may constitute, in his or her best judgment, professional misconduct by another licensed social worker.
- Abide by the provisions of the Code of Ethics of the National Association of Social Workers.
- Make application for a license, renewal of a license, or similar service on forms provided by the Board.
- Pay the appropriate fee as a condition of their application for license, renewal or other similar service.
- At the time of renewal of license or provisional license, a licensee shall provide to the Board:
✓ Written evidence of completion of mandatory continuing social work education during the tenure of the license as specified in this rule; and

✓ A sworn statement, on a license renewal application provided by the Board, that the license has not been revoked or suspended by another state licensing agency, or by a licensing agency in another state or territory of the United States, and that he or she has never been convicted of a felony or misdemeanor.

- No license, provisional license, permit or certificate of license granted or issued to an individual by the Board under the provisions of the Code of WV §30-30-1, et. seq. may be assigned to any other individual.

- The license shall be displayed conspicuously in the licensee’s principal business location.

**Regular License Renewal (two-year):**

- **Renewal Applications:** The Board will mail license renewal applications *three to four* months prior to the expiration date to the home address on file.

- It is the responsibility of the licensee to renew or inactivate his or her license *whether or not they have received a renewal application due to mailing problems.* MANY RENEWALS ARE RETURNED TO THE BOARD OFFICE DUE TO FAILURE TO PROVIDE ADDRESS CHANGES. Contact the Board office by fax, mail, or phone if an application has not been received from the Board *thirty (30) days* before expiration.

- Follow instructions on the renewal application regarding continuing education, questions, fee, and processing times. Fees are payable only by money order, business check, bank certified checks, or personal check (if there is no history of a personal check return to the State Treasurer in the past).

- A completed, signed, and dated Renewal Application; appropriate fee, and continuing education records should be in the Board office 30 days in advance of the expiration date to avoid loss of employment. Those who delay place their job at risk. The processing time can and usually does require up to *fifteen business days*.

- **Delinquent Status:** Ref; WV Code §30-20(a) (b) (c) (d) Effective March 18, 2011:
  
  (a) Delinquent status is automatically set if a license renewal has not been received *by or before* the day of license expiration (expiration date is the DUE date by Law).
  (b) The fee shall increase by $50.00 in the first month and $25 for each additional month or fraction of month for a *maximum of thirty-six months* (following license expiration);
  (c) Within thirty-six months of being placed on delinquent status, if a licensee wants to return to active practice of social work, he or she must submit proof of the required continuing education, pay all applicable fees incurred during the delinquent period, and submit acceptable verification/evidence that he or she HAS NOT performed social work.
or represented his or her self to the public as a social worker since the license expiration date. After legal expiration, only a BSW or MSW can apply for a second license.

The WV Code §30-30 revision of March 2011 does NOT apply to persons that had already expired in past years.

AN EXPIRED LICENSEE CAN NOT PROVIDE SOCIAL WORK SERVICES TO THE PUBLIC. TO DO SO IS ILLEGAL AND IN VIOLATION OF ETHICAL AND PROFESSIONAL CONDUCT, LEGISLATIVE RULES, & WV CODE (PUNISHABLE MISDEMEANOR).

Special Status Privileges- Licensed Social Workers

The special status privileges are available to actively licensed social workers in good standing at the time of making an application. An expired or delinquent license is not eligible for special status. The application is available by request to the agency staff by email, phone, fax, or mailed request:

1. **Inactive Status License**: For persons with an active regular license in good standing who has ceased performing social work in West Virginia and is not actively seeking social work employment. Submit the application and follow instructions to Inactivate. An approval notice will follow in two to three weeks. The Board reserves the right to impose stipulations or refuse an application when there is due cause to suspect abuse of privileges. Continuing education records should be on file or submitted upon request. A license may remain Inactive as long as desired. A license that has expired as reflected on the license certificate is NOT eligible to apply for special status.

2. **Activation of License**: A previously approved Inactive License applicant may apply to activate the credential to return to the social work profession. Follow the Activation instructions on the application and submit with the prescribed license fee for a two-year license.

3. **Retired (Emeritus) License**: For persons who have officially retired after a minimum of twenty years of social work employment and experience. An emeritus status licensee may still perform social work for up to twenty (20) hours per week, will continue to renew at a lower fee, and are exempt from earning continuing social work education to renew.

**Employer Information**

Employers should make every attempt to hire individuals educated in social work to fill positions where social work skills, knowledge and values are required. However, to ensure an adequate pool of social workers are available to meet the needs of WV while protecting the
public, an employer or prospective employer may make application to the Board for approval to hire provisional licensees. The application shall include:

1. Written documentation that a reasonable effort to recruit and hire a licensed social worker, graduate social worker, certified social worker or independent clinical social worker was made prior to submitting an application to employ a provisional licensee and;
2. Written evidence of the critical need to hire the provisional applicant.

The employer is responsible for reporting the resignation or termination of any provisional licensee employee within 30 days.

**Licensing Supervisors of Provisional Licenses**

An actively licensed social worker with a degree in social work or a Graduate, Certified, or Independent Clinical social worker in good standing and two years post graduate experience may make application to serve as a licensing supervisor for a provisional social work license candidate. The **Licensing Supervisor Application** should be accompanied with three professional references and the applicant’s most current resume.

The Licensing Supervisor is not required to be employed at the same agency and is not responsible or liable for the employment performance of a temporary licensee.

The licensing supervisor agrees to provide supervision to a provisional licensee to assist in the integration of social work skills, values, knowledge, and ethical considerations gained through continuing social work education programs and through the social work practice experience and will evaluate progress towards satisfaction of coursework and other provisions during the four-year period of continuous employment.

A seasoned supervisor may supervise no more than fifteen (15) provisional licensees without a written waiver from the Board.

An LSW licensing supervisor may supervise no more than 5 persons in his/her agency.

**Responsibilities of the Licensing Supervisor**

- Sign an **Agreement to Supervise** that is provided to the potential licensee by the Board. In doing so the licensing supervisor commits to being aware of all current provisions and mentors the licensee in complying with all provisions during the continuous four-year period. The supervisor and licensee must meet **face to face** once every three months or at other times if make-up sessions are required.
- Meet with the supervisee individually or as a group once every three months for the duration of the supervision relationship to evaluate progress towards completion of
the conditions of the license, furthering one’s education and knowledge of social work practice, methods, skills, and ethics;

- Maintain and submit the individual evaluation and meeting record (provided by the board) for each licensee supervised. This record is due in the Board office annually in January and when the supervisory relationship ends for any reason;

- Encourage the licensee to register early and take the ASWB exam. Using the exam content outline in the “ASWB Candidate Handbook,” on-line at aswb.org, assist the licensee in determining what study resources would be most helpful; begin questioning the licensee immediately upon renewal of his or her provisional license as they need to request the approval for testing upon renewal if not earlier;

- Inquire as to his/her progress towards satisfaction of the required course work and continuing education to be completed as set forth by the Board; For individuals licensed prior to July 1, 2013, this will entail progress on the 80 hours of continuing education with special emphasis on the ethics portion in each two-year license period (8 hours of social work ethics in each two year segment);

- Schedule make-up meetings in a timely manner (preferably 30 days or less following a missed session) to assure the requirements are met for conversion near the end of four years;

- Review the provisional license restrictions, Law Code, rules, and expectations set forth in this manual. This is necessary in order to lead the licensee through the process and have the ability to respond to his/her questions.

- Notify the Board Director in writing when and why supervision ends and indicate any reference to poor progress, unethical conduct, or resignation from social work employment. The Board depends upon employers and supervisors to keep us abreast of what is happening within the work place;

- Following the final supervision meeting, and provided the licensee has fulfilled all provisions of the four-year process, the supervisor shall provide a letter of recommendation for conversion to regular license that includes the date supervision began and ended along with the final supervisor evaluation and meeting record; This is to be presented to the Board by the supervisor or by the conversion candidate;

- Frequently review this manual and NASW Code of Ethics during meetings.
Continuing Education Requirements

Regular licensees must earn a total of forty (40) HOURS that include at least twenty (20) contact hours of social work education by WV SW Board Certified or Individually Approved Providers. Of the twenty approved hours no more than ten (10) may be obtained by technical means that are approved and sponsored by a WV Certified Provider. Proof of the WV provider approval is required.

Category 1 Providers

Category I-Certified Providers These are providers certified by the Board to provide social work continuing education. The list of approved providers and updates appear on our website. WV Does not participate in national ASWB or NASW continuing education provider program. However, any group from any state may apply to present an ASWB or NASW approved event in the state of WV through the Individually Approved Provider application process. WV social work board approval in advance of any presentation is required.

Reporting Social Work Courses for Continuing Education Credit:

A CSWE accredited social work course will result in the most contact hours. This does NOT apply to those pursuing degrees in other disciplines or departments.

Look at the list of Certified Providers provided by the Board; each CSWE accredited WV social work program is listed under a specific provider number beginning with number 490046 through 490052. Fill out a board CE Report Form and calculate the number of contact hours earned based on: One (1) Semester Hour converts to fifteen (15) clock hours. Three semester hours (a usual course) translates to forty-five (45) clock hours. The Board will require evidence from the school to authenticate completion of a social work degree or courses (official university transcript).

Out of state CSWE Schools-Provider Number is 490008

Category I-Individually Approved Providers IN WV: 499999 (IAP)

An IAP is an individual, agency or organization that has filed an application with the Board and has received written approval for social work credit. Program information is posted to the Board’s website during the third week of every month.

Category I- Individually Approved Provider 499999-Out of State Physical Attendance (IAP)

A social worker may obtain contact hours for physically attending a social work program presented in another state as long as the program is approved by that social work Board. It depends on WHERE YOU ARE WHEN TAKING THE PROGRAM. WV honors the
CE requirements of other states while one is IN that state including NASW and ASWB approval if that state is a participant. This does not apply to Web based programs.

**Category II: Individual Professional Activities** include self-directed study or other professional programs NOT approved by the Board of Social Work. One may use no more than **twenty (20)** total hours under the “other” category II group which may include but not be limited to:

- ASWB or NASW or other non-approved internet education
- Other college courses taken that are not CSWE Social Work courses;
- Reading or writing of papers, journals, articles, or books with relevant social work objectives and content;
- Preparation time when serving as a presenter at a social work program;
- Internet research into specific areas of social work methods and practice, issues, etc;
- Viewing videos of prevalent and problematic social, health, family issues;
- Attending related discipline conferences not approved by the Board;
- Volunteer work to help and support societal suffering: social committees, assist in homeless shelters or food services, aide in disaster relief in WV or elsewhere; etc.
- *Prior approval to use Professional Activities IS NOT needed* so we request that one refrain from phone calls about using a particular item.

**Carry-Over Rule: License Renewal CE Earnings:**
Excess earned hours from WV approved/Certified providers may apply if attended on or after forty-five days prior to license expiration. Carry-over records are not to be submitted to the Board until after the renewed license is in hand. This privilege does not apply to Individual Professional Activities (Category II).

**Exempt from Continuing Education:**

1) Actively licensed **Emeritus** licensees are exempt from earning continuing education.
2) **Inactive regular** social workers do not earn continuing education and cannot apply earned continuing education to a future activated license.
3) **Temporary Social Work Permit** (BSW and MSW): Cannot apply continuing education earned under a Permit towards a future license.

**Documenting and Reporting Continuing Education Earned (Revised 2011)**

- Use the Board CE report form for each separate conference or program attended or the equivalent record that is often issued by a Certified Provider.
- Licensees may only claim the number of hours of actual attendance for any program.
- At least every six months, submit by fax or mail continuing education forms for all events you are claiming. BE SURE TO KEEP A COPY OF ALL CONTINUING EDUCATION SUBMITTED TO THE BOARD. After renewal the computer record is erased to begin recording for the next two-year renewal period.
- Provisional Licensees cannot claim continuing education for any coursework taken prior to the date on your license.

**Retaining Records:** It is the licensee’s responsibility to keep a record of everything sent to the Board. We do not keep paper or computer CE records after renewal. **Do not** send certificates or additional “paper” unless requested during a random audit.

**Social Work Ethics Requirement:** There is no mandatory ethics requirement for fully licensed regular social workers. However, social work ethics education is highly encouraged by the Board.

**Complaints/Disciplinary Action**