

The Bulletin of the Maryland Board of Social Work Examiners

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From the Board Chair

Emanuel Mandel
Chair



As the recently elected Chair of BSWE (Board of Social Work Examiners referred to as the Board), I am glad to greet all colleagues in Maryland. We publish this semi-annual Newsletter to bring developments, legislation and issues to your attention. Your response and comments are always welcome.

I wish to discuss our Board membership with you. The statute establishing the Board was revised, effective October 1, 2000, with, among other changes, an increase to 11 members. We are required to have two consumer members, one each who are LSWA, LGSW and LCSW, with the others holding LCSW-C licenses. The increase was to include more Clinical members because our Disciplinary Committee functions increased as the number of licensees in the State has reached almost 12,000.

Well, we have yet to achieve full membership. If you remember, the last Newsletter displayed a photograph of Board members, we were only eight. We now have several new members but one slot remains open. The appointments office of DHMH is responsible to recruit candidates and present them to the Office of the Governor where all such appointments originate. We have supplied them with the listing of professional organizations to help in identifying candidates. We now bring this issue to the attention and consideration of all licensees. Years ago I recall seeing the list of members, and noting that vacancies were present or were to become available. I thought that, as a veteran, experienced Social Worker, I might bring some value to the profession as a Board member. That was the origin of my interest. Perhaps it can be yours.

Members are appointed for a four-year term that can be renewed one time for another four years. We will have two more professional membership vacancies in June 2005 and still another slot may be available this spring. Give it some thought; this is a way to serve the profession.

Please direct information inquiries directly to the DHMH Office of Appointments at 410-767-6485 or to our Executive Director, Bill Fleming at 410-764-4788. Thank you for the consideration.

MARYLAND BOARD OF SOCIAL WORK EXAMINERS BOARD MEMBERS



L to R: Stephanie B. Sharpe, Laurie T. Thomas, Charles W. Griffin, Emanuel(Manny) Mandel (Chair), Yvonne M. Perret (Secretary / Treasurer), Wanda W. Moore, Mary C. Burke, Isadora R. Hare, Cherie Cannon.

State Board of Social Work Examiners

Sanctioned Licensees as of July 9, 2004

NAME	STATUS
Kathleen A. Binas Case #405	License on Probation 04/09/04 – 04/09/06
Winston M. Clarke Case #533	License on Probation 12/10/03 – 12/10/05
Bonnie A. Cox Case #298	Placed on Probation & Reprimanded 01/13/99 – 01/13/01
Barbara Dieterle Case #221	License Revoked 03/13/98
Ronald Doswell Case #272	License Revoked 06/15/98
Susan W. Federroll Case #458	License on Probation 01/24/04 - 01/24/06
Anita Parr Felps Case #362	License Revoked 07/02/01
Charles A. Fleming Case #414	License Surrendered 09/05/01
Julia Jackson Case #198	Placed on Probation & Reprimanded 01/17/97 - Present
Leslie Faye Lewis Case #374	License Surrendered 04/23/01
Joanne S. Niblett Case #388	License Revoked 12/14/01
Tear P. Plater Case #302	License Revoked 08/26/02
Leon Raesly Cases #145, #159, #160, and #166	License Revoked 10/21/96
Tiffany M. Reynolds Case #429	License on Probation 12/14/03 - 06/13/05
Ronald A. Stanley Cases #329 and #330	Licensee on Probation 06/08/01 – Present
Patricia A. Tenanty Case #232	License Revoked 12/15/99
Elizabeth A. Titus Case #411	License on Probation 03/08/02 – 03/08/04
Keith A. Wagner Case #124	License on Probation 05/13/94 – Present
Melita Williams Case #104	License Suspended 03/08/96 – Present
Wanda Marie Wilson Case #413	License Revoked 12/14/01

New Sanction

Michael P. Miller Case #564

The Board suspended LGSW license for 1 year, with all but 60 days immediately stayed, effective July 1, 2004, based upon a finding that the licensee violated Maryland Health Occ. Code Ann. §19-311 (4) (commits any act of gross negligence, incompetence, or misconduct in the practice of social work), (5) (knowingly violates any provision of this title), (6) (engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work), (7) (violates any provision of this title or regulations governing the practice of social work adopted and published by the Board), (12) (knowingly makes or files a false report or record in the practice of social work), and (14) (submits a false statement to collect a fee), as well as Code of Maryland Regulations ("COMAR") 10.42.03.03 A(5)(b) (the licensee shall maintain documentation in the client's records which accurately reflects the services provided, including treatment plans, treatment goals, and progress notes). Upon reinstatement of the license, the licensee shall be placed on probation for 18 months, subject to conditions.

ALERT

Please be alerted to the fact that **Larry Dexter Williams** has been prosecuted and convicted for impersonating a social worker. He was convicted of practicing without a license and misrepresenting himself as a social worker. He provided a fraudulent Master's Degree diploma and LCSW-C license to prospective employers. The Board has reason to believe that he may still be impersonating a clinical social worker.

ATTENTION

In order to practice social work in Maryland, you must be licensed by the Maryland Board of Social Work Examiners. You must be licensed as a LGSW in order to begin to accumulate the hours necessary to qualify for advanced licensure (LCSW & LCSW-C)

Board Outreach

*Bill Fleming
Executive Director*



Since assuming the position of Executive Director in August, 2003, one of my goals has been to improve customer service. I believe the Board has made significant strides toward the achievement of that goal. In the process of addressing various areas, I have been made keenly aware of the myriad of customers, both internal and external, served by the Board. Among those are its licensees, the citizens of Maryland, legislators, social work associations, social work boards from other states (and Canadian Provinces), other Maryland licensing boards and the Department of Health and Mental Hygiene, as well as a host of others.

Our efforts have involved several courses of action, all aimed at improving the way we do business. Staff Social Worker Gloria Hammel, Board Members and I have participated in presentations and met with a variety of educational institutions, hospitals and other organizations in our attempt to disseminate information, provide feedback and listen to comments and areas of concern. Some of the groups with whom we met are: The University of Maryland School of Social Work, Salisbury University, Coppin University, the University of Maryland Baltimore County, Gallaudet University, Bon Secours Hospital, Sheppard Pratt Hospital, the National Association of Social Workers/Maryland Chapter, the National Association of Social Workers/DC Metro Chapter, the DHMH Mental Hygiene Administration, the Department of Human Resources and Baltimore City Schools. Board Chair Manny Mandel and I also participated in Social Work Awareness Day in Annapolis during the legislative session. The Board continues its outreach effort to improve communication and the services it provides.

In April, the Board's website was totally revamped. The new and improved website provides information concerning: licensure, legislation, regulations impacting the practice of social work (including the supervision regulations and continuing education regulations), Board Members, Board staff, licensees, forms, past and current newsletters, frequently asked questions, links to other relevant websites and a host of other valuable information. The office has received many compliments on the website, both for its new and improved appearance and for the information it contains. The intention is to continue to improve the website in terms of the information it provides, availability of downloadable (and eventually interactive) forms, licensee data and helpful links. The website address is www.dhmh.state.md.us/bswe/.

2004 Legislative Session

The legislative efforts of the Health Occupations Boards and Commission were successful in part. The BSWE was successful in implementing legislation which will facilitate the expeditious appointment of professional Board members when representatives of specific categories of licensure are not available.

In addition, legislation to provide professional certification to social workers employed in the field of education passed without opposition. This legislation is anticipated to take effect on October 1, 2004.

A consumer brochure has been finalized and will be printed and distributed in the near future. The purpose of the brochure is to educate the public about the purpose and function of the Board of Social Work Examiners, explain the scope of a social worker's practice and provide contact information for the Board and professional associations.

In addition to the above, my goal has been to improve the service that Board staff provides to those who have contact with our office. Whether the contact is for an application, a license renewal, a question, a complaint or any other business related contact, I want to assure that the response received is both courteous and timely. To that end, we have regular staff meetings at which we discuss, among many subjects, customer relations. The staff and I also spent a retreat day attempting to refine our work related processes, craft workable approaches to address problem areas and devise a system of redundancy to ensure that as many tasks as possible have backup arrangements. The staff and I have also completed customer service training provided by the Department of Health and Mental Hygiene's Training Services Division.

In conclusion, I want to assure that licensees, legislators, the public, social work associations, governmental agencies and all others receive the best customer service possible. Overall, I believe the office has improved the way we conduct business. There are a number of areas that remain to be addressed and I want to provide assurance that we are making a concerted effort to identify and improve those areas. I am available to discuss suggestions for improvement and welcome your input via mail, email or by telephone.

MARYLAND BOARD OF SOCIAL WORK EXAMINERS STAFF MEMBERS



L-R (Rear): Kevin Brydie, William Fleming (Executive Director), Howard F. (Rick) Kenney; L-R (Front): Beverly Lewis, Bernadette Staten-Evans, Diane Cooper, Deborah Evans, Riya Rahman, Pannu Wiggins. Not Pictured: Gloria Jean Hammel.

Board Welcomes Four New Members

Your Board is finally almost up to full membership with the appointment recently of Yvonne Perret, LCSW-C, Cherie Cannon, LCSW-C, John Sangiovanni, LGSW and Solomon Akwata. Their varied and interesting backgrounds have added a great deal to the work of the Board.

Yvonne Perret hails from Cumberland, Maryland and is a psychiatric social worker. She is presently Executive Director of the Advocacy and Training Center in Cumberland. Before taking this position she was Program Director of the SSI Outreach Project in the Community Psychiatry Division of the University of Maryland Medical System. She also managed the intensive case management program which assisted homeless adults who have serious and persistent mental illness with both SSI and other benefits and services. Ms. Perret has roughly 30 years of social work experience and is the author of several articles and the co-author of *Children with Disabilities: A Medical Primer*. In 2000 she was named Advocate of the Year by the Mental Health Association of Maryland. A list of other awards too numerous to mention have also been given to Yvonne. Yvonne was recently elected Secretary/Treasurer of the Board of

Social Work Examiners.

Cherie M. Cannon is an LCSW-C with over 20 years of experience in social work in the United States and Germany. She earned her undergraduate degree in Psychology from Tennessee State University and her Master of Social Work from Howard University. Cherie is employed at the National Security Agency's Employee Assistance Program and lives in Prince George's County.

More recently, Governor Ehrlich appointed John Sangiovanni, LGSW to be the Department of Human Resources (DHR) representative on the Board. He is the Assistant Director of Child Welfare Services with the Allegany County Department of Social Services.

Solomon O. Akwara became the newest member of the Board effective July 1, 2004. Mr. Akwara will serve as one of the two consumer Board members.

Your Board members and staff are delighted to welcome these four new members. The work of the Board will become more efficient and timely with their addition.

Reporting of Abuse to the Vulnerable Adult

*Laurie T. Thomas
Consumer Member*



Most social workers are painfully aware of the law regarding the reporting of child abuse. Did you know that The Maryland Adult Protective Services Law requires "each health practitioner, police officer, or human service worker who contacts, examines, attends, or treats an alleged vulnerable adult, and who has reason to believe that the alleged vulnerable adult has been subjected to abuse, neglect, self-neglect, or exploitation shall notify the County Department of Health and Human Services as soon as possible."

The law provides the following definitions:

Vulnerable Adult – means an adult who lacks the physical or mental capacity to provide for the adult's daily needs.

Abuse – means the sustaining of any physical injury by a vulnerable adult as a result of cruel or inhumane treatment or a result of cruel or inhumane treatment or a result of a malicious act by any persons.

Neglect – means the willful deprivation of a vulnerable adult of adequate food, clothing, essential medical treatment or rehabilitative therapy, shelter, or supervision.

Self-Neglect – means the inability of a vulnerable adult to provide the vulnerable adult with the services: (a) that are necessary for the vulnerable adult's physical and mental health; and (b) the absence of which impairs or threatens the vulnerable adult's well being.

Exploitation – means any action which involves the misuse of a vulnerable adult's funds, property, or person.

Emergency – means any condition in which an individual is living that presents a substantial risk of death or immediate and serious physical harm to the individual or others.

There are many indications of abuse, neglect and exploitation such as: physical appearance, untreated medical conditions, and something as little as clothing inappropriate for the weather. The behavior of the family or caregiver is another sign to watch for.

Reporting the abuse is critical in early intervention. All persons who report abuse in good faith are immune from any civil liability that may arise.

Our thanks to June Galloway, LCSW-C, Supervisor and Program Manager, Adult Protective Services, Montgomery County Department of Health and Human Services who sent us this information.



STATE OF MARYLAND

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Robert L. Ehrlich, Jr., Governor - Michael S. Steele, Lt. Governor - Nelson J. Sabatini, Secretary, DHMH

State Board of Social Work Examiners

410-764-4788

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May 2004

Dear Social Work Licensees:

Attached are the proposed Regulations Governing the Board, Code of Maryland Regulations (COMAR) 10.42.01, which went into effect on April 12, 2004. Carefully review all of the sections:

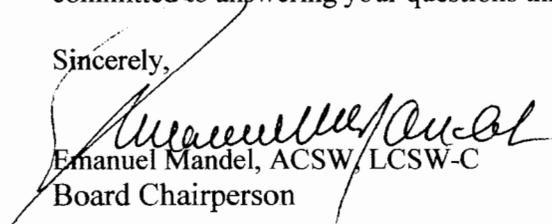
- Scope (.01) - Definitions (.02) - Use of Title (.03) - Independent Practice (.04) - Licensure (.05)
- Required Hours of Supervised Social Work Experience (.06) - Examinations (.07)
- Approval Notification (.08) - Examination—Use of National Examination Board's Permitted (.09)
- Passing Score for Examination (.10) - Reexamination (.11) - Waiver of Examination (.12)
- License Without Examination (.13) - Practicing Social Work While License Application is Pending for Certain Applicants (.14) - Licenses (.15) - Renewal of License (.16) - Reinstatement After Failure to Renew (.17) - Inactive Status (.18) - Replacement of Licenses (.19)

Keep your copy of the regulations in order to refer to it in the future.

Please be reminded that in order to practice social work in Maryland, you must be licensed. It is a violation of the Social Work Practice Act if a licensee "practices social work with an unauthorized person or supervises or aids an unauthorized person in the practice of social work." (Maryland Health Occ. Code Ann. § 19-311 (11)).

We anticipate and welcome questions regarding the revised regulations. Send your questions to the Staff Social Worker, Gloria Jean Hammel, by email at hammelg@dhmh.state.md.us or write to Ms. Hammel using the Board's address. Because we have nearly 11,000 licensed social workers, Ms. Hammel will not be able to respond to you individually but will post information on the Board's webpage and include answers in the Board's Fall 2004 newsletter. Please do not phone Ms. Hammel as it would be impossible to respond to the overwhelming number of phone calls. The Board is committed to answering your questions through the webpage and the newsletter.

Sincerely,


Emanuel Mandel, ACSW, LCSW-C
Board Chairperson

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us



Title 10 DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Subtitle 42 BOARD OF SOCIAL WORK EXAMINERS

Chapter 01 Regulations Governing the Board

Authority: Health Occupations Article, §§19-101—19-502, Annotated Code of Maryland

.01 Scope and Purpose.

A. This chapter applies to individuals practicing social work in the State.

B. The purpose of this chapter is to protect the public by:

- (1) Providing criteria for licensure under the law for those who seek to practice social work; and
- (2) Promoting and maintaining high standards of professional activity in social work.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Accredited" means receiving:

(a) Accreditation from the Council on Social Work Education; or

(b) Approval of a program for an individual applicant by the Council on Social Work Education's Foreign Equivalency Determination Service that the program is equivalent to a program accredited by the Council on Social Work Education.

(2) "Board" means the State Board of Social Work Examiners.

(3) "Clinical course work" means clinical social work courses offered by an accredited or provisionally accredited program.

(4) Clinical Social Work.

(a) "Clinical social work" means the professional application of social work theory and methods for the treatment and prevention of psychosocial dysfunction, disability, or impairment, including emotional and mental disorders of individuals and families.

(b) "Clinical social work" includes rendering a diagnosis based on the Diagnostic and Statistical Manual in current use.

(5) "Clinical social work experience" means:

(a) Completing assessments;

(b) Formulating diagnostic impressions;

(c) Treating mental disorders and other conditions; or

(d) Providing psychotherapy.

(6) "Documentation of clinical course work" means providing transcripts indicating the completion of clinical course work from a college or university that is based on:

(a) An accredited or a provisionally accredited graduate social work program; or

(b) An accredited bachelor of social work program if a student entered an accredited or provisionally accredited graduate program with advanced standing.

(7) "Independent practice" means the practice of a licensed social worker without the requirement of supervision.

(8) "Licensed" means that the individual possesses a license to practice social work issued by the Board.

(9) "Licensed in any other state" means to be licensed, registered, or certified by a government authority charged with licensing, registering, or certifying social workers.

(10) "Licensee" means an individual licensed by the Board.

(11) "Licensee in another state" means an applicant that is licensed, registered, or certified by a government authority charged with licensing, registering, or certifying social workers.

(12) Practice Social Work.

(a) "Practice social work" has the meaning stated in Health Occupations Article, §19-101(m), Annotated Code of Maryland;

(b) "Practice social work" includes supervising a candidate for advanced licensure and a licensee in the practice of social work, when appropriate.

(13) "Provisionally accredited" means a social work program that currently holds formal candidacy status, but is not accredited by the Council on Social Work Education.

(14) "Social work" means the professional activity of helping individuals, families, groups, or communities to enhance or restore their capacity for social functioning.

(15) "Social worker" means an individual:

(a) Licensed under Health Occupations Article, Title 19, Annotated Code of Maryland, and who represents to the public by a title or description which incorporates the words "social worker", "social work", or a similar designation; and

(b) Who, under the title or description, offers to render, attempts to render, or renders services involving the application of principles, methods, and procedures of the profession of social work to individuals or groups.

(16) "Supervision" means a formalized professional relationship between a supervisor and supervisee in which the supervisor directs, monitors, and evaluates the supervisee's social work practice while promoting development of the supervisee's knowledge, skills, and abilities to provide social work services in an ethical and competent manner.

.03 Use of Title.

A. An individual shall be licensed by the Board in accordance with Health Occupations Article, Title 19, Annotated Code of Maryland, and this chapter, before that individual may be identified as a social worker and practice social work.

B. The title "social worker" shall be used only by a licensed social worker.

C. Except as otherwise provided in this chapter or provided in Health Occupations Article, §19-301(b), Annotated Code of Maryland, an individual licensed as a social worker in another state may not practice social work in this State unless licensed by the Board.

.04 Independent Practice.

A. A certified social worker—clinical may engage in the independent practice of social work.

B. A certified social worker may engage in the independent practice of social work, except when performing psychotherapy.

C. A licensed graduate social worker, provisional graduate social worker, or licensed social worker associate, may not engage in the independent practice of social work.

.05 Licensure.

A. Social Work Associate.

(1) The Board shall issue a social work associate's license to an applicant who has met the qualifications in Health Occupations Article, §19-302(a) and (b), Annotated Code of Maryland.

(2) If a social work associate applies for licensure in a different category, the application shall be treated as an initial application subject to the appropriate fees.

B. Graduate Social Worker and Provisional Graduate Social Worker.

(1) The Board shall issue a graduate social worker or a provisional graduate social worker's license to an applicant who has met the applicable qualifications in Health Occupations Article, §19-302(a) and (c), Annotated Code of Maryland.

(2) If a graduate social worker applies for licensure in a different category, the application shall be treated as an initial application subject to the fees set forth in COMAR 10.42.05.

(3) A licensee with a provisional graduate social worker's license shall apply for a graduate social worker license when the program becomes accredited subject to the fees set forth in COMAR 10.42.05.

(4) A provisional graduate social worker's license shall be valid until one of the following occurs:

(a) 3 years have passed from the issuance of the license; or

(b) The provisionally accredited program:

(i) Becomes accredited;

(ii) Withdraws its application for accreditation; or

(iii) Is denied or otherwise does not become accredited.

(5) A provisional graduate social worker license may not be renewed.

(6) If a provisional graduate social worker receives a graduate social worker's license, the hours of supervision received while a provisional graduate social worker may be recognized for the purpose of advanced licensure.

C. Certified Social Worker.

(1) The Board shall issue a certified social worker's license to an applicant who has met the qualifications in Health Occupations Article, §19-302(a) and (d), Annotated Code of Maryland.

(2) The applicant for a certified social worker's license shall have 2 years of supervised social work experience as a licensed graduate social worker or a provisional graduate social worker, with supervised social work experience of at least 3,000 hours while licensed as a graduate social worker or a provisional graduate social worker, which is:

(a) In compliance with COMAR 10.42.08;

- (b) Performed in not less than 2 years and not more than 6 consecutive years; and
- (c) Obtained by the candidate while performing social work activities professionally and for compensation.
- (3) A candidate shall have obtained a graduate social worker license or a provisional graduate social worker's license before beginning to obtain the 3,000 hours of supervised social work experience.
- (4) A candidate shall have obtained a graduate social worker license before applying for a certified social worker license.
- (5) If a certified social worker applies for licensure in a different category, the application shall be treated as an initial application subject to the appropriate fees.
- (6) Social work experience required to obtain a certified social worker license may include one or more of the following:
 - (a) Case management;
 - (b) Information and referral;
 - (c) Advocacy;
 - (d) Research;
 - (e) Community organization;
 - (f) Administrative activities; and
 - (g) Supervision.
- (7) The supervisor and supervisee shall conform to the requirements in COMAR 10.42.08.
- (8) Unless otherwise excepted under Health Occupations Article, Title 19, Annotated Code of Maryland, or COMAR 10.42.01—.07, waiver of supervision shall be in compliance with COMAR 10.42.08.09 if performed as a social worker.

D. Certified Social Worker—Clinical.

- (1) The Board shall issue a certified social worker — clinical license to an applicant who has met the requirements in Health Occupations Article, §19-302(a) and (e), Annotated Code of Maryland, with documentation of clinical course work.
- (2) An applicant for a certified social worker—clinical license shall have completed 12 academic credits of clinical course work from an accredited program with a minimum of six of the 12 academic credits obtained in a Master's of Social Work program.
- (3) The applicant for a certified social worker—clinical license shall have 2 years of supervised clinical social work experience as a licensed graduate social worker or a provisional graduate social worker, with supervised clinical social work experience of at least 3,000 hours while licensed as a graduate social worker or provisional graduate social worker, which is:
 - (a) In compliance with COMAR 10.42.08;
 - (b) Performed in not less than 2 years and not more than 6 consecutive years; and
 - (c) Obtained by the candidate while performing social work activities professionally and for compensation.
 - (4) A candidate shall have obtained a graduate social worker license before applying for a certified social worker — clinical license.
 - (5) A candidate shall have obtained a graduate social worker or a provisional social worker's license before beginning to obtain the 3,000 hours of supervised social work experience.
 - (6) A licensed graduate social worker or provisional graduate social worker may not render a diagnosis while obtaining the requisite 3,000 hours of supervised clinical social work experience.
 - (7) Clinical social work experience for the purpose of obtaining a certified social worker—clinical license shall be in direct service to clients and may not consist solely of:
 - (a) Telephonic clinical assessment;
 - (b) Triage;
 - (c) Continued stay reviews; and
 - (d) Discharge planning.
 - (8) The supervisor and supervisee shall conform to the requirements in COMAR 10.42.08.
 - (9) Half of the supervised clinical social work experience required to obtain a certified social worker—clinical license shall consist of face-to-face client contact.

.06 Required Hours of Supervised Social Work Experience.

- A. A candidate with experience obtained in Maryland shall have obtained a licensed graduate social worker or provisional graduate social worker's license before beginning to obtain the requisite 3,000 hours of supervised social work experience.
- B. A candidate with 3,000 hours of supervised social work experience from another state or jurisdiction of the United States shall provide documentation that the candidate met the licensing, certification, or registration requirements in that state or jurisdiction while acquiring the requisite supervised social work experience.

.07 Examinations.

A. The general requirements for examination are:

- (1) Completion of the application form;
- (2) Payment of the application fee;
- (3) Receipt of an official transcript indicating completion of an accredited program from the university or school awarding the applicable social work degree attained or, for applicants who are expected to receive the applicable social work degree at the end of the semester, official evidence under seal of the university or school with the accredited program indicating the:
 - (a) Degree that the applicant is expected to receive; and
 - (b) Date that the applicant is expected to receive the degree.
- (4) Receipt of three professional references from individuals familiar with the work of the applicant; and
- (5) For candidates for examination for certified social worker—clinical or certified social worker licenses, documentation of social work experience and social work supervision.

B. Applicants may request special accommodations if disabled or if English is the applicant's second language.

.08 Approval Notification.

A. The Board shall notify an applicant whether the applicant has been approved to take the pertinent licensure examination within 60 days of receiving the application.

B. Approval shall be valid for 1 year from the date of approval.

C. Approval may be extended once for an additional year upon written request from the applicant for an extension before the expiration of the approval.

D. If an applicant fails to request an extension before the expiration of the approval or if the applicant seeks to be approved to take the appropriate licensure examination after one extension, the applicant shall reapply to take the appropriate licensure examination.

.09 Examinations—Use of National Examination Boards Permitted.

The Board may use a national examination board such as the Association of Social Work Boards as the Board's agent in examining applicants.

.10 Passing Score for Examination.

The passing grade for an examination is a scaled score of 75.

.11 Reexamination.

A. An applicant who fails the examination:

- (1) May retake the examination four times within the 12-month period after a failed examination; and
- (2) May not retake the examination within 3 months of failing the examination.

B. An applicant may request and be granted or denied a waiver of the 3-month waiting period after failure of an examination upon proof of exceptional circumstances.

.12 Waiver of Examination.

An applicant who is licensed or registered to practice social work in another state shall have the licensure examination waived if the applicant complies with Health Occupations Article, §19-305, Annotated Code of Maryland, and has passed:

A. The Association of Social Work Boards' licensure examination for the pertinent level of licensure; or

B. An Association of Social Work Boards' examination as follows:

- (1) A clinical or advanced examination for the examination required to be passed by a graduate social worker; or
- (2) A clinical examination for the examination required to be passed by the certified social worker.

.13 License Without Examination.

An individual who obtained licensure without examination under Ch. 853, Acts of 1975, Ch. 787, Acts of 1978, Ch. 189, Acts of 1983, or Ch. 393, Acts of 1984, is eligible to retain licensure at the level for which that individual was originally licensed if the license is renewed under the provisions of Regulation .15 of this chapter.

.14 To Practice Social Work While a License Application is Pending.

A. An applicant may practice social work in Maryland without a license issued by the Board if the applicant has met the requirements established by this regulation and:

(1) Is:

- (a) Licensed in any other state to practice social work;
- (b) Qualified to practice social work by another country; or
- (c) Qualified to practice social work by a federal entity of the United States;
- (2) Has submitted a complete written application for a State social worker's license in the form prescribed by the Board and the application for a license is pending with the Board;
- (3) Has received verification from the Board that a complete written application for a State social worker's license has been received by the Board;
- (4) Is 18 years old or older at the time the application is submitted to the Board;
- (5) Is of good moral character;
- (6) Has passed, or expects to pass within 5 months of applying for licensure, an Association of Social Work Boards examination in compliance with Regulation .12 of this chapter; and
- (7) Has paid applicable fees.

B. To practice as a social work associate under this regulation, the applicant shall:

- (1) Meet the requirements of §A of this regulation; and
- (2) Possess a baccalaureate degree in social work from a program accredited by the Council on Social Work Education.

C. To practice as a graduate social worker under this regulation, the applicant shall:

- (1) Meet the requirements of §A of this regulation; and
- (2) Possess a master's degree in social work from a program accredited by the Council on Social Work Education.

D. To practice as a certified social worker under this regulation, the applicant shall:

- (1) Meet the requirements of §A of this regulation;
- (2) Possess a master's degree in social work from a program accredited by the Council on Social Work Education;
- (3) Provide documentation in a form prescribed by the Board:
 - (a) Of having completed 2 years of supervised experience of at least 3,000 hours after receiving the master's degree, with a minimum of 144 hours of periodic face-to-face supervision in the practice of social work:
 - (i) As a licensee in another state;
 - (ii) As a social worker who is in compliance with the laws of another country; or
 - (iii) As a social worker who is in compliance with a federal entity of the United States;
 - (b) Indicating that the supervision complied with the supervision requirements of:
 - (i) The other state;
 - (ii) The other country; or
 - (iii) A federal entity of the United States; and
 - (c) Indicating that the supervisor possessed a master's degree in social work from a program accredited by the Council on Social Work Education while supervising the applicant.

E. To practice as a certified social worker-clinical under this regulation, the applicant shall:

- (1) Meet the requirements of §A of this regulation and Regulation .05D(2), (7), and (9) of this chapter;
- (2) Possess a master's degree in social work from a program accredited by the Council on Social Work Education;
- (3) Document the completion of clinical course work from a program accredited by the Council on Social Work Education;
- (4) Provide documentation in a form prescribed by the Board:
 - (a) Of having completed 2 years of supervised experience of at least 3,000 hours after receiving the master's degree, with a minimum of 144 hours of periodic face-to-face supervision in the assessment, formulation of a diagnostic impression, and treatment of mental disorders and other conditions in:
 - (i) Another state;
 - (ii) Another country; or
 - (iii) A federal entity of the United States;
 - (b) Indicating that the supervision complied with the supervision requirements of:
 - (i) The other state;
 - (ii) The other country; or
 - (iii) A federal entity of the United States; and

(c) Indicating that the supervisor possessed a master's degree in social work from a program accredited by the Council on Social Work Education while supervising the applicant.

F. An applicant may not:

- (1) Practice social work under this regulation for more than 6 months; or
- (2) Represent to the public by title or representation that the applicant is a social worker who is licensed in Maryland to practice social work.

.15 Licenses.

A. In addition to the requirements of Health Occupations Article, §19-306, Annotated Code of Maryland, the licensee shall be assigned a permanent license number that shall be in the official files of the Board.

B. The license and renewal certificate shall be displayed in a conspicuous location in the licensee's principal place of practice.

.16 Renewal of License.

A. Licenses shall be renewed by October 31, every 2 years.

B. For renewal purposes, a new license issued during a given year shall be treated as if it had been issued on November 1 of that same year.

C. Notification of renewal and an application for renewal shall be mailed to each licensee at the address on file with the Board at least 1 month before the expiration of the license.

D. The application for renewal with the license fee, as set forth in COMAR 10.42.05, shall be submitted to the Board before expiration of the license.

E. If a licensee does not file the application by the date specified in §D of this regulation, the licensee's right to practice shall terminate automatically on the expiration of the license.

F. The license shall be renewed without examination, retroactive to the date of expiration if within 60 days after expiration of a license, the licensee submits to the Board:

(1) An application for renewal; and

(2) Payment of the:

(a) License fee set forth in COMAR 10.42.05; and

(b) Required late fee set forth in COMAR 10.42.05.

G. If a licensee fails to renew a license and does not file application for renewal with payment of the appropriate fees within 60 days after expiration of the license, the license and the licensee's right to practice:

(1) Shall terminate; and

(2) May not be reinstated except by application for a reinstatement provided in Regulation .17 of this chapter.

H. Change of Address.

(1) A licensee shall notify the Board within 60 days of a change in the licensee's address or before August 1 of the licensee's renewal year, whichever occurs first, to ensure that the notice of renewal and renewed license are properly addressed.

(2) The notification shall include:

(a) A statement that the licensee has changed addresses;

(b) The licensee's new address; and

(c) The licensee's signature.

I. If a licensee fails to receive a renewal application, it is the responsibility of the licensee to contact the Board before October 31 of the year the license expires.

.17 Reinstatement After Failure to Renew.

A. The Board shall reinstate the license of an individual who has failed to renew a license which expired for any reasons if the individual:

(1) Otherwise is entitled to be licensed;

(2) Complies with any continuing education requirements established by the Board for this purpose;

(3) Pays to the Board all past due renewal fees and a license reinstatement fee as set forth in the Board's fee schedule under COMAR 10.42.05; and

(4) Applies to the Board within 5 years of the date the license expired.

B. Failure to Reinstatement Within 5 Years

(1) The Board may not reinstate the license of a social worker who fails to apply for reinstatement within 5 years after the license expired.

(2) The individual who fails to apply for reinstatement within 5 years is not eligible for reinstatement but instead shall apply for initial licensure.

.18 Inactive Status.

A. A licensee who wishes to place a license on inactive status may do so by:

- (1) Submission of a written application which contains the:
 - (a) Date the license is to be placed on inactive status;
 - (b) License number; and
 - (c) Signature of the licensee requesting the inactive status of the license; and
- (2) Payment of the appropriate fee for the status set forth in COMAR 10.42.05.

B. A licensee whose license is on inactive status may become active by fulfilling the:

- (1) Renewal requirements in effect at the time of **change from inactive to active status**; and
- (2) Applicable continuing education requirements in **COMAR 10.42.06**.

C. A license may be placed on inactive status for a **maximum of 5 years** from the date of initial placement on inactive status.

D. Failure to Reactivate Within 5 years.

(1) The Board may not reactivate the license of a **social worker who fails to apply for reactivation within 5 years** after the license expired.

(2) An individual who fails to apply for reactivation within 5 years may become licensed by meeting the current requirements for obtaining a new license under this chapter.

E. A licensee may place a license on inactive status for a **maximum of 5 years** per application for inactive status.

F. Each period of inactive status may not exceed 5 years.

.19 Replacement of Licenses.

A. The Board shall issue a replacement license upon:

- (1) Written request by a licensee who demonstrates to the satisfaction of the Board that the license was lost, destroyed, or mutilated; and
- (2) Payment of a replacement fee set forth in COMAR 10.42.05.

B. If an original license is replaced or renewed, the licensee shall retain the original license number issued.

Administrative History

Effective date: November 10, 1976 (3:23 Md. R. 1302)

Regulations .07, .13, and .16 amended effective May 23, 1983 (10:10 Md. R. 873)

Chapter revised effective April 30, 1990 (17:8 Md. R. 976)

Regulations .02—.04 and .16 amended, and new Regulation .04-1 adopted as an emergency provision effective September 15, 1993 (20:20 Md. R. 1565); adopted permanently effective December 1, 1993 (20:22 Md. R. 1707)

Regulations .01—.22 repealed and new Regulations .01—.19 adopted effective April 12, 2004 (31:7 Md. R. 585)

Licensing Requirements for the LCSW and LCSW-C Levels

Gloria Jean Hammel, LCSW-C, Staff Social Worker

The requirements for licensure are stipulated in the Social Work Practice Act and are contained in regulations, Title 10 Subtitle 42 Chapter 01 Regulations Governing the Board. Revisions to Chapter 01 were made and became effective on April 12, 2004. It is imperative that candidates for licensure and supervisors of candidates for advanced licensure review the licensure requirements contained in Chapter 01.

Licensed Certified Social Worker Level:

A candidate for a certified social worker license shall have 2 years of supervised social work experience as a licensed graduate social worker earning 3,000 hours of social work experience and 144 hours of social work supervision, which is performed in not less than 2 years and not more than 6 consecutive years; and obtained by the candidate while performing social work activities professionally and for compensation. A candidate must be licensed at the LGSW level before obtaining hours of social work experience and supervision.

The social work experience required to obtain a certified social worker license may include one or more of the following: case management; information and referral; advocacy; research; community organization; administrative activities; and supervision.

The supervisor and supervisee shall conform to the requirements in COMAR 10.42.08.

If an LCSW or LCSW-C supervisor is unavailable (not available within 75 miles of the candidate's place of social work practice) a candidate for licensure for the LCSW may request a waiver of the supervision requirement as outlined in COMAR 10.42.08.09. A candidate seeking a waiver of the supervision requirement must submit a request for the waiver before initiating the alternative plan of supervision. If the Board determines that supervision by a licensed certified social worker-clinical or a licensed certified social worker is unavailable, any of the following may be an acceptable alternate supervisor: (1) a licensed physician who is certified by the American Board of Medical Specialties in psychiatry; or (2) a licensed psychologist."

Licensed Certified Social Worker—Clinical Level:

A candidate for licensure at the certified social worker—clinical license shall have 2 years of supervised clinical social work experience as a licensed graduate social worker, earning at least 3,000

hours of clinical social work experience and 144 hours of social work supervision, which is performed in not less than 2 years and not more than 6 consecutive years; and obtained by the candidate while performing social work activities professionally and for compensation. In addition, the candidate shall have completed 12 academic credits of clinical course work from an accredited program with a minimum of six of the 12 academic credits obtained in a Master's of Social Work program.

Clinical social work experience for the purpose of obtaining a certified social worker—clinical license shall be in direct service to clients and may not consist solely of: telephonic clinical assessment; triage; continued stay reviews; and discharge planning. Clinical social work experience is defined in COMAR 10.42.01.02(5) as completing assessments; formulating diagnostic impressions; treating mental disorders and other conditions; or providing psychotherapy. According to section §19-101 (n) psychotherapy means a method for the treatment of mental disorders and behavioral disturbances in which a licensed health care practitioner enters into a professional contract with the patient and, through a therapeutic communication or interaction, attempts to: (1) alleviate emotional disturbances; (2) reverse or alter maladaptive patterns of behavior; or (3) encourage personality growth and development.

Half of the supervised clinical social work experience required to obtain a certified social worker—clinical license shall consist of face-to-face client contact.

The supervisor and supervisee shall conform to the requirements in COMAR 10.42.08.

Required Hours of Supervised Social Work Experience:

A candidate with experience obtained in Maryland shall have obtained a licensed graduate social worker license before beginning to obtain the requisite 3,000 hours of supervised social work experience.

Group Supervision for Advanced Licensure:

Only 72 hours of group supervision may count towards the 144 hours of supervision required for advanced licensure by Health Occupations Article, §19-302, Annotated Code of Maryland. The group supervisor shall provide supervision to not more than six supervisees at any given time. A group supervisor shall comply with the requirements stipulated in COMAR 10.42.08.

COMPLIANCE OFFICER

Deborah Evans

As the new Compliance Officer, I faced challenges on how to track, recover and create new systems to ensure that information is readily available. With assistance from the Database Specialist and guidance from the Executive Director we have met many goals. We have tools to make it possible to monitor reports and update disciplinary actions using two separate but distinct databases.

Currently, I am focused on creating a tickler system that will give notification of impending due dates for social workers involved in disciplinary cases. This system is important in that it is viable information for non-compliance issues.

Looking towards the future I can envision new systems and procedures that will assist the Board, community and staff in expediting information processing.

Social Work Supervision

Gloria Jean Hammel
LCSW-C, Staff Social Worker



The Social Work Practice Act, which was revised and became effective on October 1, 2000, and the supervision regulations, which become effective on July 1, 2004, stipulates the requirements and standards for social work supervision in Maryland.

I. Social Work Practice Act

The social work practice act indicates the following regarding supervision:

A Licensed Social Worker Associate must be supervised by a social worker when practicing social work. The LSWA cannot practice social work independent of social work supervision.

A Licensed Graduate Social Worker must be supervised by a social worker when practicing social work. A Licensed Social Worker-Clinical must supervise an LGSW when the LGSW is providing psychotherapy or obtaining social work experience for the licensure at the LCSW-C level. (*Please note:* an LGSW cannot render a diagnosis.)

A Licensed Graduate Social Worker can supervise other social workers if the LGSW meets the requirements set out in regulations. (10.42.08.07)

A Licensed Certified Social Worker is not required to be supervised in the practice of social work unless the LCSW is providing psychotherapy. An LCSW-C must supervise the LCSW in the provision of psychotherapy. (*Please note:* an LCSW cannot render a diagnosis.)

A Licensed Certified Social Worker-Clinical can practice social work, including psychotherapy and rendering a diagnosis, independent of supervision.

A reminder: The social work statute states §19-401 (b) "...a person may not practice, attempt to practice, or offer to practice clinical social work in this State unless licensed by the Board as a certified social worker-clinical." In addition, the social work statute defines psychotherapy in §19-101(n) and clinical social work is defined in 10.42.01.02(4)(a)&(b).

II. Supervision Regulations

The supervision regulations found in COMAR Title 10 Subtitle 42 Chapter 08 establish qualifications, standards and responsibilities for the supervision of the practice of social work. This chapter applies to licensees who practice social work in this State. The regulations in this chapter do not apply to personnel or management practices associated with employment or contractual relationships.

All social work supervisors must meet the qualifications contained in the regulations. Only social work supervisors of candidates for advanced licensure and LGSW supervisors must register with the Board.

Supervisors of candidates for advanced licensure must meet the standards and qualifications outlined in sections:

- .03 Standards of Supervision
- .04 Qualifications and Responsibilities of Supervisors of Candidates...

The supervisor must:

- Hold an LCSW or LCSW-C license
- Have completed one graduate course in supervision; OR 12 hours of agency sponsored training in supervision; OR 12 credit hours of CE in supervision
- Have completed 18 months experience at their licensure level before beginning to supervise.
- Have filed a registration form with the Board
- Have no history of disciplinary action by the Board
- Have been approved as a supervisor by the Board

Supervisors of licensees in the practice of social work must meet the standards and requirements outlined in sections:

- .03 Standards of Supervision
- .06 Supervision of licensees in the practice of social work. This section spells out the qualifications & experience needed as well as the supervisors responsibilities.

The supervisor must:

- Hold an LCSW or LCSW-C
- Have completed one graduate course in supervision; OR 12 hours of agency sponsored training in supervision; OR 12 credit hours of CE in supervision
- Have completed 18 months experience at their licensure level before beginning to supervise.

The LCSW or LCSW-C supervisor is not required to register with the Board when supervising a social worker in the general practice of social worker. As mentioned above, the supervisor must register when supervising a candidate for advanced licensure.

Supervisors who hold an LGSW must meet the requirements outlined in sections:

- .03 Standards of Supervision items A. & B.
- .07 Supervision by LGSWs

The LGSW supervisor must:

- Have obtained 5 years of work experience performing functions that would meet the definition of the practice of social work if performed by a licensed social worker and may have obtained this experience as a case manager; case service worker; human service worker; or a family services worker.
- Have registered with the Board

The LGSW supervisor may not supervise:

- Candidates for advanced licensure
- A social worker in the practice of clinical social work
- A social worker in the formulation of a diagnosis
- More than six full time individuals or the full time equivalent performing social work functions.

(continued on next page)

Social Work Supervision (continued)

LGSW social work supervisors who are registered with and approved by the Board can continue to supervise social workers in the practice of social work until June 30, 2006. On July 1, 2006 LGSWs must stop supervising social workers in the practice of social work. An LGSW can apply for licensure at the advanced licensure level for which they qualify. In order to determine which level the LGSW qualifies for, the LGSW should review the licensing requirements contained in the statute §19-302 (a) and (d) or (e) and the regulations 10.42.01.05. C & D. A Board approved LGSW supervisor who becomes licensed at an advanced level on or before June 30, 2006, may continue to supervise without meeting the requirement of completing 18 months experience at the LCSW or LCSW-C licensure level when supervising social workers in the general practice of social work, but may not supervise a candidate for advanced licensure until 18 months of experience has been obtained at the advanced licensure level.

TRAINING REQUIREMENT

The training requirement is mandated for all social work supervisors. However, there is a waiver for the training requirement for certain supervisors.

For supervisors who have not obtained the required training, (a graduate course in supervision; OR 12 hours of agency sponsored training; OR 12 credit hours by a Board authorized sponsor.) the supervisors can apply for a waiver of the requirement if they have been continuously supervising a social worker in the practice of social work since July 1, 2001. The Board may grant or deny a request for a waiver.

If a social work supervisor has not met the training requirement and is not eligible for the waiver, the Board will consider granting an extension of time in order for the social work supervisor to meet the training requirement. The social work supervisor will need to write to the Board and request an extension of time. The Board will consider granting an extension until December 31, 2004.

18 MONTHS EXPERIENCE REQUIREMENT

As the regulations are currently written, an LCSW or LCSW-C supervisor with less than 18 months experience at their licensure level must stop supervising on July 1, 2004. However, the Board submitted a revision to the regulations in order to allow LCSWs and LCSW-Cs who are currently supervising the practice of social work and do not have the 18 months experience to continue supervising. This means that LCSWs and LCSW-Cs who obtained their LCSW or LCSW-C license between January 1, 2003 and June 30, 2004 and subsequently became social work supervisors will be able to continue to supervise on and after July 1, 2004 even though the LCSW or LCSW-C may not have held the license for at least 18 months. In other words, the LCSW or LCSW-C will not have to discontinue supervising just because the LCSW or LCSW-C has not had the license for 18 months. Newly licensed LCSWs or LCSW-Cs on July 1, 2004 and after, will have to obtain 18 months of experience at the licensure level before beginning to supervise.

FORMS

The Board mailed the forms to all licensees, active and inactive, in May. Therefore, you should have received the **Registration Form for Supervisors of Candidates for Advanced Licensure** and the **Registration Form for LGSW Supervisors**. The **Waiver Request Form** for the training requirement is on the reverse side of each registration form. The **Contractual Agreement** form used when supervising a candidate for advanced licensure was also included in the mailing. The **Checklist Form** will only be mailed to approved supervisors of candidates for advanced licensure when the Board audits the supervisor. An audit will require the supervisor to submit documentation of having met the qualifications and responsibilities as outlined in section .04 - C Responsibilities of Supervisor of Candidates for Advanced Licensure and C. The forms are available on the Board's webpage.

REGISTRY

The Board will maintain a registry of all approved supervisors. This registry will be accessible through the Board's webpage.

GENERAL REQUIREMENTS

Hours of supervision:

For advanced licensure: 144 hours of direct face-to-face supervision is required for a candidate to meet the licensing requirements for one of the advanced levels. Of the 144 hours of supervision 72 hours may be provided by group supervision, but the group size cannot exceed six supervisees. This requirement has not changed.

For the general practice of social work: the supervisee must participate in a minimum of 3 hours of face-to-face supervision per month. The face-to-face supervision can be individual, group or a combination of both individual and group hours.

Face-to-face means in the physical presence of the individuals involved in the supervisory relationship and includes both individual and group supervision. Face-to-face supervision does not include telephone supervision, video conferencing or internet communication.

A **relative** cannot provide supervision. Please review 10.42.08(3) for the definition of relative.

Social work supervision provided for the purpose of advanced licensure must be performed under a **written contract/agreement and the supervision must be accountable to the employer**. The required social work supervisor may be an employee of the same agency where the candidate for advanced licensure is practicing or may be independent of the practice site. The form "Contractual Agreement-Supervision for LCSW and LCSW-C Licensure" must be completed and will need to be submitted to the Board at the time the candidate for advanced licensure applies for approval to sit for the licensing examination.

Do not send in the Contractual Agreement at this time.

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BOARD WEBSITE

Check out the new and improved Board of Social Work Examiners website (www.dhmh.state.md.us/bswe/). It contains information about licensing, continuing education, regulations, as well as, links to many related sites. Credit for the Board's website improvements goes to Riya Rahman, the Board's Database Specialist.



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