



# MISSISSIPPI STATE BOARD OF EXAMINERS

FOR SOCIAL WORKERS AND  
MARRIAGE & FAMILY THERAPISTS



## Board of Examiners Update: What every licensed social worker should know

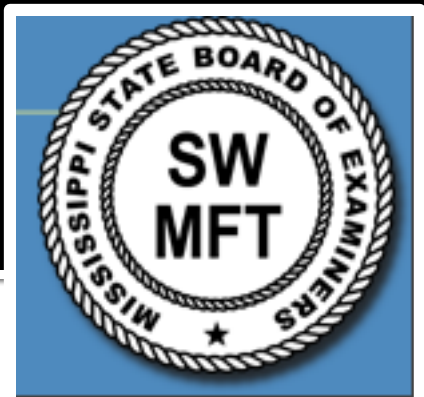
Billy Dilworth, Executive Director

# Rules & Regulations



- Adopted in January 9, 2020 & effective on February 9, 2020 . Available online at [www.swmft.ms.gov](http://www.swmft.ms.gov)
- Can purchase copy (see website)
- Your license, your rules
- Read & understand
- Ask ? If you do not understand

# What Changes Have Been Made?



- Reasons for change?
  - The Board's mission is to protect the public
  - Reviewing and changing the R&R are duties that protect the public
  - Allows for clarification of roles of different license levels
  - To keep up with current trends in society

# Major Changes: What do they mean to me?



- Part 1901- General Rules
  - Terms of the Vice-Chair and term of the Chairs of the Discipline Specific Committees
  - Part 1901, Rule 3.4 Military Licensure
- Part 1902- Social Work
  - Amend, update, clarify, and add to provisions
  - Clinical SW
  - Macro SW
  - Supervision
  - Guidelines for practice
  - Continuing Education
  - Fingerprint Criminal History
  - Fees

# Part 1901 Authority and Practice



- **Rule 1.2 C.-Vice Chair:** In the June meeting of each year, the board shall elect a member to serve as its vice chair and its secretary. These individuals will take office July 1<sup>st</sup> of the year in which they were elected
- Discipline Specific Committee Chair: Each Discipline Specific Committee will select one (1) of its members to serve as Chair of the Discipline Specific Committee during the term of his/her appointment. No person may serve as Chair of the Discipline Specific Committee for more than two (2 ) years. The Discipline Specific Committee will deal with concerns specific to each discipline.

# Part 1901 Authority and Practice, Chapter 3: Standards and Procedural Rules



## ■ **Rule 3.4** : Military Licensure

Pursuant to MS Code Ann. Section 73-50-1, the Board of Examiners for Social Workers and Marriage & Family Therapists is authorized to issue an expedited license to a military-trained applicant or spouse applicant to allow the applicant to lawfully practice social work or marriage & family therapy in Mississippi. In order to receive the expedited license, the following requirements must be satisfied:

1. Complete an application for the appropriate license and submit it to the Board in the manner prescribed by the Board with a recent passport type photograph.

# Cont.



2. Documentation that:

a) the military-trained applicant has been awarded a military occupational specialty.

b) the military spouse holds a current license, certification or registration from another jurisdiction, and that jurisdiction's requirements for licensure, certification or registration are substantially equivalent to or exceed Board requirements for licensure which an applicant in this state seeks licensure.

# Cont.

3. Evidence that the military applicant or applicant's military spouse either (i) is currently on active duty with medical corps or (ii) has separated honorably from the military within the 6 months prior to the time of application
4. Submit verification of a completed licensing examination as described in these rules.
5. Have two references submit letters regarding applicant's performance in the practice of social work or marriage & family therapy.



# Cont.

- 6. Submit verification that at least two (2) of the past five (5) years preceding the date of submission of the application applicant has engaged in the active practice of social work or marriage & family therapy.
- 7. Submit certification that applicant has not committed any act in any jurisdiction that would have constituted grounds for refusal, suspension or revocation of a license to practice social work or marriage & family therapy in any jurisdiction at the time the act was committed.

# CONT.

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8. Submit fingerprints for state and national criminal history background checks.
9. Submit licensure fees prescribed by the Board.

# Clinical Social Work



**Part 1902, Chapter 2, Rule 2.1 C.:** From and after 7/1/2020, only a licensed certified social worker who has completed clinical supervision and taken the ASWB clinical exam may hold himself or herself out to the public as a “clinical social worker.”

All LCSWs licensed prior to 7/1/2020, may continue to practice and hold themselves out as LCSWs (Macro & Clinical)

**Part 1902, Chapter 2, Rule 2.2, C 3. g:** Three acceptable letters of professional reference from licensed mental health professionals who have known the applicant for at least one year within the supervision period, sent directly to the board by the professional. The persons documenting the clinical experience and supervision may NOT be used for the letters of professional reference, but at least one (1) must be from a an LCSW other than the applicant’s supervisor;

# LCSW SUPERVISION



**Part 1902, Chapter 2, Rule 2.3 B.:** Out-of-state Supervisor: An LCSW who is a board-approved Supervisor (or its equivalent) in another state, may qualify as a Mississippi supervisor if the Board finds that he or she meets qualifications substantially similar as those required by the Board. A separate application and verification by the respective boards shall be required. In addition, the applicant must be licensed in the state of Mississippi and pass the Mississippi LCSW supervisor test.

**Part 1902, Chapter 2, Rule 2.3 C 1:** Hold an active LMSW license with no pending complaint or disciplinary action and is otherwise in good standing as evidenced in Board records throughout the duration of the supervisory process;

# LCSW SUPERVISION



**Part 1902, Chapter 2, Rule 2.3,C, 4.:** Licensees who have completed supervision hours in other jurisdictions may apply to have those hours count towards their LCSW supervision in Mississippi if the Board finds that the other jurisdiction processes are similar to Mississippi and appropriate verification is received from the originating jurisdiction. The applicant is responsible for ensuring that the Board receives acceptable verification from the originating jurisdictions.

**Part 1902, Chapter 2, Rule 2.3,D., 5.:** Supervisor may not supervise more than seven (7) LMSWs who are in candidacy for the LCSW at any one time. No plan of supervision will be approved if the contracted supervisor is supervising more than seven (7) licensed master social workers who are in pursuit of the LCSW licensure designation. If the supervisor provides supervision for up to seven (7) supervisees, only 50% of the supervision can take place in a group format. Hence, 50% of supervisory interactions must take place in the form of individual, face-to-face interaction.

# LCSW SUPERVISION



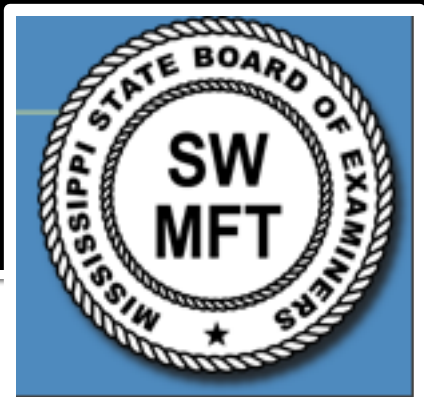
**Part 1902, Chapter 2, Rule 2.3, D., 6, b.:** Group supervision shall consist of a minimum of three (3) and a maximum of seven (7) supervisees meeting with one supervisor.

**Part 1902, Chapter 2, Rule 2.3, E. 2. c.:** The supervisee having a minimum of one hour per week face-to-face supervision with the LCSW supervisor for a minimum of one hundred (100) hours. The supervision period must be for a minimum period of twenty-four (24) months and may not exceed thirty-six (36) consecutive months.

Within 60 days prior to the end of the 36 month supervision time period, the supervisor or supervisee must notify the Board in writing of any extenuating circumstances (i.e. Major Medical Issues, Loss of Employment, Family Crisis, etc), anticipated by the supervisor and/or supervisee that would require an extension of the supervisory period. Any request for an extension of the supervision period must be accompanied by supporting evidence of the extenuating circumstances. An extension will be limited to six months beyond the thirty-six (36) month maximum. Retroactive requests for extensions will be considered on a case-by-case basis.

Supervisees may receive up to four (4) hours credit for developing the supervision plan collaboratively with their prospective supervisor;

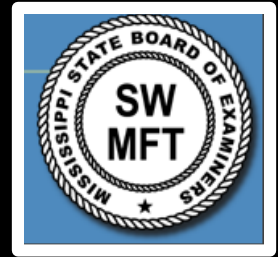
# Supervision Cont.



For supervisors and supervisees who are not employed within the same agency, there must be a written plan approved by the Board to address how the LCSW Supervisor will insure that the face-to-face supervision is observed or carried out. Such face-to-face supervision must include on-site visits to the supervisees practice location at least once per six (6) month supervision period;

Supervision may include alternate means of supervision by or audiovisual electronic device (i.e. skype, facetime, webex, etc.) provided there is direct, interactive, live exchange between the supervisor and supervisee or provided that communication is verbally or visually interactive between the supervisor and the supervisee. It is incumbent that the supervisor and supervisee recognize the risks of sharing confidential information of clients and ensure that measures are in place that protect confidentiality through electronic encryption or related methods. No more than one-fourth (1/4) of the required hours may be by alternate means to direct face-to-face contact for a total of twenty-five (25) hours;

# Supervision Cont.

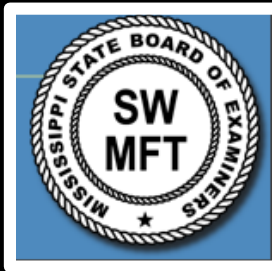


## **Part 1902, Chapter 2, Rule 2.3, G.:G. Termination of Supervision Agreement**

The Board, on its own motion or on the complaint of any party, and after notice and an opportunity to be heard, may terminate or suspend a supervision agreement/contract for cause.

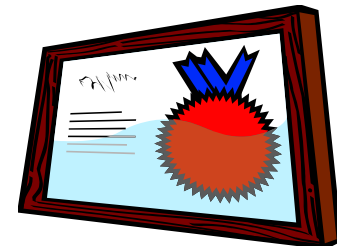


# EXAMINATIONS



**Part 1902, Chapter 2, Rule 2.4, D.:** Licensed Certified Social Worker (Clinical or Advanced (until 7/1/2020)): Applicants for LCSW status may take the exam every ninety (90) days. However, the applicant may continue to practice under the LMSW license provided all requirements for renewal have been met.

Note: Applicants who are unable to attain a passing score within one (1) year of the initial application date must reapply for licensure with all applicable fees. After four (4) failed exam attempts, the candidate may appeal to the Board to be able to continue to take the exam and the Board may recommend remedial techniques to assist with continuing competency.



# EXAMINATIONS

**Part 1902, Chapter 2, Rule 2.4, E.:** LCSW applicants are examined at the ADVANCED or CLINICAL level. As of 7/1/2020 only the CLINICAL exam will be accepted for “licensed certified social worker” LCSW status in Mississippi. The practice of Clinical Social Work requires the application of specialized clinical knowledge and advanced clinical skills including macro-level practice. Advanced Generalist social work occurs in non-clinical settings that may include macro-level practice.

## **Part 1902, Chapter 2, Rule 2.4, F: Scores**

1. Official notice of examination scores will be provided to the Board by the ASWB. Applicants will be notified if they passed or failed at the exam site.
2. An applicant must pass the exam at each of the three levels of licensure - LSW, LMSW, LCSW.

# Status of License

**Part 1902, Chapter 2, Rule 2.6, E.:** Retired -designation from the Board. Retired, in this instance, means no longer receiving monetary compensation as a practitioner in the field of social work. Upon approval of such status, the licensee must surrender his/her regular license for a license bearing a status of "Retired". The retiree must complete and submit to the Board a signed affidavit of retirement as supplied by the Board on the Board's website or by contacting the Board office. Note: Individuals, who hold a Retired license may not engage in social work practice for compensation. In order to receive "Retired" status, an individual must meet all licensing requirements, including continuing education and pay the processing fee. If a licensee does not meet these requirements, then a "Retired" license will not be granted. All re-licensure requirements are waived for a "Retired" license, but processing costs will be charged for issuing the retired license. The Retired license may stay in this status indefinitely with all applicable fees paid every six (6) years and provided that the retiree does not engage in social work practice.

**Part 1902, Chapter 2, Rule 2.6, F:** Retirees who wish to reinstate within four (4) years of their retirement may follow the reinstatement process

# GUIDELINES OF PRACTICE

**Part 1902, Chapter 3, Rule 3.2 C.: LCSW** Clinical social workers are qualified to use the current versions of the Diagnostic and Statistical Manual of Mental Disorders (DSM), the International Classification of Diseases (ICD), and other diagnostic classification systems in assessment, diagnosis, and other activities related to mental health issues. The LCSW specializing in clinical practice may independently engage in the use of a variety of psychotherapeutic techniques. The clinician is legally and ethically bound to practice only in the parameters of his/her expertise, based on education, training, experience, and competency

# Standards for Use of Technology in Practice

## **Part 1902, Chapter 3, Rule 3.4,** Standards for Use of technology in Practice

### A. Definitions

Client — means the individual, couple, family, group, organization, or community that seeks or receives social work services from an individual social worker or organization. Client status is not dependent on billing or payment of fees for such services.

Electronic social work services — mean the use of computers (including the Internet, social media, online chat, text, and email) and other electronic means (such as smartphones, landline telephones, and video technology) to

- (a) provide social work information to the public,
- (b) deliver social work services to clients,

# Use of Technology in Practice

- (c) communicate with clients,
- (d) manage confidential information and case records,
- (e) store and access information about clients, and
- (f) arrange payment for professional services.

In-person — refers to interactions in which the social worker and the client are in the same physical space and does not include interactions that may occur through the use of technology.

Remote — refers to the provision of a service that is received at a different site from where the social worker is physically located. Remote includes no consideration related to distance and may refer to a site that is near to or far from the social worker.

# Use of Technology in Practice

B.

Electronic Practice Social Work Services: The practice of LSW, LMSW, or Clinical or Certified Social Work to an individual in this state or another state through telephonic, electronic social work services, or other means, regardless of the location of the practitioner, shall constitute the practice of social work and shall be subject to Rules and Regulations of the state where they are providing services and where the client is receiving services. Social workers providing electronic social work services shall take all necessary measures to ensure compliance with relevant practice standards and ethics.

# Use of Technology in Practice

Social workers who choose to provide electronic social work services shall:

Inform clients about risks associated with disclosure of confidential information on the Internet, social media sites, text-messaging sites, and videoconferencing sites, and the potential consequences.

Use proper safeguards, including encryption, when sharing confidential information using digital or other electronic technology. Social workers shall protect clients' stored confidential information through the use of proper safeguards, including secure firewalls, encryption software, and password. Adhere to statutes and regulations regarding the secure use of digital and other electronic technology both within Mississippi and within the location where the client is located.

Inform clients that clients are advised not to disclose or post digital or other electronic communications from social workers or other recipients of services without proper consent



# Use of Technology in Practice

Take steps to ensure that confidential digital communications are protected. Social workers shall use proper safeguards, including encryption, when using digital communications such as email communications, online posts, online chat sessions, mobile communication, and text communications. Social workers shall develop and disclose policies and procedures for notifying clients as soon as possible of any breach of confidential information.

Take reasonable steps to prevent client access to social workers' personal social networking sites to avoid boundary confusion and inappropriate dual relationships. Social workers shall maintain separate professional and personal social media and websites in order to establish clear boundaries and to avoid inappropriate dual relationships.

# CONTINUING EDUCATION

**Part 1902, Chapter 4, Rule 4.1, C. 4.** : Unused hours: Continuing Education (CE) hours that were completed within the 3 years prior to the current expiration date of a license that have not been submitted for previous license renewal may be carried over from one renewal to the next. Provided however, ethics and cultural diversity hours may not be carried over. All unused CE hours must be maintained by the licensee and not by the Board.

**Part 1902, Chapter 4, Rule 4.1, C. 7.** :Beginning 7/1/2020, one (1) hour of training in Mandated Reporting for all client populations will be required each renewal period.

# CONTINUING EDUCATION

**Part 1902, Chapter 4, Rule 4.1, D. 8.** :Instructors of Field Education who have student interns may receive five (5) hours of Continuing Education per student with a maximum of four students per renewal period for field instructors (maximum of 20 CE hours per renewal period). Field instructors must receive CE verification certificates from CSWE School of Social Work, whether inside or outside the State of Mississippi.

Board Approved LCSW Supervisors may receive up to five (5) hours of Continuing Education for twelve (12) months of supervision per supervisee per renewal period for serving in that capacity (maximum of 20 CE hours per renewal period). The SWDSC will send this verification to the supervisor upon request using the BALCSWS CE Form.

# CONTINUING EDUCATION

LMSWs in supervision for LCSW status may receive up to five (5) hours of continuing education for twelve (12) months of supervision each renewal period for participation in the supervision process. The SWDSC will send this verification to the supervisee upon request using the BALCSWS CE Form.

## **Part 1902, Chapter 4, Rule 4.1, E. :Approval Procedures for Continuing Education**

Application for prior approval of workshops, staff development, individual activity, self-directed learning projects, or other categories requiring prior approval must be made, in writing, to the Board. The SWCEC must review all continuing education activities for approval, except for those of the designated providers, or those approved or sponsored as indicated in section B above.) All applications for review should be received by the Board Office sixty (60) days prior to the date the event will be held.

# Social Work License Renewal



# License Renewal

**Part 1902, Chapter 4, Rule 4.2 B. 5.d.**:If the licensee does not have a Fingerprint Criminal History Record Information Check on file with the Board, beginning 7/1/2020, the licensee must submit to a current fingerprint criminal history record information check conducted by the appropriate governmental authority or authorities at the time of license renewal within one hundred-eighty (180) days prior to the expiration of their license. This criminal history record information check must be received by the Board directly from the appropriate governmental authority or authorities, not from the applicant.

# FEES AND COST

## Part 1902, Chapter 4, Rule 4.3, B.

|  |          |
|--|----------|
| Initial License Fee: LSW.....                                      | \$75.00  |
| Initial License Fee: LMSW & LCSW.....                              | \$110.00 |
| Upgrade from LSW to LMSW .....                                     | \$32.00  |
| Upgrade from LMSW to LCSW, .....                                   | \$32.00  |
| Copying fee: (\$1.00 per page plus cost of retrieving information) |          |

### Renewal Fee:

|            |          |
|------------|----------|
| LSW .....  | \$75.00  |
| LMSW ..... | \$110.00 |
| LCSW ..... | \$110.00 |

- **Administrative/Processing Costs:**
- Application fee..... \$27.00
- Inactive status (plus renewal cost)..... \$35.00
- Retired status .....
- Reinstatement (plus renewal cost) .....

# FEES AND COST

|  |                             |
|--|-----------------------------|
| Duplicate license card or seal.....  | \$ 5.00                     |
| Replacement license .....  | \$25.00                     |
| Certification to become LCSW Supervisor .....                                | \$55.00                     |
| Post-graduate Supervision Plan Approval.....                                 | \$80.00 for LCSW candidates |
| Electronic copy of SW licensee address list .....                            | -\$110.00                   |
| Application Packet (available on-line at no costs).....                      | \$10.00                     |
| Licensure verification for another state.....                                | \$25.00                     |
| Name Change fee.....   | \$10.00                     |
| Copy of rules and regulations (available on-line at no cost)...              | \$22.00                     |
| (all initial applicants will be issued one copy free of charge upon request) |                             |
| Late Renewal Fee.....  | \$55.00                     |
| LCSW Supervisor Test.....  | \$25.00                     |

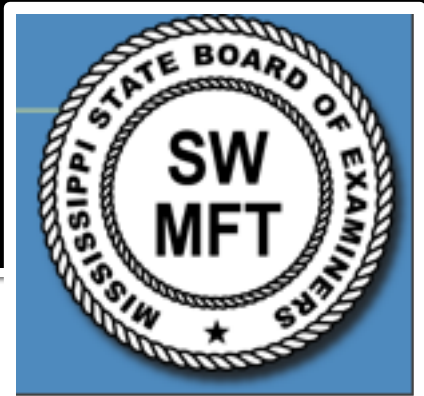


# FEES AND COST

## Continuing Education Costs:

|  |          |
|--|----------|
| Designated Provider initial application.....                   | \$550.00 |
| Designated Provider status renewal (every 2 years).....        | \$275.00 |
| Individual application (Less than or equal to 8 CE hours)..... | \$55.00  |
| Individual application (Greater than 8 CE Hours).....          | \$110.00 |
| Review of online CE program.....                               | \$55.00  |

# Resources for YOU!



- [www.swmft.ms.gov](http://www.swmft.ms.gov)
- RENEW ONLINE!
- Online Rules and Regulations
- Contact the Board via Email at [info@swmft.ms.gov](mailto:info@swmft.ms.gov) or [bdilworth@swmft.ms.gov](mailto:bdilworth@swmft.ms.gov)