

Social Work Licensing: A Professional Responsibility

BACCALAUREATE
2022-2023 ACADEMIC YEAR

 **MINNESOTA**
BOARD OF SOCIAL WORK

Protecting
the Public

Licensing
Social
Workers

Resolving
Complaints

Qualified • Professional • Ethical • Accountable

Agenda

Role of the Board and Board mission

Minnesota license requirements

Standards of Practice and complaint resolution

Application and examination process

Supervised Practice requirements

Continuing Education requirements

License Renewal requirements



mn.gov/boards/social-work/

MINNESOTA BOARD OF SOCIAL WORK

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Forms

residents of Minnesota quality social work services and enforcing professional standards.”

Protecting the Public
Licensing Social Workers
Resolving Complaints

Qualified • Professional • Ethical • Accountable

PROTECTING THE PUBLIC WITH SHARED GOALS

RESCINDED: MN Telehealth Emergency Registration Effective: May 27, 2021

- The new [Executive Order 21-21](#), effective May 27, 2021, rescinds the previous [Executive Order 20-28](#) that allowed out-of-state mental health providers to render telehealth aid and permitted licensing boards to provide license and registration relief.
- Telehealth Registrants must prepare to either discontinue telework services in Minnesota or [apply for a Minnesota license](#).

[New Social Work Legislation Effective August 1, 2020](#)

BOSW Response to COVID-19: The Board recognizes the gravity and impact of COVID-19 and as a state agency is taking direction and following guidance from Governor Walz, the MN Department of Health (MDH) and the Center for Disease Control (CDC). There will be delays in response times as inquiries have increased and staff are teleworking with limited capacity to return phone calls due to the COVID-19 situation. We appreciate your patience and continued ethical responses to help ensure the safety of the clients and communities we serve during this extremely challenging time! For improved customer service, social distancing, and greater efficiency, please use the [BOSW online services](#) and [email](#) instead of phone or in-person contact at the Board's office.

LICENSEE/APPLICANT LOG IN PUBLIC LICENSE LOOKUP DOWNLOADABLE FORMS

[Log in](#) to the Board's online services to apply for licensure and check application status; renew a license, submit Supervision Plan and Verification, attest as licensing supervisor, and update contact information.

[Verify a social work license](#) and view public adverse actions using the Board's online license search. [Click here](#) for PDF forms

LICENSEES APPLICANTS PUBLIC RESOURCES

- [License Renewal](#)
- [Apply for LSW](#)
- [Verify a License](#)
- [Forms](#)

https://mn.gov/boards/social-work/applicants/students.sp

boards/social-work/

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Students & Educators
Exam Preparation Resources
Outside Resources

BOARD MISSION:
"To ensure the residents of Minnesota quality social work services by establishing and enforcing professional standards."

Licensing Social Workers
Resolving Complaints

Professional • Ethical • Accountable

PROTECTING THE PUBLIC WITH SHARED GOALS

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sources/licensingvideos.jsp

MN BOSW website

What does the Board do?

...and what is social work regulation?



What is the Board?



Independent State Regulatory Agency

Law enacted 1987 – effective 1989

Entirely fee supported; no tax dollars

Executive Branch Agency: Accountable to Legislature, Governor, the public, other state agencies, stakeholders

15 Board members; 14 staff

Statutory Duty: “To promote and protect the public health, safety, and welfare through the licensure and regulation of persons who practice social work in this state.” (MS 148E.030) *Duties include:*

- **Establish qualifications for licensure**
- **Establish Standards of Practice**
- **Investigate reports of misconduct**
- **Provide Public Education**
- **Ensure that licensed social workers are:**

Qualified

Professional

Ethical

Accountable

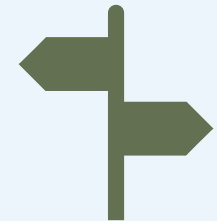


Social Work Practice Act

Minnesota Statutes Chapter 148E

- Laws governing social work practice in Minnesota
- Board has authority to enforce

- Definition of social work practice
- When a license is required
- Application requirements
- Exemptions
- License renewal
- Continuing education
- Supervised practice
- Standards of Practice and ethics
- Compliance and grounds for disciplinary action
- Fees



Other Relevant Statutes



Minnesota Statutes Chapter 214 – applies to all Health Licensing Boards and includes:

- Fingerprint-based criminal background check
- Complaint process
- Classification of data

Minnesota Statutes Chapter 13 – Government Data Practices

- Defines public, private, and confidential licensing data

Minnesota Statutes Chapter 13D – Open Meeting Law

- Requires Board and committee meetings to be open to the public



A Regulated Profession

- Social work is regulated across the United States and Canada
- Each state/jurisdiction has own statutory requirements
- No national license
- Licensing ensures that social workers meets standards of ethics and competence for entry into practice

As a licensed professional, you are responsible for being aware of and complying with all licensing requirements



When is a license required?

...and why is it important?



Board's Licensing Authority

The Board has authority over individuals who have an **accredited degree in social work**

- **Social Work Practice in Minnesota**
- **Title: Social Worker**

The Board **does not** have jurisdiction over agencies





What is social work practice?

“Working to maintain, restore, or improve behavioral, cognitive, emotional, mental, or social functioning of clients...”

Defined in law:

- Social Work Practice: [Minn. Stat. section 148E.010, subd. 11](#)
- Clinical Practice: [Minn. Stat. section 148E.010, subd. 6](#)

What is social work practice?



Direct Practice:

- Working with individuals
- Clinical and non-clinical

Indirect Practice:

- Working with organizations
- Program planning



What is social work practice?

Assessment

Intervention

Case management

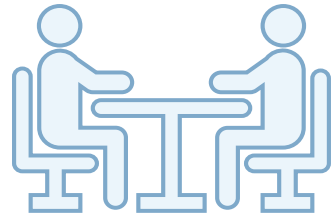
Client education

Consultation

Counseling

Crisis Intervention

Referral



Advocating for policies for client well-being

Developing and administering social service programs

Community organization

Research

Teaching social work students

Supervising social workers

Clinical practice—diagnosis and psychotherapy



Where do social workers practice?

Universities

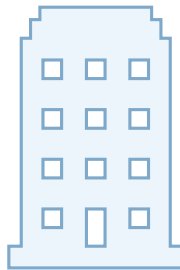
Mental health clinics

Hospitals

Schools

Health insurance companies

Corporations



Child protection agencies

Community centers

Non-profit agencies

Public policy

Federal, state and county agencies

Tribal agencies

Over 17,000 licensed social workers in MN





Board's Licensing Authority

Only the Board has the authority to determine whether a person is engaged in social work practice and must be licensed

A license may still be required even if:

- **The employer does not require a license**
- **The job does not require direct client contact**
- **The job title is not social worker**





Licensing Exemptions

Current law does not require a social work license for:

Students in internships required for social work degree

Social workers employed by the county

Social workers employed by federally recognized tribes

Other licensed professionals



What are the Standards of Practice?

...and how do they protect the public?



Standards of Practice

Minnesota Statutes sections 148E.185-148E.290

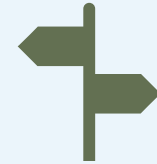
Legal requirements for licensed social workers

Different than Code of Ethics

Protect the public by ensuring social workers are accountable

Grounds for action:

- Competence
- Impairment
- Representation and use of titles
- Professional and ethical conduct
- Responsibilities to clients
- Boundaries
- Confidentiality
- Documentation and billing practices
- Reporting requirements
- Unlicensed/Unauthorized practice





What happens if a complaint is filed?

A complaint is a report that a licensed social worker has violated the Standards of Practice

Board staff reviews complaint for jurisdiction and begins investigation

Board has two Compliance Panels comprised of Board members

- “Due Process” procedures required to resolve complaints

Panel members review evidence of the investigation and decide the outcome—

Board members are the decision-makers



Who files complaints?

- Social workers and other licensed health professionals
- Clients and clients' families
- Employers
- Supervisors
- Social workers self-reporting
- Board staff based on application, supervision, and other data
- Other Health Licensing Boards



Common Complaints



Unlicensed practice

Boundaries violations

Confidentiality

Documentation and billing

Reporting requirements

Termination of client services

Impairment



Health Professionals Services Program (HPSP)

Non-disciplinary diversion program for all licensed health professionals, who may be impaired by chemical dependency or by mental or physical illness

- May be able to practice under strict monitoring, and supervision by the HPSP and a worksite monitor
- May condition, restrict, or prohibit continued practice
- More Information at: mn.gov/boards/hpsp





How do I apply for a license?

...and when should I apply?



License Types

Licensed Social Worker



- Accredited BSW
- ASWB Bachelors exam

Licensed Graduate Social Worker



- Accredited MSW
- ASWB Masters exam

Licensed Independent Social Worker



- Accredited MSW
- Supervised practice
- ASWB Advanced Generalist exam

Licensed Independent Clinical Social Worker



- Accredited MSW
- Supervised practice
- 360 Clinical Clock Hours
- ASWB Clinical exam





Step 1: Submit Application and Fee

- Apply online at Board's website

\$60 application fee + **\$33.25** criminal background check fee
(unless currently licensed)

Provide valid email address on your application

Apply six months or less before graduation

- Report anticipated graduation date on application (MM/DD/YYYY)

- Sign into your MN BOSW online account
- Click “Online Services” and “Submit an Application for Licensure”
 - Type: Licensed Social Worker
 - Basis: Exam

Application for Licensure

Welcome to online license application services!

Review Minnesota social work license types and requirements, under Minnesota Statute Chapter 148E, and fingerprint-based criminal background check (CBC), under Minnesota Statutes section 214.075, before beginning your application.

Select the appropriate license type and basis for application:

License Type:

- [Click here to review Minnesota social work license types.](#)

Application Basis:

- If applying for permanent license (LSW, LGSW, LISW, or LICSW):
 - Select *Examination* if you do not have a current social work license in another state or jurisdiction.
 - Select *Endorsement* if you have a current social work license in another state or jurisdiction.
- If applying for temporary license (baccalaureate or graduate), [click here to review temporary license types and requirements](#) to determine appropriate basis.

Type

Basis

Acknowledgment



Step 2: Complete Fingerprint-based Criminal Background Check

Fingerprint-based criminal background check (CBC) required unless you hold a current Minnesota social work license

CBC Program Office **will email instructions to you** after the Board receives your application and fee

Start fingerprint process as soon as you receive instructions from CBC Program Office

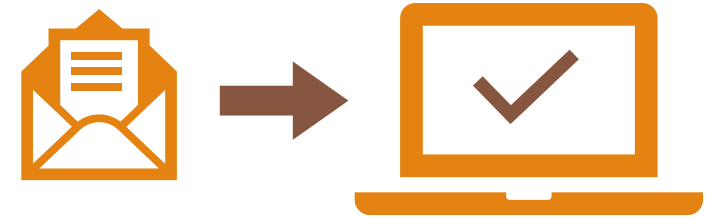


Step 3: Take ASWB Exam

Board will send you a letter by mail if you are approved for the ASWB exam

Contact ASWB to register for the exam

- \$230 exam fee paid directly to ASWB
- ESL & ADA provisions and accommodations available
 - Nonstandard test arrangements
 - You must request and receive approval from ASWB for nonstandard testing arrangements before you register to take the exam



Schedule exam date with Pearson VUE after registering with ASWB

Passing the exam is not the equivalent of being licensed

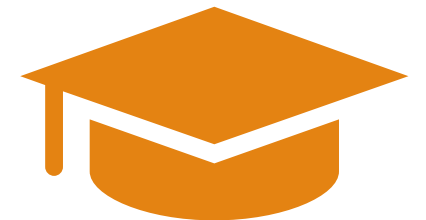


Step 4: Submit Official Transcript

Wait to submit your official transcript until **you have completed all degree requirements**

Transcript must include **degree, major, and date degree conferred** — typically takes a few weeks after graduation

Contact Registrar's Office to request official transcript sent directly to the Board





Final Step: Pay Initial License Fee



Board will send you a fee letter once your application is complete

LSW 24-month initial license fee is \$93.50

- 25% less than renewal fee as “new grad discount”

Initial license fee is prorated based on number of months in first renewal term

- Two years in the future to your birth month

**Your license is not effective until the Board receives
your initial license fee payment**





Temporary License for Students

To start a social work position soon after graduation, apply for a temporary license while you wait for your official transcript

You are eligible for a temporary license if you have

- ✓ Applied for a permanent license
- ✓ Passed the ASWB exam
- ✓ Submitted fingerprints for criminal background check
- ✓ Completed all degree requirements
- ✓ Submitted a Temporary License Application and \$50 fee

You may apply two weeks before completing degree requirements. Degree requirements include

- ✓ Finished ALL coursework, papers, exams, etc.
- ✓ Finished internship hours
- ✓ Graduation ceremony may happen before OR after you complete all of your degree requirements
- ✓ The Temporary License may be issued on the date when ALL degree requirements will be completed

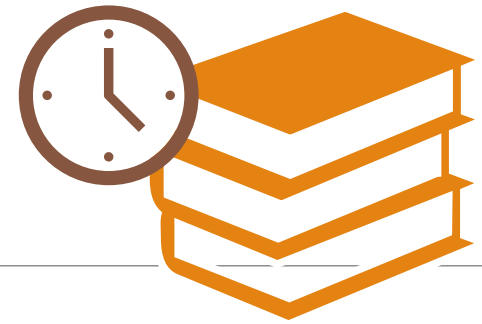
Provisional License

Eligibility

- Born in a foreign country
- Communicates in English as a second language
- CSWE accredited social work degree
- Not obtained a passing score on the ASWB exam
- Meet all other requirements for licensure
- Contact Board directly for application process



What is the 360 Clinical Clock Hour Requirement for LICSWs?



Applicants for LICSW must document **360 Clinical Clock Hours** in **six clinical knowledge areas**. Academic graduate coursework and/or learning must include:

- **108** hours in **differential diagnosis** and biopsychosocial development and psychopathology across the life span
- **36** hours in assessment-based **clinical treatment planning** with measurable goals
- **108** hours in **clinical intervention methods** informed by research and current standards of practice
- **18** hours in **evaluation methodologies**
- **72** hours in **social work ethics and values** including **cultural context, diversity, and social policy**
- **18** hours in **culturally specific clinical assessment and intervention**

What is the 360 Clinical Clock Hour Requirement for LICSWs?



Obtain through **MSW coursework**, additional **graduate coursework** or **continuing education (CE)** activities (*max. 120 CE hours*)

Review requirement with MSW program to determine how many hours may be completed through MSW coursework

- **Minnesota schools have created grids outlining clinical course content**
- **May need to educate out-of-state schools about this requirement**
- **Board defers to schools to evaluate academic course content**

Do not submit documentation to the Board until you apply for the LICSW



What do I need to know
about the ASWB exam?

...and how can I prepare?





Exam Information

National licensing exam owned and maintained by the Association of Social Work Boards (ASWB)

170 multiple choice questions on computer

- Includes 20 pre-test question not included in score

4-hour limit

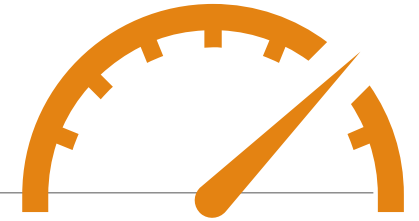
Administered at Pearson VUE testing centers

- National and international locations
- Exam administered Monday-Saturday
- Maintain exam security





Exam Scoring



- Unofficial score report received after completing the exam
- Official exam results will be forwarded to the Board about two weeks after exam date
- Candidates who do not pass the exam will receive a performance report
 - ASWB may require a 90-day wait before retaking the exam
 - Must pay another exam registration fee to ASWB



Test Day Tips



Before your test day, carefully review the
ASWB Candidate Handbook for important exam information!

- ✓ Know where your test center is and plan to arrive 30 minutes before your appointment
- ✓ Bring two valid forms of acceptable ID—name on IDs **MUST** match name on exam authorization (name on file with Board)
- ✓ Failing to follow strict security requirements at test center can result in invalidation of exam score

Exam Tips

If you get stuck,
mark the
question and
come back

Answer all
questions –
guessing is better
than no answer,
which is always
wrong!

Eliminate
obviously
wrong answers

Read carefully to identify
general topic areas, then
reread and dissect stem
of question

Only one correct answer –
eliminate answers which are:

- *True, but irrelevant
- *Too broad or too narrow
- *Common misconceptions
- *Plausible, but wrong

Look for multiple choice
question “distractors”
Pay attention to
qualifying words... *First,*
Best, Most, Least





Exam ^



Licenses v



Regulation v



Board training and support v



Meetings and events v

Search ASWB

Exam overview

Getting ready for the exam

On exam day | Examination appointments | Exam security and confidentiality | Nonstandard testing arrangements | Online practice test | Content outlines

Exam resources for educators

Educator Guide to the Social Work Exams | Educator training | Exam performance reports

Exam scoring

When you pass the exam | If you fail the exam | Sending your exam results to another state or province

FEATURED LINKS



ASWB Exam Guidebook

A comprehensive guide to the social work licensing exams



Register for the exam

When you're ready, begin the registration process here



Exams for the future of social work

ASWB is expanding its research-driven exam development process to update the licensing exams.



Contributing to the conversation

ASWB has published the 2022 ASWB Exam Pass Rate Analysis as part of the association's commitment to participating in data-driven conversations around diversity, equity, and inclusion.





Exam ▾

Licenses ▾

Regulation ▾

Board training and support ▾

Meetings and events ▾

Search ASWB



ASWB exam pass rates by state/province

As part of its commitment to contributing to the conversation about diversity, equity, and inclusion, ASWB is releasing pass rate data for states and provinces.

[Learn more](#)

Exam performance reports for social work schools and programs

ASWB is offering detailed reports on accredited social work degree programs that include pass/fail summary reports, pass rate data for demographic subgroups, and subscore data on major exam content areas.

[Search the reports](#)

Exams for the future of social work

As the field of social work evolves, the social work licensing exams must remain relevant. ASWB is expanding its research-driven exam development process to update the licensing exams to continue to reflect current practices.

[Learn more the next steps in exam development](#)

Exam resources for educators

ASWB is offering a new suite of free resources to help social work educators prepare students for the exams.

[Find resources to use with your students](#)



What is licensing supervision?

...and what are the requirements?



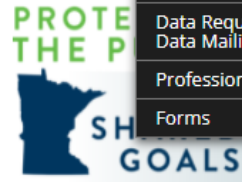
- License Renewal
- Supervised Practice
- Continuing Education
- Ethical Practice
- When is a License Required?
- Alternate License Statuses
- Voluntary Termination
- Reactivating a License
- Contact Information + Name Changes
- Data Requests + Public Data Mailing Lists
- Professional Firms
- Forms

BOARD
"Prot
of the

through licensing and regulation
"ession."



Qualified • Professional • Ethical • Accountable



[BOSW MOVED to Saint Paul! Effective September 1](#) The building is closed to the public at this time.

[Professional Licensed Board Member Vacancies January 2022](#)

[Member Qualifications](#)

Licensed Social Worker (LSW)

- 1 Licensed Graduate Social Worker (LGSW) OR Licensed Independent Social Worker (LISW)
OR Licensed Independent Clinical Social Worker (LICSW)

[Coming Late 2022: "Know Your Licensing Law" Online Learning Module](#)

[BOSW CE & Supervision Variances Extended to September 1, 2022](#)

[Changes to continuing education \(CE\) provisions impacting the BOSW and licensees](#)

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Search Tips: Do **not** enter information in ALL fields - use only 1 or 2. It is ok to enter partial info (example: Ja in first name, D in last name (instead of Jane Doe).

DOWNLOADABLE FORMS

[PDF forms](#)

What is licensing supervision?

It is the law: Minnesota Statutes section 148E.100 to 148E.125

- 1) The licensing supervisor is not required to be employed in the same agency
- 2) It is an intentional, professional relationship between a supervisor and a social worker
- 3) It promotes competent and ethical services to your clients
- 4) It develops your ability to apply accepted professional social work knowledge, skills & values
- 5) Your licensing supervisor evaluates and provides direction of your social work practice, developing your:
 - 1) Professional values and practice skills
 - 2) Ongoing competency and development
 - 3) Ethical standards of practice



Licensing supervision is not supervision for documentation or billing purposes



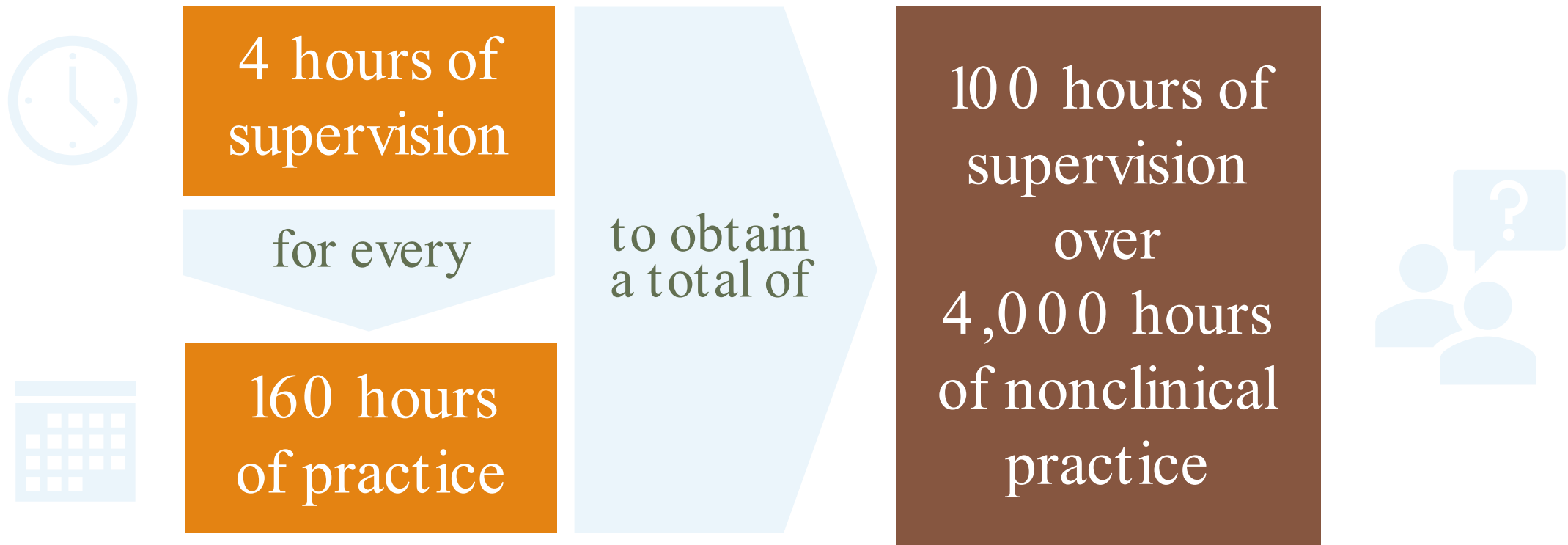
When is licensing supervision required?

Supervision and social work practice go together



Nonclinical Practice: Once licensed, licensing supervision is required for the first 4,000 hours of social work practice

How much licensing supervision is required for nonclinical practice?



What types of nonclinical supervision are acceptable?



100 hours required



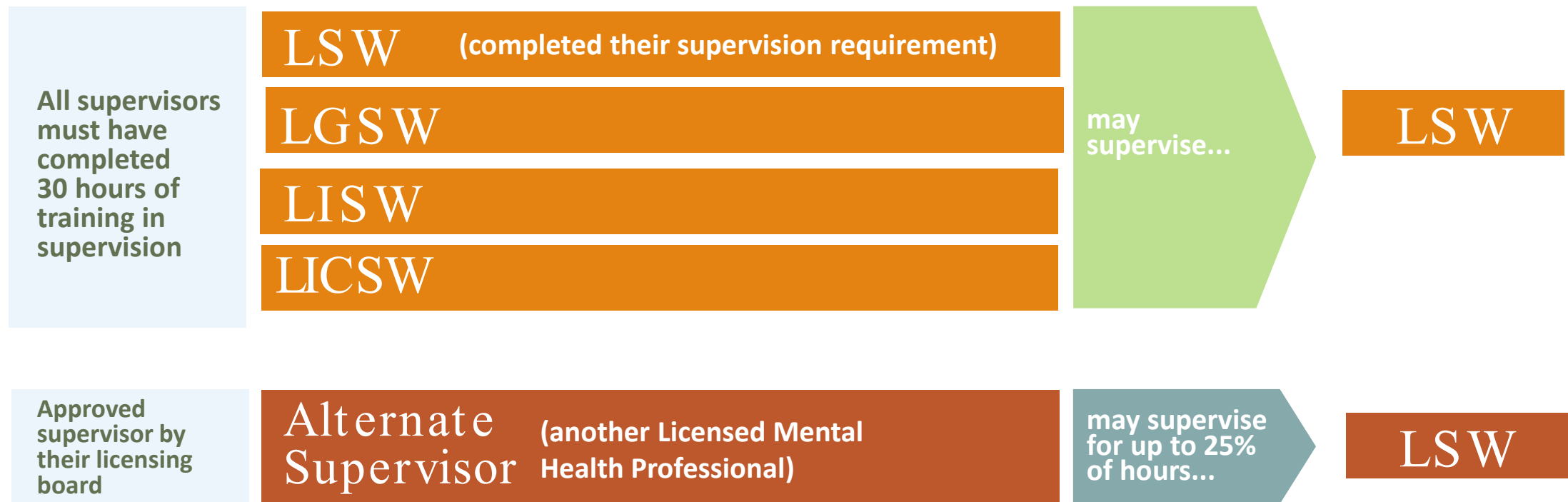
Minimum 50 hours one-on-one supervision:

- Hours may be in-person or via eye-to-eye electronic media

Up to 50 hours other types supervision:

- **Group supervision (limited to six supervisees)**
- **One-on-one phone**
- **Eye-to-eye electronic media**
- **More in-person**

Who can provide licensing supervision?



Documenting Supervised Practice

2 forms



Supervision Plan

- Tells the Board that you have **started social work practice** and are **receiving supervision**
- Submit within 60 days of beginning a social work position, and a new form within 60 days if there are changes to your supervision or position
- Forms can be filled out through your online BOSW account
- Forms done with an alternate supervisor must be done on paper form (social.work@state.mn.us)

Supervision Verification

- **Due at license renewal** to demonstrate compliance with supervision requirements
- May also be submitted with an application for a new license type – LISW or LICSW
- Reports the supervised practice hours you have **completed**
- Forms can be filled out through your online BOSW account
- Forms done with an alternate supervisor must be done on paper form (social.work@state.mn.us)



What is the continuing education requirement?

...and how do I complete it?





What is continuing education?

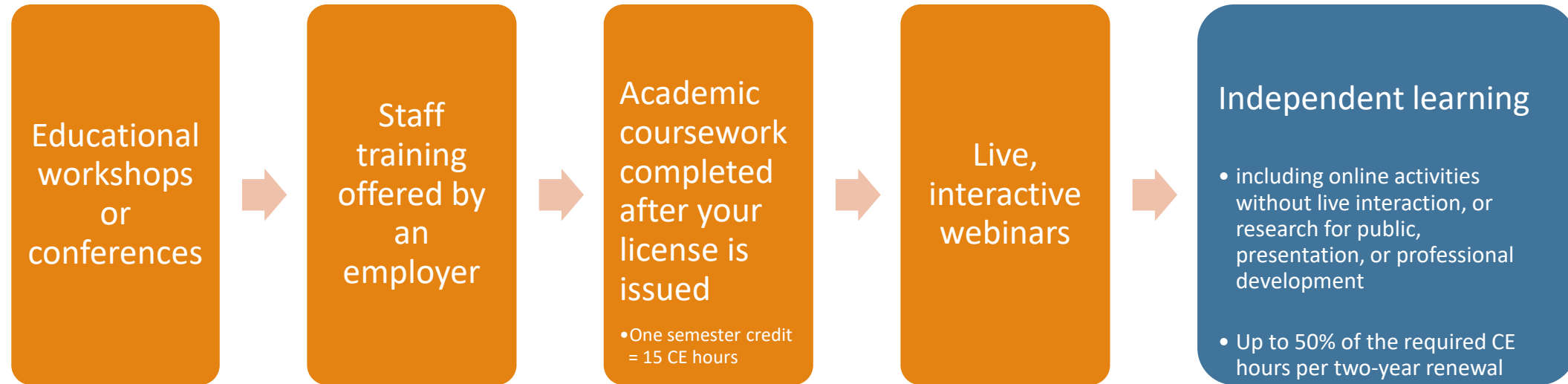
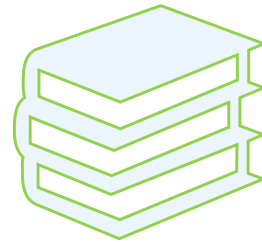


Social work continuing education (CE) is education and training to **maintain**, **improve**, and **enhance** competent social work practice

CE is an **ongoing** license requirement

CE is completed during each license renewal term and must be **reported when you renew your license**

What activities are acceptable?



How much is required?

For every two-year license renewal term, **ALL LICENSEES** must complete:

40

total hours, including

2

hours
ethics

4

hours **cultural
responsiveness**

- Licensing Supervisors: 6 hours in the practice of supervision also required
- CE hours for your first renewal are prorated: first license renewal term may be more or less than two years
- Find the CE hour requirement your online profile at the Board's website
- Keep records for one year after expiration date in case you are audited

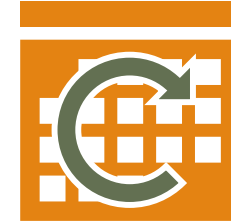


What are the requirements for
license renewal?

...and when do I renew my license?



License Renewal



License renewal is required every two years to maintain an active license and continue social work practice

You may keep an active license even if you are not practicing social work

Your license expiration date is the last day of your birth month

- First license renewal term is prorated from the issue date of your license to the last day of your birth month two years in the future
- License expires automatically if not renewed

License Renewal Requirements

- Submit application and renewal fee
 - LSW renewal fee is \$110
- Attest to completing continuing education (CE) hours for previous renewal term
- Submit Supervision Verification Form(s) to document supervision received during previous renewal term





Resources

BOSW—licensing and application questions:

- Website: mn.gov/boards/social-work
 - Social Work Students page under Applicants tab
 - Social Work Licensing Videos under Resources tab
- Email: social.work@state.mn.us

Criminal Background Check Program Office—questions about fingerprint-based criminal background check:

- Website: mn.gov/boards/cbc/
- Email: criminal.background.check@state.mn.us

ASWB—questions about the exam and registering for the exam:

- Website: aswb.org
- Exam candidate services: 888.579.3926

MN Social Work Practice Act

- <https://www.revisor.mn.gov/statutes/cite/148E>



Thank you for your service
to the profession!

