

# Tennessee Board of Social Worker Licensure



# Newsletter



2014

A Regulatory Agency of the State of Tennessee

Fall

*THE MISSION OF THE TENNESSEE DEPARTMENT OF HEALTH IS TO PROTECT, PROMOTE AND IMPROVE  
THE HEALTH AND PROSPERITY OF PEOPLE IN TENNESSEE*

## 2015 Board Meeting Dates

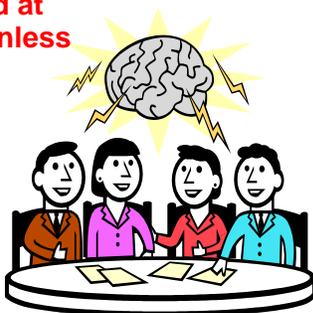
All meetings will be held at  
665 Mainstream Drive unless  
otherwise notified.

February 5-6, 2015  
9:00 a.m., Iris Room

April 23-24, 2015  
9:00 a.m., Iris Room

July 30-31, 2015  
9:00 a.m., Iris Room

November 1-2, 2015  
9:00 a.m., Iris Room



**Board of Social Worker Licensure  
Legislative Updates - 2014**

### Public Chapter 949

This act allows for initial licensure applications to be accepted online. Currently, renewing licenses is already available online. This also makes available to the public annual inspections of health care facilities and pharmacies, similar to how nursing home inspections are already available.

### Public Chapter 675

The act allows telehealth providers to contract with insurance companies to have their services covered in offered plans. Insurance providers cannot deny payment solely because the encounter was not in person.

### Public Chapter 575

This act extends civil immunity to health care providers providing services at clinics that charge patients based on a sliding scale to health care providers offering services at a clinic that does not charge a patient for services.

## Change of Address and/or Name

Must be reported in writing or by e-mail to the board's office within 30 days of the change! Please include the following:

- your name and license number;
- your profession;
- your old address and phone number;
- your new address and phone number, e-mail address, and/or your fax number;

- If your name has changed due to marriage or divorce, you must send a copy of the document that made the change in status.
- your signature!

Keeping the board's administrative staff up to date on your location facilitates the timely notification to you of important information such as your application for licensure renewal and important statutory and rule changes.

You may fax your change to the board's administrative office at (615) 532-5369 or by mail at: 665 Mainstream Drive, Nashville, TN 37243.

You may e-mail the Board at: [TN.Health@tn.gov](mailto:TN.Health@tn.gov), call the Board at (615) 532-5138, or visit the website at: [www.health.state.tn.us/boards/SW/index.htm](http://www.health.state.tn.us/boards/SW/index.htm)

## Policy on 3000 Hours of Clinical Experience

For licensure as a Licensed Clinical Social Worker (LCSW) Board rule 1365-01-.04(a)(7)(ii) requires: "At least three thousand (3000) hours of clinical experience, meaning client therapist contact."

The Rules define clinical experience in two places:

### 1365-01-.01 DEFINITIONS

- (6) Clinical Experience - The assessment, evaluation, diagnosis, and treatment involving the psychotherapy process based on the professional application of social work knowledge, values, and skills.

### 1365-01-.11 CLINICAL EXPERIENCE

Clinical experience includes, but is not limited to:

- (1) The professional application of social work knowledge, values, and skills for the treatment and prevention of psychosocial dysfunction, disability, or impairment, including emotional and mental disorders;
- (2) Interventions directed to interpersonal interactions, intrapsychic dynamics, life-support, and management issues; and
- (2) Assessment, diagnosis, and treatment involving the psychotherapy process based on counseling, client-centered advocacy, consultation, and evaluation of the professional application of social work knowledge values, and skills.

The emphasis in these definitions is assessment, diagnosis, and treatment in the psychotherapy process. Although other types of clinical work exist and may be counted for a portion of the 3000 hours of clinical experience, the expectation is that the 3000 hours will

prepare an applicant to practice independently as an LCSW performing these assessment, diagnosis, and treatment tasks without supervision once they are licensed. Therefore the 3000 clinical hours which are reported must demonstrate experience within these definitions.

The experience must take place in a two to six year period. Because most social work positions include many hours of administrative and other work that does not fall within the above definitions, the Board has the expectation that most applicants *will be unable to obtain 3000 hours of clinical experience in two years*, while working in a forty hour a week full-time position.

Supervision logs must be maintained throughout the period of supervision and signed and dated by the applicant and supervisor as the hours are earned.

Supervision logs which do not demonstrate clinical work within these rule definitions or demonstrate an excessive number of clinical hours earned per week will be highly scrutinized.

Applicants may be requested to appear before the Board to demonstrate that their hours reported are accurate and meet these clinical experience definitions.

*Adopted at the July 8-9, 2014 meeting of the Board.*

## Continuing Education Requirements

The board's rule requires all social workers to obtain continuing education.

**Licensed baccalaureate social workers** shall obtain nine (9) continuing education clock hours relative to social work during each calendar year. Four (4) of the nine (9) hours shall be in social work; three (3) of the nine (9) hours shall be in professional ethics; two (2) of the nine (9) hours shall be in either social work or professional ethics. Those licensees who hold more than one (1) category of licensure to practice social work must separately satisfy the continuing education requirements for each level of licensure.

**Licensed master's social workers** shall obtain twelve (12) continuing education clock hours relative to social work during each calendar year. Seven (7) of the twelve (12) hours shall be in social work; three (3) of the twelve (12) hours shall be in professional ethics; two (2) of the twelve (12) hours shall be in either social work or professional ethics. Those licensees who hold more than one (1) category of licensure to practice social work must separately satisfy the continuing education requirements for each level of licensure.

**Licensed advanced practice social workers and licensed clinical social workers** shall obtain fifteen (15) continuing education clock hours relative to social work during each calendar year; ten (10) of the fifteen (15) hours shall be in social work; three (3) of the fifteen (15) hours shall be in professional ethics; two (2) of the fifteen (15) hours shall be in either social work or

professional ethics. Those licensees who hold more than one (1) category of licensure to practice social work must separately satisfy the continuing education requirements for each level of licensure.

## **Policy Statement on Continuing Education**

The Board of Social Worker Licensure realizes that an individual may unintentionally fail to obtain Continuing Education in a timely manner. However, statute prohibits an individual from working as a Licensed Baccalaureate Social Worker, Licensed Master's in Social Work, Licensed Advanced Practice Social Worker, or Licensed Clinical Social Worker unless he/she has obtained appropriate Continuing Education. Acknowledgement is given to the fact that this problem exists; however, the Board cannot overlook an individual failing to obtain Continuing Education. With this in mind, the Board has adopted the following procedures for discipline:

1. When it is discovered by the Board or its staff that a licensee has failed to obtain Continuing Education credits in a timely manner, the licensee shall be assessed a one hundred dollar (\$100.00) civil penalty and have ninety (90) days from the date that appears on the deficiency letter to obtain the required continuing education, and submit proof of completion to the Board's staff.
2. The one hundred dollar (\$100.00) civil penalty will be assessed in the form of an Agreed Citation which is an offer of settlement to pay the penalty. The licensee will have the option to accept the Agreed Citation, waiving the right to appear before the Board, or the licensee shall have the right to a contested case before the Board. The one hundred dollar (\$100.00) civil penalty constitutes formal discipline against a practitioner's license, and as such it is reportable on the Department's Disciplinary Action report ("DAR") and will be noted on the practitioner's licensure profile.
3. Should the licensee fail to pay both the one hundred dollar (\$100.00) civil penalty and obtain the appropriate number of continuing education hours within the ninety (90) day period, the Tennessee Department of Health, Office of General Counsel will file a formal disciplinary action against the licensee which will allow the licensee to appear before the Board in a contested case proceeding and could result in additional penalties, costs, and disciplinary action against the license, up to, and including revocation.

Pursuant to Rule 1365-01-.09, a licensee may request a waiver from the Board for Continuing Education requirements. These requests are considered on an individual basis. The Board realizes that a newly licensed individual may struggle to fulfill Continuing Education requirements during the first year of licensure.

For licensed baccalaureate social workers by examination, and licensed master's social workers by examination, the Board may grant a waiver for all Continuing Education required during the calendar year in which the license was issued, if the examination was taken in that calendar year. The waiver will be granted only after a proper request has been made pursuant to Rule 1365-01-.09.

## **Lapsed License**

The Board of Social Worker Licensure realizes that an individual may unintentionally allow his/her license to expire. However, statute prohibits an individual from working as a Licensed Baccalaureate Social Worker, Licensed Master's in Social Work, Licensed Advanced Practice Social Worker, or Licensed Clinical Social Worker, unless he or she has an active license. Although acknowledgement is given to the fact that this problem exists, the Board cannot overlook an individual working on an expired license. With this in mind, the Board has adopted the following procedures for discipline:

- 1) The Board will allow a three (3) month grace period for renewal from the expiration date of the license, without penalty.
  - 2) The Licensee will then pay one hundred dollars (\$100.00) per month for each month the licensee practices on an expired license beyond the grace period.
- Civil penalties will be assessed in the form of an Agreed Citation which is an offer of settlement to pay the appropriate fine. The licensee will have the option to accept the Agreed Citation, waiving the right to appear before the Board, or the licensee shall have the right to a contested case before the Board. Civil penalties constitute formal discipline
- 3) against a practitioner's license, and as such are reportable on the Department's Disciplinary Action Report ("DAR") and will be noted on the practitioner's licensure profile.
  - 4) Should the licensee fail to pay the appropriate fine through an agreed citation, the Tennessee Department of Health, Office of General Counsel will file a formal disciplinary action against the licensee which will give the right to the licensee to appear before the Board and could result in additional penalties, costs, and disciplinary actions.

**Discipline for lapsed licenses will now be reportable to the national databanks as well as the Department's Disciplinary Action report.**

**To Contact This Board Call:  
(615) 741-5735 local or (800) 778-4123 nationwide or write to:**

**Tennessee Board of Social Worker Licensure  
665 Mainstream Drive  
Nashville, TN 37243**

**BOARD MEMBERS**

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Board Administrator

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