

MARYLAND BOARD of SOCIAL WORK EXAMINERS

Newsletter Winter 2023



Dear Colleagues,

As a 17-year-old, African American, small town country girl on the campus of Virginia Commonwealth University (VCU) in the big city of Richmond, VA, I had no idea what the world of social work entailed. I just knew I wanted to help people. In my humble opinion, my science grades were not good enough for me to become a veterinarian. From speaking with advisors and professors at

VCU, Social Work became the best choice as a career path. I love my work.

Little did I know, my first time seeing someone dressed in drag, that I would be working for the rights of LGBTQ persons. Additionally, my first Bachelor of Social Work (BSW) internship in a heroin clinic in the inner city of Richmond, Virginia would later significantly influence my career, especially as it related to addiction. My overall desire was to make a difference for people that I could hopefully help with some of the issues they were trying to overcome. As an undergraduate, service work in my sorority (Alpha Kappa Alpha) furthered my interest as all members volunteered by providing fruit baskets in nursing homes. These first-hand experiences were absolutely essential and served as a launch pad for my long-term career aspirations.

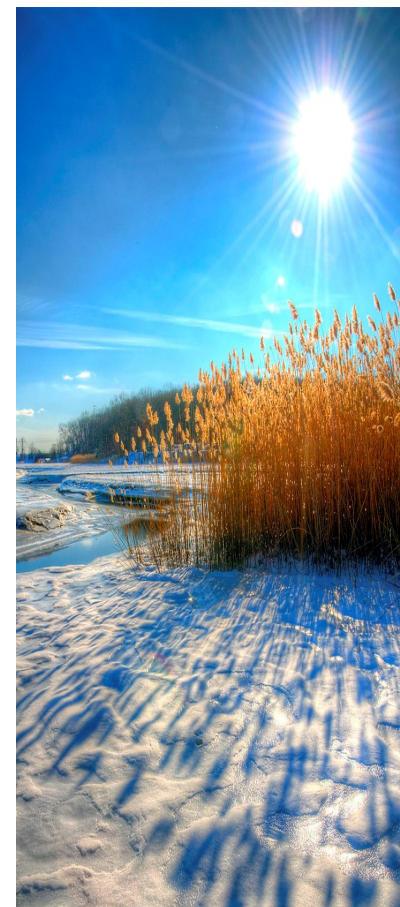
Fast forward thirty (30) years and I have been practicing professionally as a licensed clinical social worker (LCSW-C) which requires continuing education units (CEU's), bi-annual certifications, and state administered licensing, all in good standing and all this to say that I have prepared for this responsibility as a member of the Maryland Board of Social Work Examiners. In all honesty, I had no desire to be the chair. It is often what others see in you, that you don't see in yourself that inspires you to accomplish more than you thought you were capable of. One of our past chairs hinted at the position several years ago while at our retreat (prior to COVID). I laughed at him and said, "I don't think so." Well, here I am several years later as the Board Chair.

The Social Work profession is being challenged currently like it has never been before. The political and social environment we are living in now reflects the overwhelming need for more social workers nationwide. We are addressing multiple social issues such as poverty, racial disparities, lack of financial resources, inadequate healthcare, and a mental health crisis like none other. These issues have been exacerbated by isolation, others by lack of empathy and the multiple deaths from the dreaded virus, COVID.

Over the next the six months as the Board Chair, my role is to successfully address some of the challenges we have faced during COVID. Proactively, the Board has selected a new Executive Director, engaged a competent legal counsel, and secured several new Board members. We are hiring new staff to be more efficient to the public. Our primary goal is to "protect the public." The final goals during my tenure as Board Chair are transparency, efficiency, and fairness as we continue to do our best as Maryland's regulatory board for all social workers who provide services to the Maryland consumers.

Sondra G. Petty, LCSW-C

Board Chair



Inside this issue

- Dear Colleagues.....1
- New Executive Director. .2
- Understaffed & Behind Welcome!.....4
- Career Opportunities5
- CEU Info Updates.....6
- PIA Information.....7
- Supervision Information ..8
- Renewal Information.....11
- ASWB Lic. Exam Info.12
- FAQ - LCSW.....13
- Reminders15
- Did You Know?.....16



WELCOME NEW BSWE EXECUTIVE DIRECTOR (E.D.)

For those of you who haven't already heard, Dr. Daphne McClellan accepted the role of Executive Director of the Maryland Board of Social Work Examiners in late August 2022.

Previously, Dr. McClellan was the Executive Director of the Maryland Chapter of the National Association of Social Workers (NASW), a position she held for nearly 17 years. She earned her PhD in Social Policy from the Florence Heller School of Social Welfare at Brandeis University and her MSW from the University of Oklahoma. Her career has included working for the Maryland General Assembly and twenty years of teaching social policy in schools of social work (including UMB, UMBC, Yeshiva, Smith, and Simmons).

Dr. McClellan's practice experience includes starting out as an eligibility worker for the Oklahoma County Welfare Department, and ultimately directing an aging program in New Jersey. Additionally, most of her clinical experience has been to help battered women and rape survivors. She has published a number of articles and book chapters focusing on one of her primary research interests - gay and lesbian families.

While Dr. McClellan has served on a variety of boards at the local, state, and national level, she has also held leadership positions in the Girl Scouts, her local church, and is a founding board member of Hope Harbor, Inc.

Please join the Board in welcoming her!

UNDERSTAFFED AND BEHIND (FULL TRANSPARENCY)

by Daphne McClellan, Executive Director

Everywhere we go these days we see Help Wanted signs: at our favorite restaurants where we can't be seated at empty tables because they don't have enough staff to service them, the grocery stores where we have to stand in long check-out lines, our children's schools where there are not enough teachers or bus drivers, and probably at the agency where you work. Unfilled positions mean we are all having to work harder doing tasks which used to be done by more people. It also means that some things aren't getting done in a timely way or aren't getting done at all.

The Board of Social Work Examiners is experiencing the same staffing challenges which are being felt across our State. We currently have four openings, down from seven openings which we had in the summer. Two of our vacancies are in the Licensing Unit and have resulted in a severe backlog- particularly for people who are applying for their LCSW and LCSW-C licenses.

We are in a terrible cycle- the individual(s) reviewing these applications are working from a backlog and are trying very hard to catch up without taking applications out of order. Applicants are concerned that they are not hearing about approvals and call and email with questions and concerns. The people handling the applications stop and respond to the emails and phone calls which puts them further behind or they ignore their phone calls and emails which causes greater stress and anxiety for the applicants.

(continuation from page 2) **UNDERSTAFFED AND BEHIND (FULL TRANSPARENCY)**

I want you to know that I am very aware of the inconvenience, anxiety, and stress that this is causing our applicants. I am trying to address this problem in several ways: filling our vacant positions, streamlining internal processes, initial reviews of applications and emails to applicants about what might be missing, more clarity on our website, appropriate updates of the portal, etc. All of this takes time, and some fixes take more time than others.

What you can do to help: The primary thing you can do if you are applying for advanced licensure is to make sure that your application is complete. Make sure all required documents have been appropriately completed and signed. Make sure everything required has been submitted. Send them in a way that you get a receipt. **Have some patience**, if you have not heard anything within 60 days of sending us a COMPLETE application, contact me at daphne.mcclellan@maryland.gov I will try to run interference and get information for those who are concerned so that the staff can focus on getting the application reviews completed.

I know this is frustrating and that we are asking a lot of you. Please believe me when I say that I am also asking a lot of our staff. We want to be at a place where we are serving you better because that is the way we fulfill our legislative mandate.

Our mandate, at the Board of Social Work Examiners, is to serve the public. I feel strongly that one of the primary ways we serve the public is to make sure that qualified and competent social workers are licensed as efficiently as possible so that you can get out there and fulfill the huge need for social workers!

KEEP YOUR CONTACT INFORMATION UP-TO-DATE WITH THE BSWE!!

The Board's regulations require that every licensee keep the Board apprised of changes to your contact information. Statutes and regulations change, emergencies happen, important notices must be sent, and if we do not have accurate contact information for you, you will miss these important notices. As they say, "ignorance of the law, is no excuse," and in this case- missing the announcement because we couldn't deliver it to you, is no excuse either.

When you are changing your **postal address and/or email address**, notifying the Board of Social Work Examiners is probably the last thing on your mind. Put a note to yourself in the same folder where you keep your CE certificates or think of some other way to remind yourself. We do not want anyone to experience some sort of disciplinary action because they forgot to notify us of an address change. To make an immediate change please follow this link: [Address Change Form](#)



WELCOME NEW BOARD MEMBERS



Leslie Lampieri, LCSW-C

Ms. Lampieri has been a social worker in the field of healthcare for just shy of 30 years. She currently works at the Howard County General Hospital, as the Director of Patient Support Services. She's worked in a variety of settings including acute care hospitals, hospice agencies, and outpatient oncology centers, working mostly with adults, on both the West and now East Coast.

Ms. Lampieri has also been a site field supervisor for social work interns, a clinical supervisor for many years, and she's currently co-chair of the Hospital's Ethics Committee. She's very passionate about the field of social work and is looking forward to upholding its statutes and regulations.



Kevin Meenan, LCSW-C

Mr. Meenan has worked toward helping individuals and families with the challenges of substance use and co-occurring mental health disorders since 2010. He is currently the Clinical Director of Choice Recovery Center and Focus Point Behavioral Health. In the past, he has worked for Non-profit and For-profit organizations on the Eastern Shore of Maryland and Baltimore City. Mr. Meenan brings experience of program management oversight and development.

Mr. Meenan has also taught as an adjunct instructor at WorWic Community College and Salisbury University, psychology, counseling, and social work courses. He has worked as a field liaison for Master level students at Salisbury University and understands first-hand, the challenges of finding the right internship.

Maryland State Government, where your work truly matters...Join us!

Rewarding careers in public service start right here with the State of Maryland. If you are looking for a stable environment that directly improves the lives of others in your community look no further.



The State of Maryland is uniquely positioned to offer the widest variety of Social Work experience to our residents through challenging and satisfying careers. We offer generous leave time off, retirement and pension plans, and excellent health benefit packages. Many positions offer flexible

schedules and teleworking opportunities to empower employees to effectively manage work-life balance.

Social Workers solve problems and help local families by identifying community-based resources and services. Acting as advocates, to protect Maryland's children and vulnerable adults while working to preserve families, provide dignity, and build relationships. Social Workers are agents in social justice and value the importance of all human relationships. Thank you for being a licensed Social Worker in the State of Maryland. We hope you will consider working with us.

For a full list of Social Worker opportunities [click here](#).

For questions regarding applying to Social Work positions open at various agencies within the State contact Brooke Widomski at brooke.widomski1@maryland.gov.



PEER CASE CONFERENCE, JOURNAL CLUB, and RECORD RETENTION

As questions are raised with the Board of Social Work Examiners around continuing education, updated information is provided to our licensees in the Board's Newsletter.

A. Peer Case Conferences

Per the Maryland Board of Social Work Examiners continuing education regulation 10.42.06.04E(1), CEUs may be earned in this Category II activity: "Peer Case Conferences among licensed social workers and licensed health care professionals designed to promote more effective interventions and advanced practice".

Peer case conferences are considered in-service training, and usually are held within an agency/organization setting consisting of a group of licensed mental health professionals.

B. Journal Clubs

Per the Maryland Board of Social Work Examiners continuing education regulation 10.42.06.04E(2), CEUs may be earned in this Category II activity: "Journal Clubs that meet for at least 1 hour and are organized for the purpose of examining the literature and incorporating in the discussion the application of current literature to social work practice."

A licensee may earn up to a maximum of 20 (15 for LBSWs) Category II continuing education units.

What types of documentation is needed?

1. Sign-In Sheet and notes should reflect:
 - a. Name of Agency – use official letterhead
 - b. List of Attendees' (including yourself) Signatures required, on official letterhead
 - c. Date
 - d. Time and Length
 - e. Topic(s) of Discussion
 - f. Number of Category II continuing education units earned
2. You will need 3 or more mental health professionals in attendance. For example, psychologist, psychiatrist, LBSW, LMSW, LCSW, LCSW-C, and/or case manager.
3. Brief Summary of discussion and action steps for each peer case conference without identifying information.
4. Brief Summary of current professional literature discussion for each journal club meeting and its application to social work practice.

PEER CASE CONFERENCE, JOURNAL CLUB, and RECORD RETENTION

(continuation from page 6)

C. Record Retention.

As a licensed social worker, you shall **maintain copies of your CE documents (Category I and Category II) for 3 years.**

Per the Maryland Board of Social Work Examiners continuing education regulation 10.42.06.06.E(1)(a), it states:

“A social worker with an active license shall retain records documenting completion of continuing education requirements for 3 years after the licensing renewal date for which the report of continuing education was submitted to the Board.”

Example: If your license renewal deadline is October 31, 2020, your CEU records shall be kept until November 1, 2023.

PIA- Public Information Act

The Maryland Public Information Act (PIA) grants the people of Maryland a broad right of access to public records maintained by governmental agencies. The intent of the PIA is to enable citizens to have access to government records without unnecessary cost or delay. While the PIA does limit the amount of licensure information a member of the public may access, certain types of licensure information must be disclosed if requested. Under the PIA, The Board is required to disclose the following licensure information upon request:

- The name of the licensee;
- The business address of the licensee or, if the business address is not available, the home address, after the Board redacts any information that identifies the location as the home address of an individual with a disability;
- The business telephone number of the licensee;
- The educational and occupational background of the licensee;
- The professional qualifications of the licensee;
- Any evidence that has been provided to the Board to meet the requirements of a statute as to financial responsibility (i.e.: receipt of licensure/application fees);
- Any final, public orders of the Board that result from formal disciplinary actions.

The rationale behind this is the belief that the public has a right to examine certain items in the licensure files to be assured that licensees are competent and qualified. Additionally, the public has a right to have access to basic directory information about a licensee, should it need to locate or contact the licensee. In essence, in return for the privilege of having a license to practice social work in Maryland, a person's basic licensure information is subject to disclosure in the interest of public protection under the PIA.



SUPERVISOR AND SUPERVISEE RESPONSIBILITIES

COMAR 10.42.06 Supervision

07 Responsibilities of a Supervisor.

- A. A social work supervisor shall be Board-approved before providing supervision to licensed social workers for advanced practice or independent practice.
- B. A Board-approved supervisor shall remain knowledgeable of the statutes and regulations as set forth in Health Occupations Article, Title 19, Annotated Code of Maryland and COMAR 10.42.01—10.42.09.
- C. A supervisor shall:
 - (1) Ensure that a supervisee is practicing within the scope of the supervisee's license;
 - (2) Determine the skill level at which the supervisee may practice;
 - (3) Focus on raw data from the supervisee's social work practice;
 - (4) Maintain documentation, for at least 5 years, of the supervisory sessions, including the dates, duration, and focus of the supervisory sessions;
 - (5) Provide or ensure that a supervisee receives a minimum of 3 hours of face-to-face supervision per month or 1 hour of face-to-face supervision for every 40 hours worked;
 - (6) Ensure that a supervisee has read and is knowledgeable about Health Occupations Article, Title 19, Annotated Code of Maryland, and COMAR 10.42.01—10.42.09;
 - (7) Within a reasonable period of time before termination of supervision, provide the supervisee and employer with a notice of termination to avoid or minimize any harmful effect on the supervisee's clients or patients;
 - (8) At the time of license renewal, demonstrate to the Board completion of 3 of the required Category I or Category II continuing education units in a content area focusing on supervision training as stipulated in Regulation .04A(2)(c) of this chapter;
 - (9) Establish a written contract, on the form provided by the Board, for advanced licensure or independent practice, initiated before beginning supervision;
 - (10) Provide for emergency supervision and direction to a supervisee by a Board-approved supervisor;
 - (11) Complete the supervision verification form;
 - (12) Provide a written evaluation of the supervisee's progress to the supervisee every 6 months;

(continuation from page 8.)

SUPERVISOR AND SUPERVISEE RESPONSIBILITIES

COMAR 10.42.06 Supervision

- (13) Provide a copy of the documentation required by Regulation .04 of this chapter:
 - (a) On request by the supervisee; and
 - (b) On request, by the Board or its authorized agent; and
- (14) Comply with a Board audit of a supervisor's compliance with regard to the supervision requirements and supervisory responsibilities.

.08 Responsibilities of a Supervisee.

A. A supervisee shall:

- (1) Receive social work supervision for social work practice as set forth in Health Occupations Article, §19- 101, Annotated Code of Maryland;
- (2) Receive a minimum of 3 hours of face-to-face supervision per month or 1 hour of face-to-face supervision for every 40 hours worked;
- (3) Prepare for supervision using case materials related to the supervisee's social work practice;
- (4) Maintain documentation, for at least 5 years, of the supervisory sessions, including the dates, duration, and focus of the supervisory sessions;
- (5) Establish a written contract, on a form provided by the Board, for advanced licensure or independent practice, initiated before beginning supervision; and
- (6) Attend and participate in supervision as agreed upon in the written contract for advanced licensure or independent practice.

B. A supervisee may contract for supervision outside of the employment setting as approved by the agency administrator.

.09 Group Supervision for Advanced Licensure.

- A. Group supervision is an optional form of supervision and may not be used as the sole form of supervision.
- B. Only half of the required hours of supervision may be obtained from group supervision.
- C. The group supervisor shall provide supervision to not more than six supervisees at any time.
- D. A group supervisor shall comply with the requirements of this chapter.

WHAT ARE THE REQUIREMENTS OF GROUP SUPERVISION?

(Reprinted from Spring 2017 Newsletter)

Supervision provided in a group modality:

- (a) must be provided by a qualified LCSW or LCSW-C;
- (b) cannot be provided by another discipline such as LCPC;
- (c) cannot have more than 6 supervisees in the group; and
- (d) if being included for the purposes of advanced licensure requirements, must be provided by a Board Approved Supervisor under a valid Contractual Agreement Form.

Group supervision IS NOT case conferences, clinical staff meetings, peer consultations or team meetings.

Example A:

A group of 6 supervisees meet regularly with a Board approved supervisor. This supervisor is known as the supervisor of record – is accountable to the agency for the work of the supervisees – oversees and directs the social work practice issues as presented in the group sessions – supervisees' issues are followed up in individual sessions – This **IS** group supervision.

Example B:

A group of agency staff – multi-disciplinary – meet regularly with one or two designated advanced licensed staff members – no designated supervisor of record – discussions held as case consultations, peer consultations (consultation: to seek advice or information, a conference at which views are exchanged) – no specific instructions/recommendations given to be followed by any given member of the group – follow-up in individual supervision sessions not expected/ mandated – This **IS NOT** group supervision.

RENEWAL INFORMATION

DON'T BE A PROCRASTINATOR

Now that license renewal is over for 2022, it is time for those who renew in 2023 to start planning for your license renewals. Did you know that even though license renewal was open online on Aug. 15th more than half of all renewals were completed online in the last two weeks of October? In fact, 3,600 were completed in the last week of October.

Life happens! A number of licensees contacted the office with reasons they needed an extension for renewing their licenses. Unfortunately, the regulations state that all extensions must be requested by October 1st of your renewal year; and the request can be authorized only for very specific reasons which are listed in COMAR 10.42.06.10. That means that emergencies which arise and result in one's inability to complete a renewal by October 31st may result in one's license becoming "non-renewed". The solution is to not wait until the last minute. Get your CEUs and go online and renew your license as soon as the portal opens in the summer. This will give you peace of mind and reduce last minute panic.

Licenses not renewed by the October 31st renewal deadline become non-renewed and the licensee must reinstate their license which is time-consuming and results in a period where one cannot legally practice social work. This fall, fifty licensees missed the deadline and had to apply for reinstatement.

Important info for those renewing in 2023:

Everyone renewing in 2023 will need to complete 40 hours of continuing education (30 for LBSWs), of which 20 hours (15 for LBSWs) must be earned in Category I. As usual, 3 hours of Ethics will be required of everyone and 3 hours of Supervision will be required of Board Approved Supervisors. However, in 2023 there will be two additional requirements:

1. **One must complete a course in Implicit Bias** (further information on the Board's Home Page), and
2. **everyone renewing their license must submit to a Criminal Background check and sign up for the Rap Back service** (which reports to the Board future criminal activity). This required background check applies to every licensee renewing in 2023, even if you had a criminal background check when you originally applied for your license and even if you have recently had a background check for some other purpose. Do not contact the Board about this now.

Very detailed information and specific instructions for how to get the proper criminal background check will be sent to everyone scheduled for a 2023 renewal early in the New Year! So keep your eyes on your email.

PUBLIC STATEMENT REGARDING ASWB LICENSING EXAMINATIONS

We are writing to acknowledge receipt of suggestions that the MD Board of Social Work Examiners review its practice of using the Association of Social Work Boards (ASWB) social work licensing exams as a prerequisite for licensure.

ASWB is comprised of government boards that regulate the practice of social work by carrying out the intent of legislation that establishes their regulatory authority. That legislation requires, among other prerequisites, successful completion of both an education program and an examination validated to assess entry-level competence. ASWB adheres to industry standards in the development, administration, scoring, and maintenance of the social work licensing examinations. Many professions, from medicine to accounting, rely upon entry-level competence examinations and adhere to these encompassing industry standards.

To maintain examination validity, ASWB undertakes a rigorous process of surveying the profession and updating the content areas covered by the examinations every five to seven years. ASWB is currently preparing to undertake this process to inform the next iteration of the social work licensing exams. In addition to periodic surveys of the profession, each examination question is continuously statistically analyzed; questions that do not perform within the standards are removed.

Requests that we, as a regulatory board, choose not to rely on the ASWB licensing examinations do not address the larger societal issues that can impact candidates long before they take a social work licensing exam. Prerequisites to licensure are set in law, serve an essential component of public protection, and cannot simply be ignored nor waived. The ASWB examination program, due to its rigorous standards, is a defensible measure of competency and can be relied upon by government as one requirement for licensure as a social worker.

As an ASWB member, the MD BSWE asks that all social work organizations assess and reveal their own relevant data in the spirit of ASWB's recent examination data release. To address the effects of racism on marginalized populations, ASWB looks forward to collaborating with all social work organizations as they assess and understand their respective roles in social work and social work regulation.

ASWB welcomes inquiries about the examination program and the data release and is taking action to advance diversity, equity, and inclusion in numerous ways.

Please visit <https://www.aswb.org/exam/exams-for-the-future-of-social-work/>

for more details.





Licensed Certified Social Worker – LCSW License Will No Longer Be Issued On or After January 1, 2024

QUESTION: For those who would like to obtain the LCSW: what is the latest date to have all hours obtained and test taken to be considered for LCSW title?

ANSWER: The following is taken from the SW statute - (g) “Licensed certified social worker” means an individual licensed by the Board, on or before December 31, 2023, to practice certified social work. This means that the application must be submitted in time to allow for a review; the approval to take the exam and passing the exam.

QUESTION: What is the deadline to have EVERYTHING (including the test) completed before LCSW phases out.

ANSWER: Based on different timelines for each phase it would be best if a complete application (including the criminal history records check) is submitted by September, perhaps October. The review process can be expedited.

The applicant would need to pass the Advanced Generalist examination by December 15, 2023 which would allow time for the passing score to be received from ASWB; the initial licensing fee submitted and the issuance of the license.

QUESTION: If you currently hold or obtain the LCSW licensure- do you keep the same title or will it change after December 2023?

ANSWER: The title stays the same and can be renewed as long as the SW completes the CE requirement for renewal.

QUESTION: For those who hold their LMSW, obtain all hours needed, and do NOT test for LCSW- will their title change to reflect that they no longer need supervision?

ANSWER: The requirement for an LMSW to be supervised in their social work practice remains until the LMSW applies for and is approved for Independent Practice Status. Please see the following excerpt taken from COMAR 10.42.02 Social Work Practice .05 Independent Practice.

- A. An LCSW-C may engage in the independent practice of social work.
- B. An LCSW may engage in the independent practice of social work, except when formulating a diagnostic impression, a diagnosis, or providing psychotherapy.
- C. An LBSW or LMSW may not engage in the independent practice of social work until the licensee is approved by the Board for independent status in accordance with this regulation.
- D. An LBSW or LMSW shall practice in accordance with the restrictions set forth in Health Occupations Article, §19-307, Annotated Code of Maryland.
- E. An LBSW or LMSW licensed on or before January 1, 2008 shall: (1) Have actively practiced bachelor or master social work under social work supervision; (2) Have completed at least 10 years of social work experience under social work supervision; (3) Submit an application in the form prescribed by the Board as set forth in Health Occupations Article, §19-302, Annotated Code of Maryland; and (4) Provide documentation in the form prescribed by the Board as set forth in Health Occupations Article, §19-302, Annotated Code of Maryland.



Licensed Certified Social Worker – LCSW License Will No Longer Be Issued On or After January 1, 2024

(continuation from page 12)

QUESTION: For those who hold their LMSW, obtain all hours needed, and do NOT test for LCSW- will their title change to reflect that they no longer need supervision?

- F. An LBSW or LMSW licensed on or after January 1, 2008 shall:** (1) Have actively practiced bachelor or master social work under social work supervision; (2) Have completed at least 3 years as an active licensee with at least 4,500 hours and a minimum of 150 hours of periodic face-to-face supervision; (3) Submit an application in the form prescribed by the Board as set forth in Health Occupations Article, §19- 302, Annotated Code of Maryland; and (4) Provide documentation in the form prescribed by the Board as set forth in Health Occupations Article, §19- 302, Annotated Code of Maryland.
- G. An LBSW or LMSW licensed on or after January 1, 2021 shall:** (1) Have actively practiced bachelor or master social work under the supervision of Board approved social work supervision; (2) Have completed at least 3 years as an active licensee with at least 4,500 hours and a minimum of 150 hours of periodic face-to-face supervision; (3) Submit an application in the form prescribed by the Board as set forth in Health Occupations Article, §19- 302, Annotated Code of Maryland; and (4) Provide documentation in the form prescribed by the Board as set forth in Health Occupations Article, §19- 302, Annotated Code of Maryland.
- H. The Board shall approve an application to engage in independent practice provided:** (1) The application is complete; and (2) The applicant practiced social work in accordance with the statute and regulations in effect at the time the bachelor or master social worker practiced in Maryland.
- I. The Board may not approve the licensee to engage in independent practice if the licensee fails to demonstrate the required supervised experience.** (1) The Board may require the applicant to complete up to 1,500 additional hours of supervised social work experience; and (2) The applicant may re-apply for independent practice following the completion of the required social work experience.

FRIENDLY REMINDERS

ALL LICENSURE APPLICATIONS MUST BE SUBMITTED ONLINE

The application types are as follows:

- New License by Examination or Endorsement
- Application for Continued Approval to sit for the Licensing Examination
Renewal
- Reactivation – License status is Inactive and expiration date is less than 5 years ago
- Reinstatement– License status is Non-Renewed and expiration date is less than 5 years ago
- Re-Licensure – License expired more than 5 years ago

The online application system is more efficient than processing paper applications. Fees are paid by a credit or debit card.

The Board's website is a fantastic resource. It contains information regarding licensing, supervision, continuing education, the social work statute, regulations, complaints, applications, forms, current and past newsletters etc.

- The Board requires an applicant or licensee to use their “**legal name**” on all applications, forms, correspondence with the Board.
- Individuals licensed as **LMSWs and LCSWs** may only provide psychotherapy under the supervision of a Board Approved LCSW-C supervisor.
- The **importance of keeping records** cannot be emphasized enough. The Social Work Statute cites the failure to maintain adequate client records as one of the grounds to deny a license, fine a licensee, reprimand a licensee, place a licensee on probation, suspend or revoke a license. Keeping adequate records is not an option; it is a requirement.
- **Licensees must inform the Board** of unethical conduct by a licensed social worker and inform the Board about an unlicensed individual who represents themselves as a social worker.
- **Approval to sit for the licensing examination** will be sent electronically, using the email address provided by the applicant on the application. Please notify the Board if your email address changes.
- The **Contract for Supervision**, for social work supervision for advanced licensure, must be completed before supervision is initiated and all three parties (administrator, supervisor, and supervisee) must sign & date the agreement. It is recommended that the end date, for the duration and termination of supervision, reflect the month/date/year for a period of three or four years. This keeps the agreement active in the event that there are breaks in employment due to unexpected or extended leave and after the application is submitted in the event that more time is needed to meet the licensing requirements. The form is posted on the Board's website under the “Supervision” tab. The original signed agreement should be kept by the supervisee and submitted with the application.
- **Renew notices** have been and will continue to be sent electronically using the email address on file with the Board. Please keep your email current. Any change in your email can be sent to the Board using the following email address:
mdh.socialwork@maryland.gov



Implicit Bias Training Requirement

Senate Bill 5/ House Bill 28 Public Health - Implicit Bias Training and the Office of Minority Health and Health Disparities. Additional information on this requirement may be found on the Board's homepage at [Implicit Bias Training information](#).

Rules/Regulations

- (1) Two years ago, the Board temporarily reduced the licensing fees for the 2020 and 2021 renewal cycles. Please note that the 2022 and 2023 license renewal fees will go back to the fees outlined in the C.O.M.A.R. 10.42.05 Fee Schedule.
- (2) An individual licensed as an LMSW must renew their LMSW UNLESS the LCSW-C licensed is issued prior to the expiration date of the LMSW license.
- (3) In addition, the Board does not generate Letters of Good Standing, paper verifications of licenses nor does it complete the form provided by other SW Boards. License Verification can be found via our website @ <https://mdbnc.health.maryland.gov/bsweVerification/default.aspx>

Per The Association of Social work Boards' website:

"The Association of Social Work Boards' Approved Continuing Education (ACE) program identifies and recognizes high-quality continuing education providers that can deliver quality programs in many topics, through in-person or distance learning settings." For more information, visit [ASWB's website](#)

Discipline

Public Orders (formal disciplinary actions) from 2005 – present may be viewed on the [Board's website](#): . The link is to the right under Public Orders/ Disciplinary Actions– view by Name or by License Number.

Sponsors

If you have a concern around an approved sponsor and/or the trainings or activities you have taken, please contact the approved sponsor directly. If you would like to speak with a staff member, please contact:

Stacie Rigby, Continuing Education Associate at stacie.rigby@maryland.gov

Post Renewal Continuing Education Audit

If one is chosen for the Post Renewal Continuing Education Audit, the licensee may want to consider sending a copy of the required documentation to the Association of Social Work Boards via certified mail. As you know, mail can get lost and without a receipt of your documentation being sent, one may not be in compliance.

Maryland Board of Social Work Examiners

4201 Patterson Avenue, Room 318, Baltimore, Maryland 21215

**Phone: 410-764-4788 , Toll Free - 1-877-526-2541, TDD: 1-800-526-2541, Fax - 410-358-2469
mdh.socialwork@maryland.gov**