



MARYLAND BOARD OF SOCIAL WORK EXAMINERS

LCSW Licensure Questions and Answers

As social workers apply for Licensure at the certified level, the Board office receives inquiries concerning LCSW requirements and the application procedure. In order to assist you in preparing for LCSW licensure, several frequently asked questions are discussed below.

Q: How frequently must LCSW supervision be provided?

A: While the frequency is not detailed in the Board's regulations, the Board has accepted twice monthly supervision at a minimum. The concept of an ongoing, direct supervisory relationship is basic to this requirement.

Q: Can a combination of full and part-time practice over two years meet the supervisory requirement for licensure at the certified level?

A: Yes. A minimum of 3,000 hours of social work practice in not less than two (2) years under the regular supervision of a LCSW is the basic requirement for licensure at this level. Thus, a combination of part-time and full-time employment requires the minimum of 3,000 hours of practice even if it exceeds a two (2) year period.

Q: If there is not a LCSW person available in my agency to provide supervision, how may I secure LCSW supervision?

A: You may contract with a LCSW located outside of your agency for direct supervision provided at least twice a month. It is recommended that you

maintain accurate records on the location, dates and frequency of supervision.

Q: Are any other professional credentials for social workers legally recognized in Maryland?

A: Independent credentials developed by organizations or institutions have no legal standing in Maryland.

Q: Is an LGSW permitted to engage in private practice?

A: An LGSW and a LSWA may engage in the private practice of social work only under the direct supervision of an LCSW.

Accredited Educational Program

Social workers must complete an accredited social work program to fulfill Maryland's licensure educational requirements.

A list of accredited Maryland college and university social work programs is provided below for use by potential state licensees.

Bachelor's Level Programs

- Bowie State College, Bowie, Maryland 20719
- Coppin State College, 2500 West North Avenue, Baltimore, Maryland 21216
- Morgan State University, Cold Spring Lane and Hillen Road, Baltimore, Maryland 21239
- Hood College, Rosemount Avenue, Frederick, Maryland 21701
- Salisbury State College, Salisbury, Maryland 21801

- University of Maryland at Baltimore County, Catonsville, Maryland 21228

- Western Maryland College, Westminster, Maryland 21157

Graduate Level Program

- University of Maryland at Baltimore, Graduate School of Social Work and Community Planning, West Redwood Street, Baltimore, Maryland 21201

Board Elections and Appointments

Mr. Richard W. Stanzione and Ms. Julie Collier-Adams were elected chairperson and secretary respectively for the 1989-1990 term. *Dr. Rosalind Griffin* continues on the Board as a member, after serving two years as chairperson.

Dr. Mildred M. Reynolds, who has served on the Board for a total of four years ending on June 30, 1989, will continue to serve until an appointment is made to replace her.

Ms. Frederica Harrison, who served on the Board for a full three-year term, resigned at the end of her term, which ended on June 30, 1989.

Ms. Florence G. Henderson was appointed to the Board on November 22, 1989. Ms. Henderson comes to the Board from the Department of Social Services, Baltimore City, as Chief of Adoption Services. She has served in a number of social service positions with this agency since 1970. Ms. Henderson currently serves on the Board of Directors of the Associated Black Charities and on the Maryland State Adoption Advisory Committee.

Examination Dates and Deadlines for Applications

The dates for the licensure examination to the Board are listed below:

Dates of Examinations

February 17, 1990
June 16, 1990
October 20, 1990

Dates for Applications

December 1, 1989
April 1, 1990
August 1, 1990

Application materials postmarked after midnight of the deadline date will not be considered and will be returned.

Exam Update

In 1989 Assessment Systems, Inc. in association with the American Association of State Social Work Boards (AASSWB), administered a total of 1108 examinations in Maryland. The exams comprised three different licensure levels for which the passage rate was as follows:

Examinees

April 1989

104 Level A (LSWA): 72.12% passed
228 Level B (LGSW): 83.68% passed
182 Level C (LCSW): 63.74% passed

July 1989

33 Level A (LSWA): 69.70% passed
116 Level B (LGSW): 85.34% passed
98 Level C (LCSW): 70.41% passed

October 1989

44 Level A (LSWA): 54.55% passed
84 Level B (LGSW): 67.34% passed
159 Level C (LCSW): 71.07% passed

Maryland examination raw scores are converted to reflect a base passage score of 75 prior to Board Office notification of applicants.

Examination questions are written by social workers nationwide and reviewed and edited by AASSWB's examination committee. Information concerning future item-writing sessions may be obtained by contacting the Board Office.

Board Meetings

The Board of Social Work Examiners generally meets on the second and fourth Friday of every month. Each Board meeting consists of an open and closed session. The public is welcome to attend the open session of any meeting.

The dates, times and locations of Board meetings are published in the *Maryland Register*. You may also contact the Board office for these details.

Board Membership

The Board of Social Work Examiners' membership is defined by Health Occupation Article, Title 18, 18-202.

According to Title 18, the Board's membership is comprised of four licensed social workers and one public member.

The present Board's membership is as follows:

Board Member	Term of Office
Richard W. Stanzione L.C.S.W. Chairman	12/13/88- 6/30/91
Julie Collier-Adams Consumer Member Board Secretary	6/30/87- 6/30/90
Rosalind Griffin D.S.W., L.C.S.W. Board Member Former Board Chairperson	6/30/87- 6/30/90
Mildred M. Reynolds Ed.D., L.C.S.W. Board Member Former Board Secretary	6/30/86- 6/30/89
Florence G. Henderson L.C.S.W. Board Member	11/22/89- 6/30/92

Vendorship

Vendorship permits social workers licensed at the certified level with the required clinical supervised experience to qualify for insurance reimbursement. As of January 18, 1989, 2,138 LCSW's have been placed on the vendorship list which is made available to insurance companies.

The requirements for vendorship are as follows:

1. Two years (minimum) of 104

weeks, of not less than 3,000 hours of post-master's degree supervised clinical social work practice in a clinical program.

2. A minimum of 144 hours of direct supervision weekly or twice monthly in not more than six consecutive years.

3. A licensed certified social worker shall provide at least one-half of the required number of clinical supervisory hours (i.e. 72 of 144). The remaining 72 hours may be provided by a licensed physician who is board certified in psychiatry or a licensed or certified psychologist. The Board only recognizes licensed non-resident psychologists who have a doctorate from a clinical program.

If you have practiced in a state without social work licensure, the Board will consider supervision by a social worker with education and employment experience required for an LCSW in Maryland.

Persons seeking vendorship must file the appropriate application after receiving their LCSW. When application is reviewed, the applicant will be notified of his/her vendorship status.

The names of applicants who are approved will be added to the vendorship list which is sent to insurance carriers. Revocation or expiration of licensure for any reason results in removal from the vendorship list.

Endorsement Reciprocity

Non-resident applicants for social work licensure in Maryland may have the written examination waived by the Board if the following requirements are met:

1. The applicant must be currently licensed or registered to practice social work in another state.
2. The applicant must present evidence that he/she meets the qualifications required at the level for which he/she applies.
3. The applicant must have passed a written examination similar to the examination used in Maryland.
4. The applicant must submit the required fees.
5. The applicant has not previously received an examination waiver from the Maryland Board of Social Work Examiners.

6. The applicant must submit an application.

The Maryland Board verifies that the applicant passed the examination and that the license is valid. Social workers who were licensed through a grandparenting process are ineligible for waiver and must take the examination.

Inactive Status

The Maryland Social Workers Act under Section 18-309 provides the opportunity for licensed social workers to place their license on inactive status. The Board's regulations require payment of the appropriate fee (currently \$10), along with a signed and dated letter requesting such a status change. While on inactive status, the individual will still receive all mailings from the Board, but is not required to pay renewal fees. Of course, while the license is on inactive status the individual cannot practice social work. In order to activate one's license, the individual must fulfill all renewal requirements in effect at the time of change from inactive to active status.

Change of Name and Address

Please be sure to notify the Board office in writing of any name or address change, and retain a copy of the correspondence for your files. According to the law, it is the licensee's responsibility to communicate an address change. Moreover, it is the Board's only means of sending you information, particularly a licensure renewal application. Your cooperation will enable us to serve you more effectively.

Legal Counsel

Judith K. Sykes, Assistant Attorney General of the Maryland Attorney General's Office serves as Counsel to the Board of Social Work Examiners. She works closely with the Board on legal matters concerning the social work licensing law, regulations governing the Board, and issues in regard to licensees.

AASSWB Fall 1989 Delegate Assembly

The American Association of State Social Work Board (AASSWB) held its fall 1989 Delegate Assembly in November. Included on the agenda were long-range planning, election of officers, and examination fees. Among the long-range planning objectives, the following were considered: (1) to ensure a quality national examination program, (2) to establish national standards for regulations of social work practice for public protection, (3) to develop and to implement a national communication and information network, (4) to promote research related to social work regulation for the protection of consumers of social work services. These goals were examined by the assembly, and priorities were recommended to be voted at the spring 1990 meeting. AASSWB hopes to strengthen the organization's program to support effective social work regulation, for the public and private sector, for all levels of social work practitioners.

An examination fee of \$90 was approved to become effective February 1991 for all examinees. A graduated fee schedule based on licensure levels was rejected because of the higher costs involved in administering such a program. The fee student report provided by the delegates indicated that the higher costs would have to be passed on to the master's level examinees. Moreover, there was concern that there would be increased errors by applicants registering for the examinations. The fee increase is the first since the inception of the AASSWB examination program.

The Maryland Board of Social Work Examiners was represented by Dr. Rosalind Griffin, Delegate, and Mr. Richard Stanzone, Alternate Delegate. Dr. Griffin completed a two year term as Delegate-At-Large to AASSWB's Executive Committee. She was awarded a plaque for her service.

AASSWB Initiates New Examination Program

February 1990 marks the introduction of a revised examination program

by the American Association of State Social Work Boards (AASSWB). Along with the Assessment Systems, Inc. (ASI), AASSWB conducted a second task analysis, to determine whether the examinations continue to be job related. The findings of the study indicated that changes were required to maintain the examinations job-relatedness. The examinations have been related to reflect the knowledge, skills and attitudes appropriate to the examination level.

There are four examinations, which are basic, intermediate, advanced and clinical. The basic examination is for bachelor level graduates. The intermediate is for master's level persons with no experience. The advanced is for individuals with their master's and at least two years of post MSW social work experience. The clinical examinations is a speciality examination for social workers with a master's and at least two years of clinical experience.

Maryland will be offering the basic (associate), intermediate (graduate) and advanced (licensed certified social worker) examinations. The Maryland social work law authorized the Maryland Board of Social Work Examiners to use only education and experience as criteria for establishing qualifications for examination. Therefore, clinical examinations cannot be administered without amending the statute.

Update on Proposed Regulations

A public hearing was conducted on December 8, 1989, to review the regulations proposed by the Board. Hearings are held to permit interested parties to comment on the effect of adoption of regulations on the public.

The major provisions recommended would extend the period for renewal for an expired license for three years, if the appropriate fees are paid, and any continuing education requirements are met. However, after three years, an examination would be needed for relicensure.

Another change would necessitate that supervision be provided by persons unrelated to the licensee. The Board believes this stipulation will eliminate any perception of conflict of

interest in the supervisory process.

Additionally, the fee schedule would be removed from the regulations. The fees could be changed without recourse to lengthy regulatory procedures when funds were needed to support the Board's operations.

Lastly, the Code of Ethics section authorizing the Board to control solicitation of clients by licensees would be modified. Licensees would be permitted to solicit clients in person, by telephone, or through client mail, as long as fraud or undue influence were not used. The Board was advised by the Attorney General's Office that the current provision constituted a restriction of free speech, by controlling licensees right to advertise to allow clients to select services freely in the market place.

These regulations could be enacted by spring 1990. The next steps include signing by Secretary of Department of Health and Mental Hygiene, Adele Wilzak, and publishing in the Maryland Register as the final action.

Continuing Education Task Force Revived

Recognizing the need for licensed social workers to demonstrate that they are maintaining their knowledge and skills consistent with expected social work practice, the Board is reviving the Continuing Education Task Force. The new Task Force will review previous work.

The Task Force is charged with obtaining input on categories for credit for continuing education, the means to be used to get credits, and the number of credits needed. The past task forces had recommended that all requirements be linked to license renewals for all levels.

The Maryland and Metropolitan Washington Chapters of the National Association of Social Workers, Association of Black Social Workers and the Maryland and Washington Clinical Societies have been requested to send a representative to the Task Force. Dr. Rosalind Griffin will lead the group to offer suggestions for proposed regulations.

Wanted! Volunteers to Write Items for the Examination

The Maryland Board has been asked to participate in developing items for the social work examinations by sponsoring an item-writing workshop in Maryland. The Board invites you to volunteer for this activity.

Additional items are needed to assure the examinations' validity and reliability. An adequate number of items must be in the bank for items to be up-to-date.

The workshop would be about focus for orientation and generation of items to be reviewed by AASSWB's examination committee. The workshop would

be held early 1990. If interested, please call the Board's office at 301-764-4788 or write 4201 Patterson Avenue, Baltimore, Maryland 21215.

If insufficient volunteers are available to write items, item writers may need to be paid. Paying for items will increase the cost of the examination fees.

Jurisdiction with Social Work Regulation

As of May 1989, 50 jurisdictions regulated social work. The newest states to obtain regulation were Alaska, Arizona, Hawaii, Missouri and New Mexico. Indiana, New Jersey, and Wisconsin are the only states with no social work regulations.

The statutes are not uniform with respect to whom is licensed. A number regulate only private practitioners and exclude agency social workers and those who work in the public sector. Their laws may be administered by a board, such as the Maryland Board of Social Work Examiners. They may also be run by a behavioral science board, comprised of social workers, psychologists, counselors and family therapists. Some may have little involvement of social workers as the regulators of the social work licensees. In the latter instance, governmental employees are responsible for the regulatory functions.



MARYLAND BOARD OF SOCIAL WORK EXAMINERS

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The Bulletin of the Maryland Board of Social Work Examiners

CONTENTS

From the Board Chair	1
Licenses Sanctioned	2
Board Elects New Officers.....	3
BSWE Committee Chairpersons.....	3
Frequently Asked Questions	4
Continuing Education Committee	4
Self Audit CEU Record	5
MD Electronic Government Initiative Update	6
Emergency Petitions Supervision Committee Update	6
Legislative Updates	7
New Board Members	7
Board Members	7
Board Staff Members	8
Alert to MD Licensed Social Workers	8

From the Board Chair

Sheila D. Scriggins, LCSW-C



How, I have been wondering, might the Board of Social Work Examiners best get the message out to social work students, BSW and MSW graduates, and employers that a person MUST be licensed to practice social work? Since the Newsletter goes out to licensees and our mailing lists are of licensees, the Board is stepping up educational efforts by contacting schools of social work. We will also look to licensees who are or will be supervising the MSW's and BSW's who are hired as social workers. If you are one of those who provides supervision to a social worker, we want to enlist your help in ensuring that the person you supervise is licensed. Ask to see your supervisee's license, or ask your employer to get a copy. If there is a circumstance where this does not provide assurance, the Board will accept calls from supervisors, employers and perspective employers to verify that a person is licensed. The Board has taken action to assist those students of social work who will be graduating by allowing them to take the licensing exam prior to graduation with a BSW or an MSW so they will be prepared to seek employment. New graduates who take the licensure exam prior to graduation will be issued the license after graduation. Once again, please remember that only post LGSW hours can qualify for a higher level of licensure. Thank you for your help.

The issue of online therapy is one that is getting a lot of attention. The spring 2001 Association of Social Work Boards educational meeting focused on this topic. The major thrust of the presenters was not "whether to provide" online therapy, but "how to" provide it. The major issues presented were proficiency in online communication, the differences in providing therapeutic intervention online as opposed to in person, and how one deals with emergencies. The latter would be particularly important if the online therapist did not live in the community (or even the state) where the client resides. The counsel for ASWB emphasized the need to establish that therapy takes place where the client lives and not where the therapist lives. Of course, this has implications not only for clients/patients, but also for licensees (where are they licensed?) as well as regulatory boards. This is a subject that the Board will continue to discuss in terms of actions needed.

The Board of Social Work is in the preliminary stages of sunset review. Sunset reviews are conducted periodically for a number of state agencies and Boards in Maryland. The sunset reviews were established through legislation in 1972, and our board is one of the 68 entities being currently reviewed. Our Board was last reviewed in 1992.

Speaking of sunsets, my term of office as Chair will be ending in November 2001. It has been an honor and privilege to serve as Board Chair. I look forward to continuing on the Board until my term expires.



STATE BOARD OF SOCIAL WORK EXAMINERS

Standing L-R: Rick Kenney, (Investigator), Gloria Jean Hammel, (Staff Social Worker), Wanda W. Moore, Laurie T. Thomas, Anne E. Walker, and Emanuel (Manny) Mandel.

Seated L-R: Harold G. Gordon, (Executive Director), Jane E. Pilliod, (Board Counsel), Sheila D. Scriggins, (Board Chair), Mary C. Burke, (Secretary), Isadora R. Hare, and Charles W. Griffin.

Not Pictured: Shelley N. Jennings, Maxwell C. Manning

State Board of Social Work Examiners

Currently Sanctioned Licensees as of February, 2001

NAME	STATUS
1. Beverly S. Allen Case #326	Licensee on Probation 06/29/00-06/29/02
2. Bonnie A. Cox Case #298	Licensee on Probation & Reprimanded 01/13/99-01/13/01
3. Barbara Dieterle Case #221	License Revoked 03/13/98
4. Ronald Doswell Case #272	License Revoked 06/15/98
5. Joseph R. Gulino Case #331	License Suspended 12/31/99-12/31/01
6. Cheryl Ann Hess Case #345	Licensee on Probation 06/8/01 - 06/8/02
7. Katherine High Cases #255 & #277	Licensee on Probation 06/29/00-06/29/03
8. Julia B. Jackson Case # 198	Licensee on Probation & Reprimanded 01/17/97-Present
9. Deboran Anne Kollman Cases #257 & #307	Licensee on Probation 02/24/00-02/24/02
10. Steven M. Mednick Cases # 130 & #189	Licensee on Probation 09/01/98-09/01/01
11. Leon Raesly Cases #145, #159 #160, & #166	License Revoked 10/21/96
12. Ronald A. Stanley Cases #329 & #330	Licensee on Probation 6/8/01 - 6/8/03
13. Patricia A. Tenanty Case #232	License Revoked 12/15/99
15. Keith A. Wagner Case #124	Licensee on Probation 05/13/94-Present
16. Melita Williams Case #104.	License Suspended 03/08/96 - Present

New Sanctions

- Anita Parr Felps
Case #362
The Board voted to revoke Ms. Felps' license on January 12, 2001 based on a finding that the licensee had violated Article 19-311 (4), (5), (6), and (7) of the Health Occupations Article of the Maryland Annotated Code and Title 10.42.03.02 (A), (D), (G), (I), and (N) of the Code of Maryland Regulations. She was found to have engaged in fraud and deceit as a social worker by exploiting clients in order to borrow money from them and not paying the money back. She was found to have violated generally accepted professional social work standards by selling personal items to clients, attending social events with them, and engaging in personal relationships with them. She was also found to have failed to make her fees clear to her clients, and failed to properly terminate client relationships.
Licensed Revoked 07/02/01
- Charles A. Fleming
Case # 414
Mr. Fleming decided to surrender his social work license to avoid prosecution under Article 19-311 (4), (5), (6), and (7) of the Health Occupations Article of the Maryland Annotated Code and Title 10.42.03.04, Section(s) A(4) and B(1) of the Code of Maryland Regulations. His charge was based on a complaint that he had entered into a sexually intimate relationship with a client while providing clinical counseling.
License Surrendered 07/02/01
- Leslie Faye Lewis
Case #374
Ms. Lewis decided to surrender her social work license to avoid further disciplinary action by the Board for acts committed in violation of Article 19-311 (8) of the Health Occupations Article of the Maryland Annotated Code. Her charge was based on a complaint that she had been convicted of a felony (theft of monies from client accounts).
License surrendered 04/23/01
- Larry Dexter Williams
Case #466
ALERT: Mr. Williams has fraudulently represented himself as a social worker in Maryland. He is NOT licensed at any level.

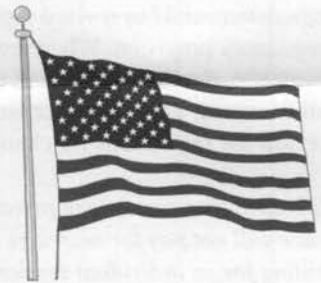
ATTENTION

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



Mary C. Burke, far left, and Harold G. Gordon, far right, met with Professor of Social Work Yasuhiro Saito of Japan and Louise Knight, Assistant Director of Oncology Social Work at Johns Hopkins Hospital on Thursday, April 26, 2001. Professor Saito was interested in learning about licensure and getting information to improve the status of social work in Japan.

The Board of Social Work Examiners and staff wish to offer condolences to the many people who were affected by the tragic events of September 11, 2001. We express our respect for the many social workers who have provided and are providing counseling and support and are contributing to the healing.



AS WE GO TO PRESS...

Burke Elected New Chair, Mandel New Secretary

The Board has just elected Mary C. Burke as its Chairperson, and Emanuel (Manny) Mandel as its Secretary. Mary has served as Board Secretary and Editor of the Newsletter for the past two years. Manny has chaired the Budget Committee. We congratulate them and look forward to their leadership. Much appreciation is due to Sheila D. Scriggins for her work as the Board Chairperson for the last two years.



BSWE Committee Chairpersons

Disciplinary Case Review Committee

Charles W. Griffin, Ed.D, Consumer Member

Continuing Education Committee

Laurie T. Thomas, Consumer Member

Supervision & Credentialing Committee

Wanda W. Moore, LCSW-C

Budget Committee

Emanuel (Manny) Mandel, LCSW-C

Newsletter Committee

Mary C. Burke, LCSW-C, BCD

"FREQUENTLY ASKED QUESTIONS"

Mary C. Burke, LCSW-C, BCD



Q: Am I a licensed social worker in Maryland after I pass the examination required for the level of licensure I am seeking?

A: No. An individual is not a licensed social worker until the Board of Social Work Examiners has issued a license to the individual.

Q: The social work statute, which went into effect on October 1, 2000, limits inactive status to a five-year period. Is the five-year period restricted to a one-time only period of time?

A: The Board is in the process of revising the social work regulations due to the statutory changes. The Board has not finalized whether or not the five-year time limit will be for a one-time only period of time, or if a licensee will be able to request inactive status additional times if they periodically reactivate their license. Licensees should review future newsletters and / or revised regulations for an update on this regulatory provision. When revisions to the regulations are complete, the Board will mail out copies of the regulations to all licensees. Therefore, licensees will need to thoroughly review the regulations for changes in this and other areas.

Q: If I am seeing a couple in private practice, and their insurance will not pay for marriage counseling, can I submit the billing for an individual session?

A: No. If you are providing marriage counseling, it must be billed that way or it could be perceived as fraud. Some insurance companies will allow for "conjoint" sessions on a limited basis. Some of this may be semantics, but generally, they do not pay for marriage counseling, and the safest approach for clinicians is to make this very clear at the outset, and not risk a possible complaint in the future.

"Frequently Asked Questions" will be an ongoing column in the newsletter. Please submit questions you would like to have addressed to:

Newsletter Editor
C/O The Board of Social Work Examiners
4201 Patterson Ave. Ste. 323
Baltimore, Maryland 21215

Continuing Education Committee

Laurie T. Thomas, Chair
Continuing Education Committee



At long last the **new continuing education regulations have been submitted and printed in *The Maryland Register*, Issue 14 dated July 13, 2001.** The Board received and reviewed comments regarding the regulations. Revisions were made to the regulations based on the comments the Board received. Due to the revisions, the proposed regulations will once again be submitted to *The Maryland Register* for publication.

A 3% Audit of the licenses renewed in October 2000 is almost complete. It is apparent that many licensees did not keep appropriate documentation for their credit hours earned from Category I programs. It is imperative that licensees make certain that sponsors of Category I programs provide them with a certificate of participation which shows: 1) the date and title of the program, 2) the sponsor's name, 3) the sponsor's authorizing signature, 4) the number of credit hours earned in Category I and 5) the name of the licensee. The current continuing education regulations require licensees to keep their continuing education documentation for 4 years. The new regulations will require a licensee to keep their documentation for one year.

The new continuing education regulations go into effect on November 1, 2003. Therefore, a licensee renewing in:

- October 2001 will need 24 credits to renew their license.
- October 2002 will need 24 credits to renew their license.
- October 2003 will need 24 credits to renew their license.
- October 2004 will need 40 credits to renew their license.
- October 2005 will need 40 credits to renew their license.

Only Board Authorized Sponsors can give Category I credit. An organization or individual can be a Board Authorized Sponsor by meeting the requirements for automatically authorized sponsorship (as indicated in the continuing education requirements - please refer to your copy of the regulations). If they do not fall into the automatically authorized group then they must complete an approval process through the Maryland Board of Social Work Examiners. In addition, the Board recognizes and accepts the continuing education approval process conducted by the Association of Social Work Boards (www.aswb.org) and the National Association of Social Workers (www.socialworkers.org). Please note that NASW Chapter level approval of a sponsor must be as a "Co-Sponsor." Be sure that the certificate of participation carries the name of the local NASW Chapter as well as the name of the organization or individual that submitted the program to the NASW Chapter for approval.

If you wish to obtain a **list of approved providers and/or programs** you should review the information listed on the above mentioned web sites for ASWB and NASW. Within the next several months the Board plans to list on its web site the names of the Board approved Category I sponsors.

Currently a licensee can earn continuing education credits from **Home Study courses.** Credits earned from completing home study courses are Category III credits and the maximum number of credits a licensee can earn from Category III is 4 credits.

The requirement to obtain 3 credits in Category I (every two years) in **"Ethics and Professional Conduct, including Boundary Issues"** begins on November 1, 2003.

The Continuing Education Committee will continue to meet at various times during the year. These are open meetings and anyone is welcome to sit in on them.

Self-Audit CEU Record for social workers Licensed by the MD Board of Social Work Examiners

Keep your listing and documentation 4 years after the event in case of an audit by the MD Board of Social Work Examiners.

Credit Hour Requirements:

Beginning on November 1, 1996. . .renewal of a social worker's license is contingent on completion and receipt by the Board of an application attesting to completion, within the previous 2-year period, of 24 credit hours of continuing education n programs and categories approved by the Board. . .

Categories of Continuing Education: **(These will change when the new regulations go into effect on November 1, 2003)**

Category I - Formally Organized Learning Activities

At least twelve (12) of the required credit hours shall be earned in Category I. All 24 credit hours may be earned in this category.

Category II - Professional Meetings and Organized Learning Experiences

Twelve (12) of the required credit hours may be earned in this category.

Category III - Self-Directed Learning Activities

Four (4) of the required 24 hours may be earned in this category

Date	Program Info		Contact Info		Category I		Category II		Category III		Renewal Info	
	Title / Topic	Sponsor	Name	Phone	Program Hours	Hours To Date	Program Hours	Hours To Date	Program Hours	Hours To Date	Program Hours	Hours To Date

PLEASE COPY THIS FORM AND USE AS A WAY OF KEEPING TRACK OF YOUR CEU's. REMEMBER TO HOLD ON TO YOUR CERTIFICATES OF ATTENDANCE.

Maryland Electronic Government Initiative Update

*Emanuel (Manny) Mandel, ACSW, LCSW-C
Chair, Budget Committee*



The Maryland Board of Social Work Examiners, as an agency of the State of Maryland is mandated to provide information and services to the public over the Internet as a result of the passage of HB274 and SB197 that became effective on July 1, 2000. The legislative bills have an implementation calendar that requires 50% of information and services provided by the Board to be provided on the internet by the beginning in calendar year 2002, 65% by calendar year 2003, and 80% by calendar year 2004. This initiative, by Governor Parris N. Glendening, legislative sponsors, Casper Taylor, Speaker of the House, Sandy Rosenberg, House of Delegates, and others, is an "eGovernment" effort to make Maryland the number one E-Commerce state in the nation.

Even though this plan has been put into motion, no government funding has been put in place for implementation. The plan will be 100% self funded by the Board of Social Work Examiners. The Board has received cost estimates for the implementation of this plan in cooperation with other Health Occupations Boards. These estimates range from a low of around \$250,000 to a high of \$950,000. To date, only the Board of Nursing and the Dental Board have made significant investments and progress towards meeting the mandated deadlines. The Board of Social Work Examiners has advised the Department of Health Secretary's Office that we will be at least one year behind in our attempt to implement this program due to our current funding not being able to absorb the needed expenditures. The Board is committed however, to take on this initiative beginning July, 2002.

Since this initiative involves so many of the advances that are so needed by the Board's operation to stay current, we must make every effort to implement the program fully to better serve the Maryland public and to offer the very best to our licensees. This update is the first of many to be provided to our newsletter readers as we progress in our digital advancement efforts.

House Bill 770 – Emergency Evaluation – Clinical Social Worker

*Gloria Jean Hammel, LCSW-C
Staff Social Worker*



Beginning October 1, 2001 social workers licensed at the Licensed Certified Social Worker-Clinical level may file a petition for an emergency evaluation of an individual... "if the petitioner has reason to believe that the individual has a mental disorder and that there is clear and imminent danger of the individual's doing bodily harm to the himself / herself, or another." The ability to file such petitions was previously limited to physicians and psychologists. This authorization does not extend to social workers licensed at the LSWA, LGSW or LCSW levels. Please note that social workers licensed at any level are not authorized to issue a certification for involuntary admission of an individual to a psychiatric facility. This was not included in the statutory changes.

For the exact text of the statute, which HB 770 amended, see Health General Article Sections 10-601, 620, 622, 623 and 624(a)(1) Annotated Code of Maryland.

If you are a LCSW-C in private practice, it is advisable for you to develop a relationship with staff at your area emergency rooms, district police stations and district court. You need to educate yourself as to how to complete an emergency petition. The form should be completed in its entirety with an accurate and specific description of your client's risk of imminent harm to self or others. Your description does not have to be limited to the space on the form and additional pages can be attached to the form. LCSW-Cs may wish to consult with their own attorney to determine what could happen if they do an inadequate job of following the law. LCSW-Cs in agency settings should know what the agency's policies and established protocols are concerning emergency petitions for clients of the agency.

To place your name on a mailing list for the next training you can contact Stacey Diehl at Mental Hygiene Administration, 410-767-6610, and request that your name and address be added to the mailing list for the next IVA training.

Emergency petition forms are available at local court offices, district court offices, police departments and emergency rooms. The following two quotes are from the training session held on July 20, 2001: "if you follow the form you follow the law" and "remember to think clinically before you act legally."

Supervision Committee Update

The Board continues to review and refine regulations developed by the Supervision Committee. Board affiliated personnel involved in the process are the Staff Social Worker, the Legislative Officer, and the Board Counsel. Once the Board has approved the final draft, you will be informed.

This has been a lengthy process and I'm sure that many of you are anticipating how the new regulations will impact your employment or your practice. We believe that the new regulations will enhance your role as a social worker because you will understand more clearly what you are expected to do as a supervisor or as a supervisee.

*Wanda W. Moore, LCSW-C
Chair, Supervision Committee*



During this interim period, while you await the completion of the new regulations, I suggest that you think seriously about the function of supervision and the elements that create a productive supervisory relationship. To help and stimulate your thinking, you might try reading an article or a book, or enrolling in a class or course on supervision.

Legislative Updates

James D. Slade, Esq.
Legislative Officer

The 2001 Maryland legislative session ended in April, and all bills were signed or vetoed by May 2001. Although this is not an exhaustive review of the bills that were passed potentially relating to the practice of social work, below is a brief listing of certain bills that will affect the social workers in Maryland.

Senate Bill 569 -

Maintenance and Destruction of Medical Records

Further clarifications have been added to subsection 4-307 of the Health General Article concerning the maintenance and destruction of medical records. In general, the legislation requires the Department of Health and Mental Hygiene to specify by regulation "the manner in which a health care provider shall maintain and store medical records. . .to ensure confidentiality; and. . .provide limited access to the medical records until the records are destroyed." Watch for these proposed regulations from the Department.

House Bill 770

Please see Gloria Jean Hammel's article entitled, "Emergency Petitions."

Senate Bill 786

Maryland Health Care Commission

Legislation passed in the 2001 session increased the availability of funds for this Commission from health care institutions and health care practitioners (including social workers). Presently the fee assessed is \$34.00 and is paid by LCSW-C's with each license renewal. The Commission intends to adopt regulations to permit a waiver of its fee for certain health care providers whose average "hourly wages" are "substantially below" that of other health care practitioners. The health care providers who may be exempted from the fee under this standard remain to be determined. The Board of Social Work Examiners contacted the Commission to note its interest in helping the necessary regulations. For more information, contact the commission at www.mhcc.state.md.us.

House Bill 1270

Auricular Detoxification

Auricular Detoxification is an acupuncture technique used in treating persons undergoing detoxification from chemical dependency. Certain LCSW-C's who work in the area of chemical dependency may perform this technique under the direct supervision of licensed acupuncturists. Regulations outlining the various requirements for LCSW-C's and other health care professionals are expected from the Acupuncture Board soon.

Where to find Developing Regulations:

Regulations that are being developed may be viewed in the Maryland Register. Once published in the Maryland Register, the public may comment for a period of 30 days, as indicated in the publication. For further information on obtaining the Maryland Register, please contact the Division of State Documents at 1700 Margaret Avenue, Annapolis, Md., 21401 or call 410-974-2486, or FAX: 410-974-2546. The Division's website is www.dsd.state.md.us

New Board Members

Harold G. Gordon
Executive Director



Since the publication of our last newsletter in the Spring of this year, four (4) additional persons have joined the Board of Social Work Examiners. The addition of these persons to the Board was mainly a result of an increase of Board membership mandated in the Board's Statute that became effective October 1, 2000. Even though one of the additions is a replacement of a retiring Associate level Board position that became vacant on June 30, 2000, the Board now has a total of four (4) newly appointed Board members.

The new members are **Shelley N. Jennings, LSWA**, appointed February 16, 2001, **Anne E. Walker, LCSW-C**, appointed March 2, 2001, **Isadore R. Hare, LCSW**, appointed April 13, 2001, and **Dr. Maxwell C. Manning, LCSW - C**, appointed April 13, 2001. Mrs. Shelley N. Jennings, who filled the Associate level vacant position on the Board, comes to the Board from the Alzheimer's Association, located in Timonium, Maryland. Ms. Anne E. Walker comes to the Board sponsored by the Maryland Department of Human Resources, and hails from the Frederick County Department of Social Services. Isadore Hare is actively employed by the U. S. Department of Health and Human Services as a Public Health Analyst from Rockville, Maryland. Dr. Maxwell C. Manning joins the Board from the ranks of the academic world at the School of Social Work at Howard University, in Washington, D.C. The Board takes great pride in welcoming these persons to its ranks.

State Board of Social Work Examiners

Board Members	Terms of Office
Sheila D. Scriggins, LCSW-C <i>Board Chairperson</i>	07/01/99 - 06/30/03
Mary C. Burke, LCSW-C, BCD <i>Board Secretary</i>	07/01/01 - 06/30/05
Charles W. Griffin, Ed.D <i>Consumer Board Member</i>	07/01/00 - 06/30/04
Isadora R. Hare, LCSW <i>Board Member</i>	04/13/01 - 06/30/03
Shelley N. Jennings, LSWA <i>Board Member</i>	02/16/01 - 06/30/04
Emanuel (Manny) Mandel, LCSW-C <i>Board Member</i>	07/01/99 - 06/30/03
Maxwell C. Manning, Ph.D, LCSW-C <i>Board Member</i>	04/13/01 - 06/30/02
Wanda W. Moore, LCSW-C <i>Board Member</i>	07/01/98 - 06/30/02
Laurie T. Thomas <i>Consumer Board Member</i>	07/01/01 - 06/30/05
Anne E. Walker, LCSW-C <i>DHR Board Member</i>	07/01/01 - 06/30/05
Vacancy <i>LGSW Board Member</i>	

BOARD STAFF MEMBERS

Harold G. Gordon
Executive Director

Gloria Jean Hammel
Staff Social Worker

Bernadette Staten-Evans
Administrative Specialist

Kevin D. Brydie
Office Secretary

Theresa Eastman
Office Secretary

Juanita Rhone
Office Clerk

Sharain K. Thompson
Office Clerk

OTHER SHARED STAFF POSITIONS WITH THE BOARD

Jane Pilliod, Board Counsel
Assistant Attorney General

Anna D. Jeffers, Esq.
Legislative/Regulations Specialist

James D. Slade, Esq.
Legislative Officer

Roberta L. Gill (*Prosecuting Attorney*)
Assistant Attorney General

Rick Kenney
Health Occupations Investigator

Henry Harle
Computer Network Specialist

Vacant
Database Specialist

BOARD NEWSLETTER STAFF

Mary C. Burke, LCSW-C, BCD
Editor

Harold G. Gordon
Executive Director

The Board's phone number is 410-764-4788
Toll free number 1-877-526-2541
Fax Number is 410-358-2469
Internet Address –
www.dhmh.state.md.us/bswe

**Maryland State Board of Social Work
Examiners**
4201 Patterson Avenue
Baltimore, Maryland 21215-2299

Note: The Board will soon be sending out copies of the revised statute. The following alert will be attached to the statute.

TO ALL MARYLAND LICENSED SOCIAL WORKERS

Please be alerted to the fact that anyone practicing social work in the State must be licensed by the Maryland Board of Social Work Examiners. The previous law did not make this requirement absolutely clear. Thus, if you are working with or supervising another person in the practice of social work, you must be certain that person is properly licensed. Hours of supervision provided to persons who are not licensed will not count toward supervision to obtain advanced licensure. **Supervisors should not sign off on hours of supervision for an unlicensed person.**

The Maryland Board of Social Work Examiners is providing each licensed social worker with a copy of the revised Social Work statute, which took effect on October 1, 2000. Because a redrafting of the regulations (which spell out in detail some provisions of the statute) are not yet completed, only the text of the statute itself is provided. Many of the provisions track the former statute, but you will note some important changes, too.

- Each of the four levels of social work licensure is defined along with the responsibilities of each level;
- Only LCSW-C's may provide psychotherapy without supervision;
- Inactive licensure status is limited to 5 years;
- Failing to maintain adequate patient records has been added as a disciplinary ground;
- Persons found in violation of a disciplinary ground are required to pay the costs of the disciplinary hearing.

We hope this distribution will assist you in your practice and in keeping up to date with the current provisions of the social work statute. Should you have any questions, please feel free to contact the Board at 410-764-4788 (local to Baltimore) or 1-877-526-2541 (toll free)



MARYLAND BOARD OF SOCIAL WORK EXAMINERS



*Left to Right, (John N. Minion, Consumer Member, Sally N. Neustadt, Board Member, Ann W. Aukamp, current Chairperson, Richard W. Stanzione, former Chairperson, Florence G. Henderson, and Harriet H. Brown, Board Members)
(Photo taken at Retirement Luncheon for Richard W. Stanzione)*

GRANDFATHERING INTO THE CLINICAL LEVEL OF LICENSURE

Certified social workers who qualified to be grandfathered into the clinical level of licensure and who missed the July 1, 1993 deadline, will have until January 1, 1995 to make the necessary two-step applications to facilitate this process. Certified social workers, who are able to

(Continued on Page 5)

CONTINUING EDUCATION

The time has finally arrived, continuing education is now with you. We are finalizing the Continuing Education Committee and you can begin identifying your accumulated (CH) Credit Hour (See Continuing Education Regulations Definition of Credit Hour). Actually, this first cycle is quite simple.

(Continued on Page 5)

THE HEALTH CARE ACCESS AND COST COMMISSION "USER FEE"

The Maryland Legislature recently promulgated regulations which created a Health Care Access Cost Commission; the purpose of which to develop and implement health care reform. Beginning in FY 1995, designated health care practitioners are required to

(Continued on Page 6)

ELECTRONIC TESTING

The Board's social work statute requires that the social work examinations be administered by the Board at least twice per year. On April 1, 1994, the Board began electronic testing for all four levels of social work licensing. The new licensure process allows social workers to schedule being examined for licensure as soon as they qualify and are approved by the Board.

The electronic testing process requires the applicant to make the necessary application to the Board. Applicants should not apply prior to sixty (60) days before they can qualify to sit. Qualification consists of the applicant meeting the following requirements:

1. Must produce a transcript for the appropriate level of licensure that shows the conferred degree date, the raised college seal and the listing of coursework taken.
2. Must produce documentation of work and supervision that is appropriate for the level of licensure desired.

Once the Board reviews the application, the transcript and the documentation of employment and supervision, an approval letter will be mailed to the examination applicant notifying him/her that he/she is approved to sit for the level of examination that he/she applied to take. Included with the approval letter will be

(Continued on Page 5)

WHERE TO FIND THE MD REGISTER

Most of you know that social work has a statute and regulations that govern professional practice in Maryland. You probably know too that continuing education regulations have just been instituted. Maryland public libraries are the major repositories of public documents but agencies and others who work with law and regulation often may own their own copies of important resources. For the first time in several years, the Board has in print up-to-date regulations thru July 1, 1994. For those who wish to receive copies, please call the Board's office and request one.

VIEW FROM THE CHAIR BY ANN AUKAMP

1994 may go down in Maryland social work history as a banner year. It is already the year in which the profession finally has continuing education requirements in place. It also could be the year when social work finally may be ready to discuss the fit and relationship that clinical social work has to other specialties of its broadly diversified practice.

But to step back for a moment to what social work already has achieved this year. The Board had authority to implement continuing education when licensing began. Requirements have been long delayed. A part of the heat the Board experienced in Annapolis this year is directly attributable to lagging continuing education progress.

The Board's members are proud that Maryland is one of twenty-seven states that require all social work professionals to maintain current skills through mandatory continuing education.

The profession's reputation is important. Reputation can make the difference between recommendations accepted and recommendations rejected. Social work's image is seen in the uphill struggle that its professionals have faced to get recommendations accepted for welfare and health care reform.

Each year as the legislative session opens, social work gets feedback about its reputation. Some of the messages haven't been pleasant. Criticisms can come from all sides.

Professional licensing too can be a thankless task. Professionals do not like to think that they are practicing inappropriately, and they may not want to accept the perspective of the Board. Citizens who feel they have a complaint against a professional also may not be the Board's supporters. They can see the Board as just another arm of a profession. That lack of faith can be reinforced by the tedious and sometimes roundabout due process that occurs when a client accuses a professional of violation.

The Board sits in the middle of all of these tensions: Between the profession and those it serves; between citizens and professional; between an administering department and the appointing political

authority. Sometimes attention to tension means that Board staff and Board members cannot attend to routine details. Not attending to details can be a further tension.

A presenter I once heard at a conference compared political communications to a caroming billiard ball striking first one target ball, then a wall, then another ball and so on. A skillful player may well clear the table in just a turn or two. The profession needs to watch that its communications with one another do not similarly carom, clearing social work from the table.

The environment in which social workers practice has changed dramatically. Many are talking of a paradigm shift, a change in the basic make up of society, to move it from an industrial to an information era.

The implications for professions are profound, especially for those like social work which perform services that do not appear to be technologically sophisticated. These professions particularly need to be able to justify, consistently and coherently, why their professionals do what they do.

What is it that social work education really teaches? How does the professional learning to practice really gain proficiency in using the values, skills and techniques of his or her chosen profession? Professional mysteries become fewer as everyone has more information.

Some have said that the golden era of the profession passed back in the sixties when members promised services that would end poverty. Social workers in the nineties do not have to accept that the profession's time has passed. Another opportunity is at hand but the environment is different. Accepting external oversight - licensing and other professional regulation by peers - is a part of adapting.

This brings us to the other half of what social work can achieve in Maryland's banner year of 1994. Social work already wields political power. Now it is time for the profession to demonstrate expert power. It behooves us to come together even further to agree upon the mission of social work, the relationship that diversified practice areas have to one another, and how we are willing to allow detailed self-regulation.

If we can do all that, then social work can go to Annapolis with a good reputation.

CLARIFICATION OF CLINICAL SOCIAL WORK PRACTICE

As you may know, the Board's legislation to clarify who may practice clinical social work in Maryland (House Bill 890) did not pass as originally drafted. Because some in the profession expressed concern about portions of the legislation, the Board agreed that controversial sections should be withdrawn. The final version of House Bill 890 merely permits the Board to accept out-of-state social

workers for licensure who have experience and supervision similar to that of in-state social workers. Issues concerning clinical practice, including the proposal allowing a licensed certified social worker to practice clinical social work under supervision, remain unaddressed.

The Board has held two special Open Meetings on June 3, 1994 and June 17, 1994 to permit social workers and other concerned persons to discuss these issues. At these two meetings many concerned social work professionals shared a number of points of view. Information gathered from these fact-finding sessions will now allow the Board to consider what framework of legislation is now appropriate to consider this fall. The Board will further consider the entire matter at its open Board meeting on August 12, 1994.

The Board wishes to remind interested social work professionals and others who wish to attend its open session that an invitation is extended.

AN APOLOGY

The Board of Social Work Examiners wishes to extend to social work applicants for the June, 1994 examinations an apology for several errors in communications in moving from the paper examinations to the electronic examinations, and from a three times per year schedule to our new daily schedule.

(Continued on Page 7)

SO YOU WANT TO BECOME A BOARD MEMBER?

The purpose of the Maryland State Board of Social Work Examiners is to protect the public health, safety and welfare, from inappropriate practice by social workers within the State of Maryland. As a result, being a board member is a huge responsibility. A board member must guard the public from practitioners who violate the social work statute, and advocate on behalf of the public for quality social work practice. Board members must also advocate for the rights of all of the licensed social workers that it governs. Board members hear concerns from all sides of the public, local departments of social services, professional organizations, legislators, and social workers themselves. Members must keep in mind all these concerns as they work to develop statutory and rule language that will govern social workers and affect the community at large. Although organizations may have interests that coincide with those of the board, board members must base their decisions solely on the interest of the people of Maryland, not just on the desires of one or more representative of the profession it governs.

The Maryland State Board of Social Work Examiners consists of seven members. All of these members are appointed by the governor. Two of the members must be consumer members. One must be an LSWA, and the other three can be any combination of the LGSW, LCSW, or the LCSW-C. Two social work members are appointed from

lists provided by the Maryland and Metro DC Chapter of the National Association of Social Workers (NASW). The governor names the other members without regard to how they might have come to his attention.

The office of the Attorney General assigns a Board Counsel. The Board Counsel is the attorney for the board, its staff, and its agents in their role as a unit of state government. The Board Counsel represents the Board and provides legal advice as the Board carries out its duties.

The board also has staff. The administrator and the Board's other staff, implement the policies that the Board sets and handle processing of many routine functions of the board. The administrator is responsible for running the office smoothly. When he spots problems he is to bring them to the board's attention. This ensures that appropriate action is taken in an expedient manner. The Board Counsel and the Board Administrator do not vote in the Board's decision-making process.

The board meets regularly on the second Friday of every month. It holds two sessions. The open session begins at 9:30 a.m. Anyone having an interest may attend this session to see how the board operates, ask questions, and/or voice concerns about items on the Board's agenda. A closed or executive session is also held, usually just after the open session. In Executive session, the Board discusses complaints that are in the investigative or decision-making process and other confidential matters, such as issues related to its

personnel or other matters of a confidential nature that have been brought to a Board member, the Administrator or the Board's Counsel.

UNDERSTANDING AND COMPLYING WITH THE ADA

The ADA applies to both public and private entities.

The federal legislation known as the Americans With Disabilities Act of 1990 (ADA), relevant to public entities, became effective Jan. 26, 1992. Generally, the ADA establishes the parameters under which accommodations must be made available to disabled individuals by state and local governments or other public entities. The ADA will also, of course, impact the private sector.

Title II of the ADA addresses public services and prohibits discrimination against disabled individuals. Specifically, it states:

Subject to the provisions of this subchapter, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

In pertinent part, according to the act, the term "public entity" means:

(Continued on Page 7)

GRANDFATHERING (Cont'd pg. 1)

document that they have 3,000 hours of supervised clinical social work experience, in not less than a two-year period, and who have at least 144 hours of direct clinical supervision, that was obtained before July 1, 1993, are eligible to apply for the clinical license through grandfathering. All others qualifying after July 1, 1993, are required to sit for the clinical examination to be licensed at the clinical level.

Certified social workers are advised that the two-step application process is required to be grandfathered into the clinical level of licensure. They are also advised that the completion of the Board's applications is required for licensure. Qualified certified social workers who wish to be grandfathered should do the following:

1. Call the Board's office at (410) 764-4788 and request that a Vendorship application be mailed to you;

2. Submit a completed Vendorship application (**no fee required**) to the Board for review and approval;

Once the Board has approved your Vendorship application, you will automatically receive an application to apply for the clinical license (LCSW-C). This application is to be completed and submitted with a \$25 application fee. When this application and fee are received by the Board, a LCSW-C (Clinical) license will be issued.

CONTINUING EDUCATION (Cont'd pg. 1)

You can count any approved credit hour that you have accumulated since 1991 along with those which you will accumulate before your next license renewal. After that, you will have to acquire the required CH's within the current license cycle. Remember, by then we will be knocking on the door of the twenty-first century.

You will not have to submit proof of credits with your renewal but some unstated number of applications will be audited (Shades of the IRS) so it will not hurt to get ready. First, any future credit offerings will indicate their credit applicability and provide appropriate documentation. For those credit hours which you have already accumulated, you will have to contact the provider of the training for missing documentation and/or for information on credit value.

While the proof accumulation may seem burdensome, you have over two years to accumulate twenty-four CH's. The world will run off and leave you if you don't do more than that so stay current and continuing education will take care of itself.

ELECTRONIC TESTING (Cont'd pg. 2)

a candidate handbook and ticket that gives instruction on how the applicant is to arrange to sit for the social work examination. The approved applicants can schedule themselves to sit at any of the four in-state locations or at

any out-of-state locations that offer all four levels of examination. After a scheduled date and time has been set for an applicant, he/she will appear for the examination and will be required to have the following in their possession:

1. Approval letter from the Board of Social Work Examiners for the appropriate exam desired;
2. Confirmation approval number from the Testing Service;
3. Two pieces of identification (preferably one being photo bearing)

After the applicant has completed the examination, he/she will be given immediate results of their scores indicating whether they passed or failed. The candidate who fails the examination may schedule to resit without having to re-apply through the Board of Social Work Examiners.

The Testing Service provides the Board of Social Work Examiners with results of examinations taken on a weekly basis. Successful exam takers need not contact the Board about their passing the social work examinations. The Board will automatically begin the licensure process when it received its weekly report of those who have sat for the examinations.

"USER FEE" (Cont'd pg. 1)

support one third of the budget of the HCACC vis-a-visa "user fee". This fee will help garner financial self-sufficiency of the commission in order to meet its objectives some of which are: to evaluate the quality of care offered by HMO's, to establish a medical data base and to develop a payment system and framework for costing health care service.

License fees collected from the 17 Health Occupation Boards have traditionally supported the functioning of the Commission and have included administrative staff salaries, operating expense, investigative costs etc. etc.

The legislature now requires that designated health care practitioners whose Boards issue or renew licenses must be assessed this "user fee" as part of the license fee.

The fiscal year 1995 - user fee will be \$64.00 one year for license renewal and \$132.00 for a two year license renewal. New licenses issued in FY 95 will not be assessed a user fee. The designated Boards are as follows: Chiropractic Examiners, Dietetic Practice, Nursing, Occupational Therapy Practice, Physical Therapy Practice, Podiatric Medical Examiners, Examiners of Psychology, Social Work Examiners (for LCSW-C only), Examiners for Speech-Language Pathology and Physician Quality Assurance.

TRIBUTE TO FORMER BOARD MEMBERS

RICHARD W. STANZIONE

The Board wishes to salute Richard for his five years of service provided to the Board of Social Work Examiners. Richard served the Board one year as a Board member and four years as Board chairperson. He served through a turbulent period in the profession when the licensure law was drastically changed. The Board wishes Richard well in the future.

FLORENCE G. HENDERSON

AND MARY BETH SMITH

The Board wishes to thank Florence and Mary Beth for the term that they served on the Board. The Board thanks Florence for the tremendous amount of time she devoted to the review of exam and Vendorship applications. The Board thanks Mary Beth for the many hours she spent with Nancy Tennis (Board Counsel) and Harold Gordon (Board Administrator), to develop the current update of the Board's regulations.

The Board wishes both Florence and Mary Beth the very best for the future.

CHANGE OF ADDRESS AND NAME

The Maryland statute specifies that it is the responsibility of the licensee to notify the Board of any change of address. Failure to do so could result in not receiving a notice for renewal, and consequently having one's license expire.

BOARD MEETINGS

The Board of Social Work Examiners generally meets on the second Friday of every month. Each Board meeting consists of an open and closed session. The public is welcome to attend the open session of any meeting.

The dates, times and locations of Board meetings are published in the Maryland Register. You may also contact the Board office for these details.

BOARD ELECTIONS AND APPOINTMENTS

Ann W. Aukamp and Harriet H. Brown currently serve as the Board Chairperson and Secretary, respectively. They were elected to these positions to serve one-half year terms in Dec., 1993. They were re-elected to serve for one year being July 1, 1994 at the Board's June 10th meeting.

LICENSE RENEWALS

Social workers are licensed for two-year periods ending October 31st. Renewal applications must be fully completed and returned to the Board with a check or money order no later than October 31st to avoid a late fee. If your license expires in 1994, and you have not received a renewal notice by Sept. 1st, you should call the Board office immediately (410-764-4788). The regulations state that if a licensee does not file his/her application by the date specified, the right to practice shall be suspended automatically upon the expiration
(Continued of Page 8)

AN APOLOGY (Cont'd pg. 3)

AASSWB and the Board, in their haste to start administering the daily electronic examinations, failed to consider the impact on the test centers' ability to handle large numbers of reservations, the requirements of ADA (American with Disabilities Act) and how these requirements must conform to other testing requirements and concern for the validity of social work licensing exams. This last item continues to be of major concern because more items are needed when the exams are given more often. The Maryland Board and other state Boards are working to address this critical issue.

COMPLAINT PROCEDURES

In accordance with legal requirements, the Maryland Board maintains procedures for reviewing and acting on complaints. A special form for the filing of complaints is available on request. Where

indicated, the services of the Attorney General's Office and the Investigative Unit are utilized.

Board actions include a wide range of options with revocation of licensure as the most severe.

The major purpose of social work licensure is the protection of the public, therefore investigation of complaints is given high priority by the Maryland Board.

UNDERSTANDING AND COMPLYING WITH ADA (Cont'd pg. 4)

- A) any state or local government;
 B) any department, agency, special purpose district, or other instrumentality of a state or states, or of local government.

Accessible sites must be supplied

As public entities under the ADA, the state social work boards, or other licensing agencies, are required to provide services, programs, and activities according to ADA guidelines. Because the licensure examination and licensure process are services provided by boards, they also are subject to the mandates of the act. Furthermore, the act specifically provides that licensure or certification examinations must be offered in a place and manner accessible to persons with disabilities, or with accessible alternatives.

Under ADA, accessible examination sites and reasonable accommodations must be provided for qualified disabled individuals sitting for the licensure examination. Although the act encompasses services and other programs or benefits provided by public entities, this manual will focus on the anticipated effects ADA will have on the administration of the licensure examinations.

SPECIAL NOTICE TO LCSW-Cs

The combined Renewal Fee of \$100 and the "User Fee of \$64.00 is required for the renewal of licenses. Licensees are asked to combine both of these amounts to facilitate the processing of their renewal applications.

BOARD'S MAILING ADDRESS

Be advised that all mail addressed to the Board of Social Work Examiners should be sent to:

**Board of Social Work Examiners
 Room 320
 4201 Patterson Avenue
 Baltimore, MD 21215**

BASIC BOARD FEES

Application Fee	\$ 25
Examination Fee	\$ 25

Biennial License Renewal Fees	
Associate Level	\$ 40
Graduate Level	\$100
Certified Level	\$100
Certified-Clinical Level	\$100

Inactive License Fee	\$ 10
Late Fee	\$ 25
Duplicate License Fee	\$ 10
Duplicate Wall Cert.	\$ 25
User Fee	\$ 32*

*(Biennial Fee is \$64)

STATE BOARD OF SOCIAL WORK EXAMINERS

According to Health Occupations Article, Title 19, the Board's membership is comprised of five social worker and two public members.

<u>Board Members</u>	<u>Terms of Office</u>
Ann W. Aukamp Chairperson	1/22/90- 6/30/95
Harriet H. Brown Secretary	9/11/92- 6/30/95
Sally N. Neustadt Board Member	8/23/93 6/30/97
Nichole Boswell Board Member	1/10/94- 6/30/96
Vacant Board Member	
John N. Minion Public Member	7/01/93- 6/30/97
Dr. Charles Griffin Public Member	3/04/94- 6/30/96

**LICENSE RENEWALS
(Cont'd pg. 6)**

date of the license. This will

result in the licensee having to take the examination to obtain a new license.

**RECIPROCITY/
ENDORSEMENT**

Out of state applicants who are currently licensed to practice social work in another state may obtain a Maryland license through the following process:

1. The applicant must submit a completed Endorsement application to the Maryland Board.
2. The applicant must present evidence that he/she meets the qualifications required at the level for which he/she applies.
3. The applicant must have passed a written examination in order to secure license in the state of origin. The examination must be similar or identical to that used in Maryland.
4. The Maryland Board must receive written verification of examination and licensure status from the applicant's state of original licensure.

5. The applicant must submit the required fee.

6. The applicant may not have previously received an examination waiver from the Maryland State Board of Social Work Examiners.

INACTIVE STATUS

The Maryland Social Workers Act under Section 19-309 provides the opportunity for licensed social workers to place their license on inactive status. The Board's regulations permit the licensed social worker to place his/her license on inactive status upon payment of the appropriate fee (currently \$10.00), along with the signed and dated letter requesting such a status change. While on inactive status, the individual will still receive all mailings from the Board, but is not required to pay renewal fees. Of course, while the license is on inactive status the individual cannot practice social work. In order to activate one's license, the individual must fulfill all renewal requirements in effect at the time of change from inactive to active status.

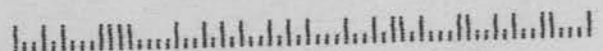
the Bulletin

Maryland Board of Social Work Examiners
4201 Patterson Avenue
Baltimore, Maryland 21215

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FIRST CLASS



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JOAN YVETTE HARRIS
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The Bulletin of the Maryland Board of Social Work Examiners

CONTENTS

From the Former Board Chair	1
Sanctioned Licensees	2
Alert	3
MBSWE Vacancy	3
MBSWE	4
Communications With The Board	4
Meet the New Board Members	5
Calling All Experts	5
Frequently Asked Questions	6
Meet the New Staff Members	6
Public Mental Health System	7
Good News About Licensing Test	7
Board Staff Members	8
Board Website	8

From the Former Board Chair Emanuel Mandel, ACSW, LCSW-C



This is the last newsletter that I prepare as the Chair of the BSWE. After two years of exciting, sometimes difficult and always interesting experiences, we elected Yvonne Perret, LCSW-C as the new Chair, and Stephanie B. Sharpe, LGSW as the new Secretary / Treasurer at our October meeting. The new Chair will address all licensees in the fall edition. It has been a privilege to serve, and I look forward to continue my service as a member of the Board.

Let me share with you some of what I learned about the profession in the family of health occupations. Legislation creating licensure places us with many other boards and commissions within the Department of Health and Mental Hygiene. Administratively, we live in this enormous department and operate within the confines of certain rules. We are self-funded by our fees, but controlled by legislative and departmental budget decisions. Our members are appointed, but we hire our own staff and elect our own officers. While this may be common knowledge to some, it was a learning experience for me as my professional work for the past 25 years has not been agency or government connected. Those of us working for the State may know this, others do not, but we should!

Let me speak of another connection with the profession. How many of you know of the Association of Social Work Boards? Most professions have an interconnection with other Boards in other states. We connect with most States and several Canadian provinces through ASWB. It is with ASWB that we contract for license testing services. They prepare the standard examinations, making it possible to be tested similarly in any of the member states or provinces. Think of other professions and their interdependencies. It's good to know that the test is the same in all participating states.

ASWB links with FARB, the Federation of Association of Regulatory Boards. Here, we interact with other professions and other states for an enriching experience in learning what happens in the "back yards" of other people. We learn from each other and are members of a larger forum that strengthens each of us. Both ASWB and FARB present annual conferences around the country and there is much value - truly - in "communing with fellow wizards" where the interchange is of benefit to each and all.

These conferences are NOT restricted to members of licensing Boards. Should the opportunity for participation be made available to you, do respond. The experience is invaluable.

Board of Social Work Examiners

Sanctioned Licensees as of December, 2005

Rosemary McDowall - Case #585

The Board placed licensee on suspension for 1 year with conditions, effective 06/10/05, based upon a finding that licensee violated §19-311 (2) (fraudulently or deceptively uses a license), (4) (commits any act of gross negligence, incompetence, or misconduct in the practice of social work), (5) (knowingly violates any provision of this title), (6) (engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work), (7) (violates any provision of this title or regulations governing the practice of social work adopted and published by the Board), and (21) (fails to maintain adequate patient records). The Board also found violations of §19-401(b) (practicing clinical social work without license) and §19-402(2) (unless authorized to practice social work under this title, a person may not use any title, abbreviation, sign, card, or other representation that the person is a licensed social worker, including the use of the words "social worker" or "social work" and the use of the abbreviations "LSWA", "LGSW", "LCSW", or "LCSW-C"). Additionally, the Board found violations of COMAR 10.42.03.03 (A) (2) (the licensee shall make the fee for service clear, maintain adequate financial records, and confirm arrangements for financial reimbursement with the client); 10.42.03.03B - In the capacity of or identity as a licensed social worker, the licensee may not: (2) (misrepresent professional qualifications, education, experience, or affiliation), (3) (exploit a relationship with a client for personal advantage or satisfaction) and (7) (share with another individual a confidence revealed by a client without a client's consent, except if there is a danger to self or to another individual, or for a compelling professional reason. The Board also found violations of 10.42.03.03C (the licensee may not enter into a professional, social, or dual relationship with a client, or an individual with whom the client has a close personal relationship). Upon a Board Order staying or terminating the suspension, licensee shall be placed on supervised probation for 2 years, with conditions.

Thomas Mumaw - Case #780

The Board placed licensee on suspension for 6 months with conditions, effective 09/16/2005, based upon a finding that licensee violated §19-311(2) (fraudulently or deceptively uses a license), (4) (commits any act of gross negligence, incompetence, or misconduct in the practice of social work), (5) (knowingly violates any provision of this title), (6) (engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work), (7) (violates any provision of this title or regulations governing the practice of social work adopted and published by the Board), (12) (knowingly makes or files a false report or record in the practice of social work), and (21) (fails to maintain adequate patient records, as well as §19-101(i)(1) and (2) ("Practice associate social work" means to practice social work under the supervision of a LCSW-C or LGSW who meets the conditions specified in regulations, and utilizing the education and training required under §19-302(b)). Additionally, the Board found violations of COMAR 10.42.03.03A(5), which requires the maintenance of accurate and appropriate documentation in clients' records. The Board also

found violations of 10.42.03.03B(1), which prohibits the licensee from participating or condoning dishonesty, fraud, deceit, or misrepresentation, and (2), which prohibits misrepresentation of professional qualifications, education, experience or affiliation. Upon reinstatement, the licensee shall be placed on supervised probation for 2 years, subject to conditions.

Deborah Levinson - Case # 898

The Board reprimanded licensee, effective 06/10/2005, based upon a finding that licensee violated H.O. § 19-311, subtitle §19-312 (10) (is disciplined by a licensing or disciplinary authority of any state, country, or branch of the armed services, or the Veterans' Administration for an act that would be grounds for disciplinary action under this section).

Jeffrey Graham - Case # 917

The Board accepted the licensee's voluntary Letter of Surrender, effective 07/08/05, in which licensee surrendered his Maryland social work license in order to avoid prosecution under the Board's Act and regulations. Licensee's surrender of license was prompted by Board's investigation, which likely would have resulted in charges, alleging violations of §19-311 (4) (commits any act of gross negligence, incompetence, or misconduct in the practice of social work), (5) (knowingly violates any provision of this title), (6) (engages in a course of conduct that is inconsistent with generally accepted professional standards in the practice of social work), (7) (violates any provision of this title or regulations governing the practice of social work adopted and published by the Board), (12) (knowingly makes or files a false report or record in the practice of social work), and (14) (submits a false statement to collect a fee), as well as COMAR 10.42.03.03B(1), (in the capacity of or identity as a licensed social worker, the licensee may not participate or condone dishonesty, fraud, deceit, or misrepresentation). Licensee may not apply for reinstatement for a minimum of 5 years from the effective date of the Letter of Surrender, at which time licensee will bear the burden of demonstrating to the satisfaction of the Board his professional competence and fitness to practice social work. Upon any reinstatement, the Board may impose conditions of probation that may include supervision, professional mentoring and/or peer review.

ATTENTION

In order to practice social work in Maryland, you must be licensed by the Maryland Board of Social Work Examiners.

Also, you **must be licensed as a LGSW** in order to begin to accumulate the hours necessary to qualify for advanced licensure (LCSW & LCSW-C). Hours gained prior to LGSW status will **NOT** be accepted by the Board!

Anyone interested in verifying the licensing status of a social worker should check the Board of Social Work Examiner's website at www.dhmf.state.md.us/bswe/ or contact the Board office at 410 764-4788.

ALERT

The Board of Social Work Examiners conducted a random audit of the continuing education requirements of licensees who renewed their licenses in October 2004. Twenty-six percent (26%) failed to meet the required education or did not respond. This may result in the suspension or revocation of licensees.

The license renewal form contains a block to indicate that the licensee has satisfied the continuing education requirements. If licensees sign the renewal application and check the block to indicate they have satisfied the continuing education requirements when they have not in fact satisfied the requirements, it is considered fraud.

Random audits will be conducted following the 2005 license renewal process (October 2005). Since the selection of licensees for the audit is identified randomly, you could be audited again even though you were audited during previous licensing cycles or reinstatement/reactivation of licenses. If you were audited for the 2004 license renewal process you will not be audited again in 2005, but you could be selected (randomly) for audit again in 2006.

The Board web page at <http://www.dhmh.state.md.us/bswe/> provides a complete explanation of the requirements, including discussions of the "ethics" requirement and the use of distance learning technologies (Internet and conference call).

In the recent audit there seemed to be some confusion regarding the "ethics" related training. Keep in mind that the "ethics" training relates to your professional ethics and conduct. Programs in ethics may include the following content areas:

- Review of Code of Ethics
- Review of laws and regulations governing practice
- Record Keeping
- Confidentiality and Disclosure of Records
- Risk Management
- Billing Practices
- Dual Relationships
- General Conduct
- Sexual Misconduct (Physical contact, etc.)

Please take a moment to review the Maryland Social Workers Act, Health Occupation Article, Title 19, 19-311 and COMAR 10.42.03 Code of Ethics.

Maryland Board of Social Work Examiners

VACANCY

The Maryland Board of Social Work Examiners currently has an opening for one Board Member.

Requirements:

- Must be a resident of the State of Maryland
- Must be licensed in the State of Maryland
- Except for the Licensed Social Worker Associate (LSWA) or Licensed Graduate Social Worker (LGSW), applicant must have been licensed in the State for five years immediately preceding the appointment and actively employed in the field of social work for at least three of the five years immediately preceding the appointment.

Applicant may be licensed at any level for this position. (LSWA, LGSW, LCSW, LCSW-C)

If interested please contact:

Anna Lieberman:
Department of Health and Mental Hygiene,
Office of Appointments and Executive Nominations,
Room 519A, 201 W. Preston Street, Baltimore MD 21201
Telephone: 410-767-4049, Fax 410-333-7687
Email: alieberman@dhmh.state.md.us

Maryland Board of Social Workers Examiners



L to R: Philip Newsom, Trinita Robinson, Solomon O. Akwara, Stephanie B. Sharpe, Daniel L. Buccino, Emanuel Mandel, Wanda W. Moore, Yvonne M. Perret, Cherie Cannon. Not in picture: Yvonne Bryant.

Board Members and Terms

Yvonne M. Perret, LCSW-C	<i>Board Chair</i> 11/10/2003- 06/30/2007
Stephanie B. Sharpe, LGSW	<i>Secretary / Treasurer</i> 03/22/2002- 06/30/2008
Solomon O. Akwara	<i>Board Member (Consumer)</i> 07/01/2004- 06/30/2008
Yvonne Bryant, LCSW-C	<i>Board Member</i> 07/01/2005- 06/30/2009
Daniel L. Buccino, LCSW-C, BCD	<i>Board Member</i> 07/01/2005- 06/30/2008
Cherie Cannon, LCSW-C	<i>Board Member</i> 11/10/2003- 06/30/2007
Emanuel Mandel, ACSW, LCSW-C	<i>Board Member</i> 07/01/2003 - 06/30/2007
Wanda W. Moore, LCSW-C	<i>Board Member</i> 07/01/2002 - 06/30/2006
Philip Newsom, LCSW-C	<i>Board Member</i> 7/1/2005 - 6/30/2009
Trinita Robinson	<i>Board Member (Consumer)</i> 07/01/2005- 06/30/2009

Communications With the Board

If you are sending communications via U.S. mail to the Board, while not required, we urge you to send them by certified mail. Always **keep copies of whatever you send to the Board** and keep your return receipt with the copies. In fact, you could keep these things with your continuing education certificates, Board Newsletters and other Board information. Sending letters by certified mail will help you know that the Board received your communication, and will keep you more alert to the importance of keeping your license current, obtaining necessary continuing education credit hours, and generally making sure your Board matters are in order. Also remember that you **must notify the Board of any change of name or address**. Again, send this notification by certified mail or return receipt. If the Board does not have your current address, the chances are that you will not receive notice of the upcoming renewal of your license, possibly resulting in your license expiring. As you know, you may not practice social work in Maryland without a current license. Even though the Board assumes the responsibility to mail out renewal notices to every licensee of record in August of each year, it is the responsibility of each licensee to assure that his or her license is renewed.

MEET THE NEW BOARD MEMBERS

Daniel L. Buccino, LCSW-C, BCD was appointed in July 2005. Mr. Buccino is a Clinical Supervisor and Student Coordinator in the Adult Outpatient Community Psychiatry Program at the Johns Hopkins Bayview Medical Center in Baltimore. He is a Clinical Assistant Professor and Field Instructor at the University of Maryland School of Social Work, and at Smith College School of Social Work, as well as in the Department of Psychiatry and Behavioral Sciences at the Johns Hopkins School of Medicine. Mr. Buccino is a founder and director of the Baltimore Psychotherapy Institute, Inc., and maintains a private practice of psychotherapy and supervision in Baltimore. Mr. Buccino is thrilled to have been appointed to the Board of Social Work Examiners. His term ends July 1, 2008.

Yvonne Bryant, LCSW-C has eleven years of child and family welfare experience, with a specialty in child welfare. She worked for the Montgomery County Department of Child Welfare for five years as an Assessment Social Worker investigating cases of child abuse and neglect. Since 2000, Ms. Bryant has worked at the U.S. Attorney's Office in the District of Columbia as a Victim/Witness Program Specialist

(Advocate). She assists victims and witnesses of violent crimes such as homicide and terrorism.

Trinita C. Robinson, M.A., is Healthcare Financial Management Association's (HFMA's) Technical Director for managed care, payment and reimbursement and other compliance/regulatory issues. She received her Masters degree, with honors in healthcare administration and personnel management from Central Michigan University. She is currently enrolled in the Concord University School of Law and will receive her Executive J.D. in Health Law with a concentration corporate and securities fraud. Trinita has 30 years of healthcare administration experience to include managed care contracting and HMO development. At HFMA, Trinita divides her time between responding to inquires relating to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, managed care, healthcare compliance and other financial and regulatory issues. She is divorced and has two sons, Jonathan who is a Junior attending the University of Pittsburgh, and Alexander, who is a senior at DeMatha Catholic High School.

Calling All Experts

The Board is occasionally in need of experts, mentors, and supervisors to provide consultation to the Board, and educate and supervise licensed social workers of Maryland. We know there is a lot of expertise among our licensees, and the Board requests that you submit a letter of interest and Curriculum Vitae if you are available for consultation with the Board or if you would be willing to serve as a supervisor or mentor to a licensee.

Please contact the Board if you have one or a number of the following qualifications:

- 1) Have written a book;
- 2) Hold an academic appointment;
- 3) Are an attorney, MBA, or an accountant;
- 4) Lecture frequently;
- 5) Have experience with forensic social work and courtroom testimony;
- 6) Have had advanced coursework in professional ethics;
- 7) Have a unique practice niche, or otherwise possess special skills and experience, Or
- 8) Have experience supervising social workers for advanced licensure.

Those interested in being supervisors should be registered as a Board Approved Supervisor. We'd love to develop and utilize our own pool of social work experts as much as possible. Your cooperation in this effort is greatly appreciated.

Frequently Asked Questions

Stephanie B. Sharpe, LGSW, Newsletter Editor

Q: Is there a limit on how many times a candidate for licensure can take the licensing examination?

A: No. There is no limit on the number of times the licensing examination can be taken. However, a candidate must wait 90 days before retaking the examination.

Q: Can continuing education credit hours be carried over from one renewal cycle to the next renewal cycle?

A: No. Continuing education credit hours cannot be carried over to the next renewal cycle.

Q: Can hours from group supervision be used toward licensure at the LCSW or LCSW-C levels?

A: Yes. Seventy-two (72) hours of the 144 hours required for supervision can come from group supervision. However, the group size cannot exceed 6 supervisees. The social work supervisor must be qualified, registered, and Board approved as stipulated in COMAR 10.42.08. All supervision must be obtained after establishing a written contract, which means using the form provided by the Board. The "Contractual Agreement for Supervision for LCSW and LCSW-C Licensure" form can be found on the Board's website.

Q: How long should a licensee keep his/her continuing education documentation?

A: The previous continuing education regulations require that continuing education documentation be kept for four (4) years. The current continuing education regulations (effective 11-01-03) require that continuing education documentation be kept for one (1) year. The continuing education regulations also require that continuing education documentation be kept for two (2) years when a license is on inactive status and for five (5) years if the license expired. These timeframes are required in case the social worker wishes to request reactivation or reinstatement.

Q: Can the Ethics Requirement be obtained by a home study / online course?

A: No. Home study programs are Category II, and the ethics requirement **must be in Category I**. Please review COMAR 10.42.06.04 A through F for the regulations on Category I. The Board provides a link to COMAR 10.42 on the Board's website.

"Frequently Asked Questions" will be an ongoing column in the newsletter. Please submit questions you would like to have addressed to:

Newsletter Editor
C/O The Board of Social Work Examiners
4201 Patterson Avenue Room 217
Baltimore Maryland 21215-2299

Meet the New Staff Members

Board of Social Work Examiners Hires New Executive Director

On March 14, 2006 Mr. James Merrow was hired to the position of Executive Director.

Biography:

James T. Merrow - Born Baltimore, Maryland. Calvert Hall College High School, 1964; University of Baltimore, B.S., Accounting, 1969; M.B.A, Marketing, 1977.

During thirty plus years of employment Jim has worked in all three levels of government – Federal - State – and Local. He has held administrative or management positions in the areas of national defense, transportation, public safety, public health, and environmental protection. In carrying out those duties Jim has been responsible for managing programs with multi million dollar operating budgets. For the past ten years he has been working as a Board Administrator for the Boards of Electrology and Dietetic Practice. In addition to the two above mention boards, Jim has been involved in the start up of the Board for Certification of Residential Child Care Program Administrators. Jim lives in southern Pennsylvania with his wife.

Anne Walker, LCSW-C joined the staff of the board in February, 2006. Ms. Walker received her graduate degree from the Catholic University of America and has been a social worker for 35 years. Her experience includes work in direct service, management and administration.

Public Mental Health System

"Licensed Social Worker sentenced for Defrauding Medicaid Program". This headline in local papers was a result of an audit conducted by the Mental Hygiene Administration and the Frederick County Core Service Agency. It was one of several audits conducted by the State that found Healthcare providers in violation of State or federal regulations governing participation in the Medicaid program or a Health Practice Act.

The Mental Hygiene Administration, within the Department of Health and Mental Hygiene, is responsible for the Public Mental Health System (PMHS). The MHA with the local mental health authorities (Cores Service Agencies) manage the provision and funding of services for consumers with Medical Assistance, and certain uninsured persons. To ensure that quality services are provided in accordance with State and federal regulations (Medicaid and Mental Hygiene regulations, Social Work Practice Act), The Mental Hygiene Administration, along with the Office of the Attorney General-Medicaid Fraud Control Unit, and the Department of Health and Mental Hygiene's Office of Inspector General are performing compliance audits of Medicaid Providers. Violation of statutes or regulations may result in civil or criminal penalties (retraction of claims and reimbursement by provider of funds, fines, expulsion from Medicaid program, or incarceration); in addition, MHA reports its findings to the Board of Social Work Examiners. Thus, MHA seeks to remind all providers of some of the rules governing participation in the PMHS.

To be a provider within the Public Mental Health System (to be a provider to individuals with Medical Assistance), one must be a **licensed** mental health provider, or otherwise permitted by

the Board of Social Work Examiners to perform the clinical service. If a provider is not employed by a Hospital or Outpatient Mental Health Clinic, the provider must have a Medicaid Provider number. If the provider is a sole practitioner, the provider should obtain an Individual provider number. If the provider is part of a group practice, the practice must have a group practice number, and the provider must have a Medicaid rendering number. On the claim form submitted for payment, the provider attests that the Medicaid Provider whose number is listed on the claim form performed the clinical service. A provider **may not** have other persons perform services under that provider's Medicaid number. A provider in an individual or group practice may **NOT** bill for services performed by unlicensed persons.

Providers within the PMHS are required to know and comply with all applicable Medicaid regulations, MHA regulations, and Board of Social Work Examiners statute and regulations. This includes, maintaining adequate records that document the service provided. A contact/progress note shall be made for every billable service. This includes at minimum, the date, start and end time of the therapy session, type of service provided (individual, family therapy), summary of the session and consumer's response to the intervention. If billing for an assessment, the notes should include more than the diagnosis, but information to support that an assessment was done, i.e. symptoms. If documentation does not exist supporting the service billed, it is considered as if the service was not performed, and the claim was falsely billed.

Good News About Licensing Test

Are you about to graduate with your BSW or MSW? **If you are in your last semester of school**, you may apply to take the licensing test with proof that you are a student in good standing who expects to graduate. You may obtain approval to sit for the examination prior to graduation by submitting your application with a letter from the office of the Dean or the Registrar of your school indicating verification of your anticipated date of graduation. You will then qualify to take the test. Once you have graduated, **it is your responsibility to submit an Official Transcript, Conferring your Degree in Social Work before a license will be issued.** The Board adopted this procedure in 2002, and it should speed up the process of getting your license; thereby assisting you in your search for a social work position. You must have your license to practice social work in Maryland.

Unit #98
Maryland Board of Social Work Examiners
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8 The Bulletin of the Maryland Board of Social Work Examiners

BOARD STAFF MEMBERS	OTHER SHARED STAFF POSITIONS WITH THE BOARD	BOARD NEWSLETTER STAFF
James T. Merrow <i>Executive Director</i>	Vacant <i>Administrative Specialist</i>	Stephanie B. Sharpe, LGSW <i>Editor</i>
Gloria Jean Hammel, LCSW-C <i>Staff Social Worker</i>	Delia Turano Schadt, Board Counsel <i>Assistant Attorney General</i>	James T. Merrow <i>Executive Director</i>
Anne E. Walker, LCSW-C <i>Staff Social Worker</i>	Robin Bailey <i>Legislative / Regulations Specialist</i>	Riya Rahman <i>Assistant Editor</i>
Deborah A. Evans <i>Compliance Officer</i>	Henry Harle <i>Computer Network Specialist</i>	The Board's phone number is 410-764-4788
Asa R. Frost, Jr. <i>Administrative Officer</i>	Linda Beyer <i>Fiscal Officer</i>	Toll Free number 1-877-526-2541
Bernadette Staten-Evans <i>Administrative Specialist</i>	Howard F. (Rick) Kenney <i>Health Occupations Investigator</i>	Fax number is 410-358-2469
	Riya Rahman <i>Database Specialist</i>	Internet Address – www.dhmm.state.md.us/bswe/
	Maryland Board of Social Work Examiners 4201 Patterson Avenue, 2nd Floor Baltimore, Maryland 21215-2299	

BOARD WEBSITE

Check out the Board of Social Work Examiners website (<http://www.dhmm.state.md.us/bswe/>). It contains information about licensing, continuing education, regulations, forms as well as, links to many related sites.

