

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri

Jane A. Rackers, Division Director  
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Acting Director

STATE COMMITTEE FOR SOCIAL WORKERS  
3605 Missouri Boulevard  
P.O. Box 1335  
Jefferson City, MO 65102-1335  
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<http://pr.mo.gov>

Tom Reichard  
Executive Director

**Meeting Notice**  
**December 6, 2011**  
10:00 a.m.

**State Committee for Social Workers**  
**Associated Industries of Missouri**  
**3234 West Truman Boulevard**  
**Jefferson City, Missouri**

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the State Committee for Social Workers, 3605 Missouri Blvd, Jefferson City, MO 65102 or by calling (573) 751-0885 to ensure available accommodations. The text telephone for the hearing impaired is (800) 735-2966.

Except to the extent disclosure is otherwise required by law, the State Committee for Social Workers is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and Chapter 324.001.8 and 324.001.9 RSMo.

The State Committee for Social Workers may go into closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public with the motion and vote recorded in open session minutes.

*TENTATIVE AGENDA*  
**OPEN SESSION**  
**December 6, 2011**  
**10:00 a.m.**

**State Committee for Social Workers**  
**Associated Industries of Missouri**  
**3234 West Truman Boulevard**  
**Jefferson City, Missouri**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introduction of Guests
- V. Approval of Minutes
  - September 6, 2011
  - October 21, 2011
- VI. Executive Director Report
  - Board Totals
  - FARB
  - Other
- VII. Janet Gillow, MSW- Supervisor Training Renewal Course
- VIII. Discussion of Rules
- IX. **CLOSED SESSION-** Closed session as per Section 610.021 Subsection (1) for the purpose of discussion of confidential or privileged communication between this agency and its attorney; Section 610.021 Subsection (14) and Section 324.001.8 for the purpose of discussing applicants for licensure. Closed under Sections 610.021 for the purpose of reviewing and approving the closed minutes of one or more previous meetings. Closed under Sections 610.021(14) and 324.001.8, RSMo, for the purpose of discussing investigative reports and/or complaints.
- X. Adjournment

**Open Minutes  
September 6, 2011**

**State Committee for Social Workers  
Professional Registration  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**Members Present**

Terri Marty, Chairperson  
Kathie Miller, Secretary (via conference phone)  
Jane Overton, Public Member  
Hal Agler  
Laura Neal  
M. Jenise Comer

**Staff Present**

Tom Reichard, Executive Director  
Katie Johnson, Administrative Assistant  
Elizabeth Willard, Licensing Technician  
Earl Kraus, Division Legal Counsel

**Guests Present**

Tamitha Price, Executive Director, National Association of Social Workers-Missouri Chapter (NASW-MO)  
Terry Powers, Missouri Society for Clinical Social Workers  
Steve Franklin, Missouri Society for Clinical Social Workers  
Beth Witten, LCSW  
Kathryn Aebel-Groesch, LCSW  
Bill Nugent, Department of Health and Senior Services  
LeAnn Peace, LCSW, Missouri Kidney Program

**Call to Order – Terri Marty, Chairperson**

The State Committee for Social Workers Open Session meeting was called to order by Terri Marty, Chairperson, at 10:06 a.m. on September 6, 2011 at the Division Professional Registration, Jefferson City, Missouri.

**Approval of Agenda**

A motion was made by Jane Overton and seconded by Laura Neal to approve the open session agenda. Ms. Comer, Ms. Marty, Mr. Agler, Ms. Neal, Ms. Overton and Ms. Miller voted in favor of the motion.

**Approval of Minutes—June 23-24, 2011**

A motion was made by M. Jenise Comer and seconded by Laura Neal to approve the Open Session minutes from the June 23-24, 2011 meeting as amended. Ms. Comer, Ms. Marty, Mr. Agler, Ms. Neal, Ms. Overton and Ms. Miller voted in favor of the motion.

**Approval of Minutes—July 18, 2011**

A motion was made by Jane Overton and seconded by Laura Neal to approve the Open Session minutes from the July 18, 2011 meeting. Ms. Comer, Ms. Marty, Mr. Agler, Ms. Neal, Ms. Overton and Ms. Miller voted in favor of the motion.

## **Executive Director Report**

### **Board Totals**

Tom Reichard informed the Committee of the current board totals. There are currently 5029 active LCSW, 471 active LMSW, 25 active LBSW, 85 active CSW Under Supervision, 1 inactive LMSW, and 310 inactive LCSW.

### **ASWB Annual Meeting**

Mr. Reichard provided information on the upcoming ASWB Annual Meeting. The ASWB will cover the cost for one committee member to attend. Laura Neal expressed interest in attending.

### **Renewal Status Update**

Mr. Reichard informed the Committee that roughly 36% of licensees up for renewal in September 2011 have renewed their license so far.

### **CMS Requirements**

Beth Witten, Kathryn Aebel-Groesch, Leanne Peace, and Bill Nugent stated they would like clarification from the Committee on the level of licensure that nephrology social workers in dialysis clinics should hold. The Committee recommended that they refer people to the statute. If individuals are practicing clinically, they need to hold an LCSW license or hold an LMSW license and be under registered supervision. The Committee also informed them that they may file a complaint if someone is working clinically without having the proper credentials.

### **Scope of Practice Task Force Meeting**

Terri Marty informed the Committee that members of the Scope of Practice Task Force met on August 22, 2011, and came to the conclusion that the Committee has the authority to determine what clinical social work is and handle complaints accordingly. All involved decided that no further action would be required.

### **NASW-MO Chapter Update**

Tamitha Price, Executive Director of the NASW-MO Chapter, reported that she received the Committee's letter from July 18, 2011, requesting board members. She stated they are working on it and hope to have names in by the end of September. She informed the Committee that she received a letter from the Department of Health and Senior Services stating they are looking to appoint members to the Missouri HealthNet Commission who are providers. The Committee for Professional Counselors will be introducing legislation which will allow them to do pre-adoption assessments and investigations. The NASW Committee will be meeting in approximately 2 weeks to discuss their position on that legislation. Ms. Price wasn't sure what they would be working on during the next legislative session. The NASW will work on creating a program this fall for supervisees. They will be speaking to students about licensure and will provide them with recommended forms and tips on the process. Ms. Price informed the Committee that they have sent warnings to their members cautioning them on the continuing education provider, Net CE's, as taking those courses may be considered unethical due to concerns with the instructor's qualifications and the number of continuing education hours they are granting based on what little information they are given to read.

### **MO Society for Clinical Social Workers**

Terri Powers, Missouri Society for Clinical Social Workers, stated she will start to call in to the Committee meetings more often. She is currently in private practice. She also stated she appreciates the work done by the Committee.

### **Closed Meeting**

A motion was made by Hal Agler and seconded by Jane Overton to move to closed session per motion to close Sections 610.021 Subsection (1) for the purpose of discussion of confidential or privileged communication between this agency and its attorney; Sections 610.021(1), (3), (5), (7), (13) and (14) RSMo, and Section 620.010.14(7), RSMo. Ms. Comer, Ms. Marty, Mr. Agler, Ms. Neal, Ms. Overton and Ms. Miller voted in favor of the motion.

### **Open Session**

The committee reconvened in open session at 3:23 p.m. on September 6, 2011 to continue open discussion.

### **Adjournment**

A motion was made by Laura Neal and seconded by M. Jenise Comer to adjourn the meeting. Ms. Comer, Ms. Marty, Mr. Agler, Ms. Neal, Ms. Overton and Ms. Miller voted in favor of the motion.

The meeting was adjourned at 3:25 p.m. on September 6, 2011.

**Open Minutes  
October 21, 2011  
Electronic Mail Ballot**

**State Committee for Social Workers  
Professional Registration  
3605 Missouri Boulevard  
Jefferson City, Missouri 65109**

**Members Present**

Terri Marty, Chairperson  
Kathie Miller, Secretary  
Jane Overton, Public Member  
Hal Agler  
Laura Neal  
M. Jenise Comer

**Staff Present**

Tom Reichard, Executive Director  
Elizabeth Willard, Administrative Office Support Assistant

CLOSED SESSION- Closed session as per Section 610.021 Subsection (1) for the purpose of discussion of confidential or privileged communication between this agency and its attorney; Section 610.021 Subsection (14) and Section 324.001.8 for the purpose of discussing applicants for licensure. Closed under Sections 610.021 for the purpose of reviewing and approving the closed minutes of one or more previous meetings. Closed under Sections 610.021(14) and 324.001.8, RSMo, for the purpose of discussing investigative reports and/or complaints.



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Northbrook, IL 60062

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TOM REICHARD  
EXECUTIVE DIRECTOR  
MISSOURI DIVISION OF PROFESSIONAL REGULATION  
3605 MO BLVD  
JEFFERSON CITY MO 65109-5770



**36th Annual FARB Forum**  
**Hyatt Regency Sarasota**  
**SARASOTA,**  
**FLORIDA**

*January 27-29, 2012*

Photo Credit: www.sarasota.org

## ABOUT THE SEMINAR

On behalf of its Board of Directors, the Federation of Associations of Regulatory Boards (FARB) is pleased to announce its 36th Annual Forum. The forum begins on Friday, January 27, 2012, and continues through the morning of Sunday, January 29, 2012. The forum will feature presentations by a variety of experts on issues that affect regulatory boards. Board members, administrators, executive directors, attorneys, investigators, and staff are invited to attend this informative event.

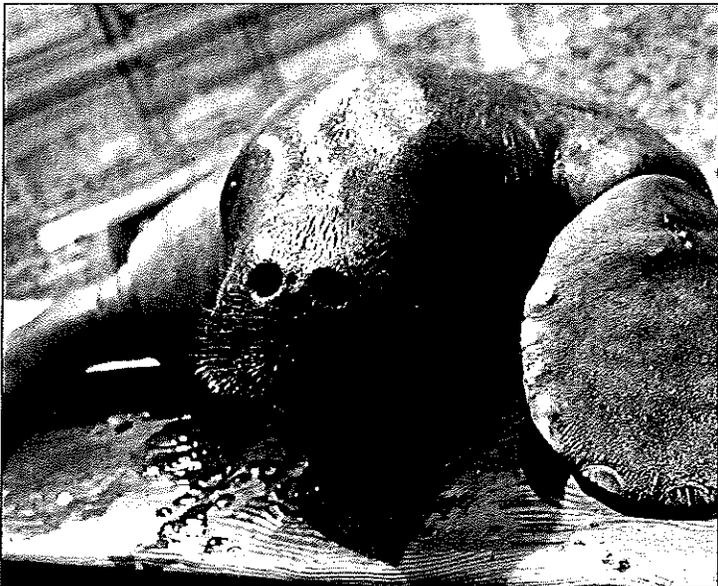
## COURSE CONTENT

Attendees at the FARB Forum 2012 will participate in sessions exploring a vision of the future of regulation. The Keynote Address will ask us what we have accomplished in the past and what we have yet to do as regulatory boards. FARB hopes to facilitate critical reviews of board structures and candid discussions about what works and what can be improved. Attendees and speakers will also make note of the public perception of regulatory bodies, taking some time to review stories – good and bad – from the news and social media.

In addition, the FARB Forum 2012 will include the popular annual presentations of New Legislation Affecting the Regulatory Community and Top Recent Regulatory Cases.

## LOCATION

Sarasota is a city that offers something for everyone: beaches, shopping, international cuisine, museums and galleries, water sports and outdoor activities, aquariums and botanical gardens, and street festivals. For bird watching and nature trails, take a trip to Quick Point Nature Preserve on the southern end of Longboat Key, or go canoeing or kayaking from Turtle Beach Park. Re-live the Greatest Show on Earth at The Circus Museums at the Ringling Museum complex or enjoy St. Armands Circle Ring of Fame. If you prefer ancient history, don't miss the Native American shell midden in Historic Spanish Point. Enjoy the feast at Sarasota's premier food and wine festival, Forks & Corks. Fine arts lovers will appreciate that Sarasota is also home to a spectacular arts scene including Asolo Rep, the Sarasota Orchestra, and The John and Mable Ringling Museum of Art. Choose from sophisticated to leisurely to make your stay in Florida's Gulf Coast memorable.



SOUTH FLORIDA MUSEUM Photo Credit: [www.sarasotafl.org](http://www.sarasotafl.org)



RINGLING ART MUSEUM Photo Credit: [www.sarasotafl.org](http://www.sarasotafl.org)

## HOTEL ACCOMMODATIONS

*Attendees are responsible for securing their own hotel reservations.* Reservations may be made by contacting the Hyatt Regency Sarasota directly:

Hyatt Regency Sarasota  
On Sarasota Bay  
1000 Blvd of the Arts  
Sarasota, FL 34236  
Phone: (941) 953-1234  
Reservations: (888) 421-1442

FARB has reserved a block of rooms at the Hyatt Regency Sarasota specifically for Forum attendees, yet rooms sell out quickly and may be sold out before the deadline. Please make your hotel reservations promptly.

Please refer to the FARB group when making your reservations to ensure you get the reduced room rate of \$169.00 per night.

*The hotel reservation deadline is Friday, December 23, 2011. Hotel reservations made after this date are subject to availability and rate increase.*

## FARB MISSION

**To promote excellence in regulation for public protection by providing expertise and innovation from a multi-professional perspective.**

In keeping with its mission statement, FARB provides a forum for the exchange of information as well as interaction among individuals and agencies involved in regulatory law and the licensing of professionals with the goal of protecting the public. Member associations, individuals, and other organizations that participate in FARB and seek to strengthen and uphold the standards of licensed professionals are invited to attend. We look forward to your participation in this interactive event.

Visit our website at [www.FARB.org](http://www.FARB.org) for more information about FARB and its meetings.

## FARB FORUM AGENDA

### THURSDAY, JANUARY 26, 2012

4:00 pm – 7:00 pm Early Check-in/Registration

### FRIDAY, JANUARY 27, 2012

7:30 am – 5:00 pm Check-in/Registration

7:30 am – 8:30 am Breakfast

8:30 am – 8:45 am Introductions and Welcoming Remarks

#### **Friday Focus – The Future of Regulation: A Critical Analysis of the Regulation of Licensed Professions**

8:45 am – 9:30 am Keynote Address  
Regulation of the Professions:  
Where have we been? Where are we going?

9:30 am – 10:15 am A Critical Review of State-Based Regulation with  
a look at the Australian Model

10:15 am – 10:45 am Break

10:45 am – 11:30 am Video Time:  
Several Short Videos Depicting the Regulatory Community

11:30 am – 12:00 pm Panel Discussion of the Morning Sessions

12:00 pm – 1:30 pm Interactive Lunch

1:30 pm – 2:30 pm An Update on Exam Breaches:  
Use of Data Forensics

2:30 pm – 3:15 pm New Legislation Affecting the Regulatory Community

3:15 pm – 3:45 pm Break

3:45 pm – 5:00 pm Candid Small Group Discussions About  
Regulatory Current Issues  
Budget woes  
Discipline  
Publication and outreach  
Board structure

5:00 pm Recess



HYATT REGENCY SARASOTA INTERIOR  
PHOTO: COURTESY OF HYATT HOTELS

HYATT REGENCY SARASOTA BALLROOM  
(LEFT) PHOTO: COURTESY OF HYATT HOTELS



### SATURDAY, JANUARY 28, 2012

7:30 am – 12:30 pm Check-in/Registration

7:30 am – 8:30 am Breakfast

8:30 am – 9:30 am Panel Discussion:  
Reports from Small Groups

9:30 am – 10:15 am Federal Trade Commission (FTC) Complaint: *In the Matter of The North Carolina State Board of Dental Examiners*  
A Review of Federal Government Role in State-Based Licensure

10:15 am – 10:30 am Break

10:30 am – 11:15 am Social Networking and Regulatory Boards

11:15 am – 12:30 pm Top Recent Regulatory Cases

12:30 pm Recess

### SUNDAY, JANUARY 29, 2012

7:30 am – 8:30 am Breakfast

8:30 am – 9:15 am Role of Education in Licensure Eligibility:  
University of Minnesota mortuary-science student

9:15 am – 10:00 am Branding Regulation:  
What are boards doing? FARB Licensure Verification Links

10:00 am – 10:45 am Regulation In The News

10:45 am – 11:15 am Meeting Wrap-up:  
What's On Your Mind?

11:15 am Recess

EXTERIOR POOL PHOTO: COURTESY OF HYATT HOTELS





## REGISTRATION FORM

**FARB Forum**  
**January 27-29, 2012**

Space is limited – Please register by Friday, December 23, 2011

(Please read our Cancellation Policy)

I am a FARB member

I am a *NOT* a FARB member

Payment of \$555 U.S. enclosed.

Payment of \$655 U.S. enclosed.

Payment of \$555 U.S. to follow.

Payment of \$655 U.S. to follow.

## REGISTRATION

Attendees may register via U.S. Mail, fax, or use our preferred process through our web site [www.farb.org](http://www.farb.org). Online registrants may pay by credit card. **Please Note:** The credit card payment option will only be available after November 4, 2011, due to our merchant account restrictions.

Please register as soon as possible so you are guaranteed to receive your materials at the meeting. Those who submit their registrations after **Friday, December 23, 2011**, may have to wait until after the meeting to have their materials mailed to them.

To register by fax or mail, please return the registration form contained in this brochure to:

Federation of Associations of Regulatory Boards (FARB)

1466 Techny Road • Northbrook, IL 60062

Phone: 847-559-FARB (3272) • Fax: 847-714-9796 • E-mail: [FARB@farb.org](mailto:FARB@farb.org)

Please choose ONE method of receiving your attendee materials at the meeting:

Paper materials.  Electronic materials saved on a flash drive.\*

\*Please bring a computer to view electronic materials during the meeting.

YOU MAY ALSO REGISTER AND PAY BY CREDIT CARD AFTER NOVEMBER 4, 2011, ON OUR WEBSITE, [WWW.FARB.ORG](http://WWW.FARB.ORG).

## FEES

Registration fee is \$555.00 U.S. for FARB members and \$655.00 U.S. for non-members and includes daily breakfast, a luncheon, and meeting materials provided at the meeting either electronically on a flash drive or on paper. Please indicate your preferred method of receiving materials on your registration form.

**Current members who wish to register online MUST contact FARB via e-mail at [forum@farb.org](mailto:forum@farb.org) before registering to request a coupon code to use for the discounted member fee.**

Please forward the registration fee to FARB as soon as possible. If the fee is not available at the time of registration, it may be sent later or paid upon arrival at the seminar.

## CANCELLATION POLICY

Notification of cancellation **MUST** be made in writing and sent to FARB via mail, e-mail ([FARB@farb.org](mailto:FARB@farb.org)), or fax.

### REFUNDS:

If a cancellation is received in writing via mail, e-mail, or fax **BEFORE** 10 days prior to the event, FARB will:

1. Refund the paid registration fee less a \$50 processing charge
2. Not charge you if the registration fee has not been paid

If a cancellation is received in writing via mail, e-mail, or fax **WITHIN** 10 days prior to the event, FARB will:

1. Refund the paid registration fee less a \$250 processing charge
2. Charge you \$250 if the registration fee has not been paid

If a cancellation is received in writing via mail, e-mail, or fax **DURING OR AFTER** the event or if a notification of cancellation is never received, FARB will:

1. Not issue a refund if the registration fee has been paid
2. Charge you the full registration fee if the registration fee has not been paid.

ATTENDEE NAME

ATTENDEE TITLE

ATTENDEE FIRST NAME ON IDENTIFICATION BADGE

ATTENDEE BOARD/FIRM/AGENCY

ATTENDEE MAILING ADDRESS (CERTIFICATES OF ATTENDANCE WILL BE MAILED TO THIS ADDRESS)

ATTENDEE CITY/STATE/ZIP

ATTENDEE TELEPHONE

ATTENDEE FAX

ATTENDEE E-MAIL ADDRESS

FARB FEDERAL I.D.# is 23-7375992.

Return this form with your payment to:

Federation of Associations of Regulatory Boards (FARB)

1466 Techny Road

Northbrook, IL 60062

Phone: 847-559-FARB (3272)

Fax: 847-714-9796

E-mail: [farb@farb.org](mailto:farb@farb.org)



**Willard, Elizabeth**

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**From:** Reichard, Tom  
**Sent:** Wednesday, November 09, 2011 11:46 AM  
**To:** Willard, Elizabeth  
**Subject:** FW: Question concerning new clinical supervision continuing ed requirement

Please add to the Dec. agenda for the open session.

Tom Reichard, Executive Director  
State Committee for Social Workers  
State Committee of Dietitians  
Office of Endowed Care Cemeteries  
Interior Design Council

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**From:** Janet Gillow [mailto: [REDACTED]]  
**Sent:** Wednesday, November 09, 2011 11:31 AM  
**To:** Reichard, Tom  
**Subject:** Question concerning new clinical supervision continuing ed requirement

Hi, Tom-

I am writing to ask a question concerning the new requirement that LCSW supervisors take 3 hours of continuing education in supervision per licensure period.

For late summer 2012, one of our experienced ethics instructors has proposed a workshop on ethical dilemmas in clinical supervision. I believe the topic is compelling and worthy of inclusion in our Professional Development series. It occurred to me to wonder, could one workshop satisfy both the requirements for (1) three hours in ethics and (2) three hours in supervisory education, if the class were designed to be an exploration of the intersection of the two topics?

So that we interpret the state regulations faithfully and provide continuing education opportunities consistent with the direction of the State Committee, I'd be most grateful for your thoughts on this.

With best wishes,  
Janet

P.S. We look forward to seeing you back at the school to speak with our students and alums on 9/21/12.

Janet Gillow, MSW  
Professional Development Manager  
George Warren Brown School of Social Work  
Washington University in St. Louis  
[REDACTED]

11/9/2011

**20 CSR 2263-2.031 Acceptable Supervisors and Supervisor Responsibilities**

*PURPOSE: This rule defines an acceptable supervisor and supervisor responsibilities.*

(1) Acceptable Supervisors—

(A) An acceptable supervisor for a clinical or advanced macro social worker license shall—

1. Have a master's or degree from a college or university program of social work accredited by the Council on Social Work Education (CSWE) or a doctorate degree in social work;
2. Be licensed in Missouri as a clinical or advanced macro social worker or similarly licensed in another state whose licensure laws, as determined by the committee, are equivalent to Missouri;
3. If seeking approval of supervision on or after September 30, 2010, have completed a sixteen (16)-hour continuing education course in supervision approved in accordance with the rules of continuing education;
  - A. Approved course work and sixteen (16)-hour supervision training courses must contain components relative to—
    - (I) Supervisory Relationship and Process;
    - (II) Supervision of Supervisee's Practices;
    - (III) Professional Relationships;
    - (IV) Work Content;
    - (V) Evaluation and lifelong learning;and
  - (VI) Professional Responsibility;
4. Have five (5) years of post licensure experience; and
5. For ongoing currency, supervisors shall have completed at least three (3) hours of face-to-face continuing education in supervision each renewal cycle as part of the total hours required;

(B) A licensed clinical social worker (LCSW) may supervise LCSW, licensed advanced macro social worker (LAMSW), or licensed baccalaureate social worker (LBSW) independent practice registrants and may supervise a licensed master social worker (LMSW) who is under registered supervision pursuant to section (7) of this rule;

(C) A LAMSW may supervise LAMSW or LBSW independent practice registrants; and

(D) A Missouri LBSW independent practice or a LBSW from another state whose licensure laws, as determined by the committee, are equivalent to Missouri may supervise an LBSW registrant.

(2) The acceptable supervisor cannot be a relative of the supervisee.

(A) A relative is defined as spouse, parent, child, sibling of the whole or half-blood, grandparent, grandchild, aunt, or uncle of the supervisee or one who is or has been related by marriage or has any other dual relationship.

(3) A licensed supervisor whose license has been subject to probation, suspension, or revocation shall not supervise without prior approval of the committee. A licensed supervisor who is currently under probation, suspension, or revocation shall not supervise.

(4) A social worker holding an equivalent license in another state may supervise in that state but may not do so in Missouri because supervision is the practice of social work according to sections 337.600–337.689, RSMo.

(5) The practice of social work by the supervisee shall be performed under the supervisor's control, oversight, guidance, and full professional responsibility. This shall include all applicable areas of practice including but not limited to:

(A) General orientation of the setting's policies and procedures;

(B) Providing strategies for professional social work practice;

(C) Preliminary screening of all potential clients of the supervisee to determine if the supervisee is capable of successful assessment, intervention, and referral;

(D) Thorough knowledge of the supervisee's entire workload;

(E) Thorough knowledge of each assignment or case, including assessment, diagnosis, and intervention;

(F) Ongoing evaluation and modification of the supervisee's workload as necessary;

(G) Allowable Supervision.

1. A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor.

2. However, individual face-to-face supervision may be consolidated for up to four (4) weeks for a total of four (4) hours of individual face-to-face supervision per four (4)-week period. These hours shall be included in the total number of supervised hours required as set forth in the rules promulgated by the committee.

3. Fifty percent (50%) of supervision may be group supervision. For the purpose of this rule, group supervision may consist of at least three (3), and no more than six (6), supervisees.

4. The use of electronic communications is acceptable for meeting supervision requirements of this rule only if the ethical standards for confidentiality are maintained and the communication is verbally and visually interactive between the supervisor and the supervisee;

(H) A contract shall be negotiated by supervisor and supervisee and a copy furnished to the committee within thirty (30) days of the beginning of supervision. Should the contract be terminated before completion of the minimum number of hours required, the supervisee is responsible for negotiating a new contract and obtaining all evaluation and termination forms required to document prior supervision;

(I) Acceptable safeguards shall be built into the contract if the supervisor and supervisee have a relationship that could affect the employment or benefits of the supervisor, and the relationship could, in any way, bias or compromise the supervisor's evaluation of the supervisee;

(J) When the proposed supervisor is not a staff member of the supervisee's agency, social work ethics demand that the proposed supervisor insure that the agency administration, or its representative, is in accord with the arrangements for supervision by a qualified licensed social worker supervisor. This is essential whether these arrangements are made by the agency or the supervisee and regardless of whether the agency contributes to financial compensation of the supervisor. The supervisor is responsible for securing agreement from the agency administration as to the purpose and content of the desired supervision and the supervisor's specific role, responsibilities, and limitations. The supervisor is also responsible for learning agency functions and policies so that any supervisory suggestions are constructive and realistic within agency purposes and resources;

(K) When there is a change in the setting or supervisor, the supervisor is responsible for notifying the committee and submitting a change of status form to the committee. Such change of status form must be received by the committee within fourteen (14) days of the change;

(L) If supervision is terminated by either party, the supervisor is responsible for notifying the committee and submitting a termination form to the committee. Such termination form must be received by the committee within fourteen (14) days of termination; and

(M) The supervisor shall provide annual reports of progress to the committee. These will be due on the anniversary date of the initial approval for the twelfth, twenty-fourth, and thirty-sixth months of supervision. The annual report will provide an overview of the licensee's practice knowledge of the licensure statutes and rules, licensure scope of

practice, understanding and adherence to approved standards of professional and ethical conduct, areas of continued growth and development, and accountability of supervision hours thus far in the process.

(6) Within fourteen (14) days of the termination of the supervised experience, the supervisor shall complete the committee's Attestation of Supervision Form, summarizing the supervisee's performance and level of compliance with the requirements for supervised social work experience.

(A) If the supervisor does not recommend the supervisee for licensure or recommends licensure with reservation, the Attestation of Supervision Form shall be supplemented with a detailed statement explaining why recommendation for licensure without reservation cannot be made. Exhibits may be attached to the statement of explanation.

(B) A copy of the statement of explanation, and any exhibits, shall be delivered to the supervisee.

(C) The supervisee may respond to the statement of explanation within fourteen (14) days, in writing or by making a request for an appearance before the committee.

(D) The supervisor and the supervisee shall promptly respond to any inquiry made by the committee or at its direction regarding the Attestation of Supervision Form or the statement of explanation.

**(E) If the supervisor does not recommend the supervisee for licensure or recommends licensure with reservation, the committee may, at its discretion, determine that all, some or none of the hours of supervision obtained under such supervision are eligible for submission toward the minimum acceptable supervision hours required in 20 CSR 2263-2.030 for licensure.**

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(7) A licensed master social worker under registered supervision may be employed in the supervisor's private practice setting or in the private practice of another. In those instances, the supervisor may bill clients for services rendered by the licensed master social worker but under no circumstances shall the licensed master social worker bill the clients directly for services rendered. The only exception to this section shall be when reimbursement for services is provided under Title XIX (Medicaid) through the Missouri Department of Social Services, MO Health-Net Division. A licensed master social worker under registered supervision may accept a Medicaid reimbursement number and services may be billed through that number, provided such reimbursement is administered through the professional setting employing the licensed master

social worker, and not directly paid to the licensed master social worker. The professional setting shall not include private practice in which the licensed master social worker operates, manages, or has an ownership interest in the private practice.

## 20 CSR 2263-2.030 Supervised Licensed Social Work Experience

*PURPOSE: This rule defines supervised licensed social work experience and sets out the supervised experience requirements for licensed clinical social workers and licensed baccalaureate social workers.*

(1) Supervision of the applicant for licensure shall not begin, and will only be acceptable to the committee, after the satisfactory completion of the educational requirements as set forth in the rules promulgated by the committee.

(2) The supervisor must have met the requirements for an acceptable supervisor, as set out in 20 CSR 2263-2.031, at the time the supervision was performed.

(3) Acceptable supervised licensed social work experience has the following characteristics:

(A) Allowable supervision:

1. A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor;
2. However, individual face-to-face supervision may be consolidated for up to four (4) weeks for a total of four (4) hours of individual face-to-face supervision per four (4)-week period. These hours shall be included in the total number of supervised hours required in subsection (3)(B). Fifty percent (50%) of supervision may be group supervision;
3. For the purpose of this rule, group supervision may consist of at least three (3), and no more than six (6) supervisees; and
4. The use of electronic communications is acceptable for meeting supervision requirements of this rule only if the ethical standards for confidentiality are maintained and communication is verbally and visually interactive between the supervisor and the supervisee;

(B) The minimum acceptable supervised experience shall be three thousand (3,000) hours obtained in no less than twenty-four (24) and no more than forty-eight (48) consecutive calendar months.

1. The forty-eight (48)-month time frame may include periods of unemployment and/or part-time employment.
2. The total time frame is calculated in consecutive months, not the employment within that period.
3. Supervised experience toward the three thousand (3,000) required hours which is not within a consecutive fortyeight (48)-month period, is not eligible for submission toward licensure.]; and]
4. **At the discretion of the committee, supervised experience may not be eligible for submission toward licensure if the**

**supervisor does not recommend the supervisee for licensure or recommends licensure with reservation.**

(C) The practice of social work by the supervisee shall be performed under the oversight, guidance, control, and full professional responsibility of the supervisor approved by the committee, in compliance with all laws and regulations relating to the practice of social work. In the event the applicant fails to pre-approve their supervisor(s), or are applying through reciprocity, the committee may review the supervision for compliance and consideration for licensure.

(4) An application for licensure must be submitted pursuant to the rules promulgated by the committee upon completion of the supervised social work experience. All applicants for licensure must remain under approved supervision until the license is approved by the committee.