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Governor
State of Missouri

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DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
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STATE COMMITTEE FOR SOCIAL WORKERS
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Tom Reichard
Executive Director

Tentative Meeting Notice

June 7 & 8, 2018

8:00 a.m.

State Committee for Social Workers

**Missouri Council of School Administrator's Education and Conference Center
3550 Amazonas Dr.
Jefferson City, MO 65109**

Notification of special needs as addressed by the American's 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 324.01.9 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
June 7 & 8, 2018

**Missouri State Committee for Social Workers
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, MO 65109**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Open Session Agenda**
- IV. Introduction of Guests**
- V. Approval of Open Session Minutes**
 - March 15, 2018
 - April 27, 2018
- VI. Executive Director Report**
 - Board Totals
 - Red Tape Rules
 - Suicide Training
 - Miscellaneous
- VII. Appearances**
 - Probation Violation Hearing
 - Wendy Webster @ 9:00 a.m. (green card signed by Ms. Webster 4/30/18)
 - David Lipson @ 10:00 a.m. ()
 - Julie Partin @ 11:00 a.m. (green card and regular mail returned undeliverable)
- VIII. Miscellaneous**
 - Looking to Hire LCSW
- 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 Session Minutes

**Open Minutes
March 15, 2018**

**Missouri State Committee for Social Workers
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, MO 65109**

Members Present

Terri Marty – Chairperson
Justin Bennett – Secretary
Ellen Burkemper
Frances Klahr
Shelly LaRose
Kathie Miller
Sharon Sorrell

Staff Present

Tom Reichard – Executive Director
Sharon Euler – Legal Counsel
Tiffany Giesing – Processing Technician II

Call to Order – Terri Marty, Chairperson

The Missouri State Committee for Social Worker’s open session meeting was called to order by Terri Marty, Chairperson at 8:40 a.m. on March 15, 2018 at Camden on the Lake, Camdenton, MO.

Approval of Agenda

A motion was made by S. Sorrell and seconded by S. LaRose to approve the open session agenda. J. Bennett, E. Burkemper, F. Klahr, T. Marty and K. Miller voted in favor of the motion.

Approval of Open Session Minutes

December 14, 2018

A motion was made by K. Miller and seconded by F. Klahr to approve the open session minutes from December 14, 2017. J. Bennett, E. Burkemper, S. LaRose, T. Marty and S. Sorrell voted in favor of the motion.

Executive Director Report

Board Totals

61 Baccalaureate – 1,719 Masters of which 871 are under supervision – 5,623 clinical licensures.

3/30/18 Rules Taking Effect

Rules taking effect 3/30/18 were discussed.

Red Tape Rules

Red tape rules reviewed, explained and discussed.

Miscellaneous

Grey Endres – Supervisor Committee

Supervisor Brochures, co-signing and a committee for supervisors discussed.

Naloxon (Opioid Epidemic)

Opioid epidemic discussed. Link added to the website with information regarding Naloxon.

Motion to Close

A motion was made by J. Bennett and seconded by K. Miller to move to close session agenda 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 620.010.14 Subsection (7) for the purpose of reviewing and approving the closed minutes of one or more previous meetings. Closed under Sections 610.021 (14) and 620.021 Subsection (7), RSMo, for the purpose of discussing investigative reports and/or complaints.. E. Burkemper, F. Klahr, S. LaRose, T. Marty and S. Sorrell voted in favor of the motion.

Motion to Open

A motion was made by J. Bennett and seconded by F. Klahr to move to open session agenda. E. Burkemper, S. LaRose, T. Marty, K. Miller and S. Sorrell voted in favor of the motion.

Miscellaneous

Supervision approval letter

A motion was made by J. Bennett and seconded by E. Burkemper to add additional information on the registration of supervision and change of status letters. F. Klahr, S. LaRose, T. Marty, K. Miller and S. Sorrell voted in favor of the motion.

Executive Director

Forms are being updated. Forms to be brought to the June meeting for review.

Motion to Adjourn

A motion was made by F. Klahr and seconded by J. Bennett to adjourn the meeting. E. Burkemper, S. LaRose, T. Marty, K. Miller and S. Sorrell voted in favor of the motion.

**Open Minutes
April 27, 2018**

**Missouri State Committee for Social Workers
Division of Professional Registration
3605 Missouri Blvd.
Jefferson City, MO 65109**

Members Present

Terri Marty – Chairperson
Justin Bennett – Secretary
Ellen Burkemper
Frances Klahr
Shelly LaRose
Kathie Miller
Sharon Sorrell

Staff Present

Tom Reichard – Executive Director
Sharon Euler – Legal Counsel
Tiffany Giesing – Processing Technician II

Call to Order – Terri Marty, Chairperson

The Missouri State Committee for Social Workers open session meeting was called to order by Terri Marty, Chairperson at 10:02 a.m. on April 27, 2018 at the Division of Professional Registration, 3605 Missouri Blvd. Jefferson City, MO 65109.

Approval of Agenda

A motion was made by J. Bennett and seconded by K. Miller to approve the open session agenda. E. Burkemper, F. Klahr, S. LaRose, T. Marty and S. Sorrell voted in favor of the motion.

Executive Director

Discussion held regarding 75% of supervision pre-approval for exam. Supervisor Brochure and supervision forms updated.

Motion to Close

A motion was made by K. Miller and seconded by J. Bennett to move to closed session agenda 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 620.010.14

Subsection (7) for the purpose of reviewing and approving the closed minutes of one or more previous meetings. Closed under Sections 610.021 (14) and 620.021 Subsection (7), RSMo, for the purpose of discussing investigative reports and/or complaints. E. Burkemper, F. Klahr, S. LaRose, T. Marty and S. Sorrell voted in favor of the motion.

Motion to Adjourn

A motion was made by K. Miller and seconded by F. Klahr to adjourn the meeting. J. Bennett, E. Burkemper, S. LaRose, T. Marty and S. Sorrell voted in favor of the motion.

Executive Director Report

RULES REVIEW

**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2263—State Committee for
Social Workers
Chapter 1—General Rules**

20 CSR 2263-1.010 Definitions

PURPOSE: This rule defines terms used in 20 CSR 2263.

(1) The words defined in sections 337.600–337.689, RSMo, shall have the same meaning when used in these rules, unless the context plainly requires a different meaning.

~~(A)~~ “Acceptable educational institution” shall mean—

1. A school, college, university, or other institution of higher learning in the United States which, at the time the applicant was enrolled and graduated, was accredited by a regional accrediting commission recognized by the ~~United States Department of Education or the Committee on Recognition of Post-Secondary Accreditation (CORPA), Council on Social Work Education (CSWE)~~ or its successor organization; or

2. A school, college, university, or other institution of higher learning outside the United States which, at the time the applicant was enrolled and graduated, maintained a standard of training determined by the committee to be substantially equivalent to the standards of training of those institutions accredited by ~~one (1) of the regional accrediting commissions recognized by the United States Department of Education or CORPA~~ the CSWE.

(B) “Applicant” means an individual submitting an application for any step in the licensure process, including an individual who has submitted an application for registration of supervision, temporary permit, or any social work license.

(C) “Client” means any individual, couple, family, group, organization, or community for whom the practice of licensed social work is provided.

(D) “Committee” means the State Committee for Social Workers.

(E) “Confidential information” means information revealed by a client or otherwise obtained by a member of the profession in the professional relationship.

(F) “Dual relationship” or “multiple relationships” occur when members of the profession relate to clients in more than one (1) relationship, whether professional, social, or business. Dual or multiple relationships can occur simultaneously or consecutively.

(G) “Legal resident alien” means any noncitizen of the United States who has been admitted to and remains in the United States with the recognition of the Immigration and Naturalization Service (INS).

(H) “Licensed social work” is practiced by a licensed social worker for a client.

(I) “Licensed social worker” means any person who is a licensed social worker.

(J) “Member of the profession” is any applicant, registrant, or licensed social worker.

~~(K) “Provisional licensee” means an individual who has completed all requirements for licensure with the exception of the supervised experience.~~

~~(L)~~ “Registrant” means an individual who has submitted an application for registration of supervision, or an individual whose application for registration of supervision has been approved by the committee, and who is engaged in a program of supervised social work experience as described in sections 337.615, 337.645, and 337.653, RSMo, but who has not met all of the requirements for licensure.

~~(M)~~ “Temporary permit” authorizes an applicant for reciprocity to practice social work in Missouri pending licensure.

~~(N)~~ “Term of licensure” means the period between initial licensure and renewal, and the period between renewals.

AUTHORITY: sections 337.600 and 337.627, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-1.010. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective June 25, 1992. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-1.010, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.*

20 CSR 2263-1.015 General Organization

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PURPOSE: This rule complies with sections 337.600–337.639, RSMo, which permit the department to adopt rules governing the conduct of the State Committee for Social Workers.

(1) The purpose of the State Committee for Social Workers (hereinafter committee) is to regulate the practice of licensed social work as it involves the health, safety and welfare of the inhabitants of this state; to protect the inhabitants of this state from harm caused by dangerous, dishonest, incompetent, or the unlawful practice of licensed social work and to implement and sustain a system for the examination and regulation of licensed social workers, provisional licensed social workers, temporary permit holders, and individuals receiving supervision for licensure.

(2) The committee shall meet at least once a year to elect a chairperson and secretary by a majority of committee member votes. In the absence of the chairperson, the secretary shall preside. Additional meetings may be held as division and committee business requires and all meeting notices shall be posted in compliance with Chapter 610, RSMo, or any other applicable law or rule.

(3) Members of the public may obtain information or make a submission to the division or the committee by writing PO Box 1335, Jefferson City, MO 65102-1335. The telephone number for the committee office is (573) 751-0885 and the TDD number is (800) 735-2966.

AUTHORITY: sections 337.627, RSMo 2000 and 337.622 and 337.677, RSMo Supp. 2001. This rule originally filed as 4 CSR 263-1.015. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Nov. 13, 2002, effective June 30, 2003. Moved to 20 CSR 2263-1.015, effective Aug. 28, 2006.*

**Original authority: 337.622, RSMo 1997 amended, 1999, 2001 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 337.677, RSMo 2001.*

20 CSR 2263-1.016 Policy for Handling Release of Public Records
20 CSR 2263-1.016 Policy for Handling Release of Public Records

PURPOSE: This rule outlines the policy regarding the release of information on any meetings, committee records or votes in compliance with sections 610.010–610.030, RSMo.

(1) The State Committee for Social Workers is a public governmental body as defined in Chapter 610, RSMo and adopts the following as the written policy for compliance with the provisions of that chapter. This policy is open to public inspection and implements Chapter 610, RSMo provisions regarding the release of information of any meeting, records or votes of the committee which are not closed under the chapter or any other applicable state or federal law.

(2) All public records of the committee shall be open for inspection and copying by any member of the general public during normal business hours except for those records closed pursuant to the provisions of sections 610.021 and 620.010.14(7), RSMo or any other applicable state or federal law. All public meetings of the committee will be open to the public unless authorized to be closed in accordance with state or federal law.

(3) The committee establishes the director of the Division of Professional Registration or the director's designated representative as the custodian of its records as required by section 610.023, RSMo. The director or designee is responsible for maintaining committee records and responding to requests for access to public records.

(4) The committee shall charge a reasonable fee, pursuant to the rules promulgated by the committee, for the cost of researching, inspecting and copying the records. Charges and payments of the fees shall be based on the following:

- (A) A fee for copying public records shall not exceed the actual cost of the document search and duplication;
- (B) The committee may require payment of fees prior to making the copies; and
- (C) All fees collected shall be remitted to the Director of Revenue for deposit to the credit of the Clinical Social Work Fund.

~~(5) If the custodian believes that requested access is not required under Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before deciding whether to deny access to the records. If contact with that office is not practicable or is impossible, the custodian may decide whether to deny access. However, in that case, the custodian shall consult with the Office of the Attorney General within five (5) working days of the decision. When access is denied, the custodian will comply with the requirements in section 610.023, RSMo concerning informing the individual requesting access to the records and shall supply to the committee copies of the written denial. The committee shall either affirm or reverse the decision of the custodian.~~

(6) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. That file shall be maintained as a public record open for inspection by any member of the general public during regular business hours.

AUTHORITY: sections 337.627, RSMo Supp. 1998 and 610.010–610.200, RSMo 1994 and Supp. 1998. This rule originally filed as 4 CSR 263-1.016. Original rule filed Jan. 20, 1999, effective July 30, 1999. Moved to 20 CSR 2263-1.016, effective Aug. 28, 2006.*

**Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997 and 61.010–610.200, please see Missouri Revised Statutes 1994 and Missouri Revised Statutes Cumulative Supplement 1998.*

20 CSR 2263-1.025 Complaint Handling and Disposition

PURPOSE: This rule establishes a procedure for the receipt, handling and disposition of public complaints pursuant to the mandate of section 620.010.15(6), RSMo Supp. 1997.

(1) The Division of Professional Registration, in coordination with the State Committee for Social Workers, will receive and process each complaint made against any licensed social worker, ~~provisional licensed social worker, temporary permit holder~~, registrant, applicant, individual or entity, in which the complaint alleges certain acts or practices may constitute one (1) or more violations of the provisions of sections 337.600–337.689, RSMo or the administrative rules. No member of the State Committee for Social Workers may file a complaint with the division or committee while holding that office unless that member is excused from further committee deliberation or activity concerning the matters alleged within that complaint. Any division staff member or the committee may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints shall be mailed or delivered to the following address: State Committee for Social Workers, 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102. However, actual receipt of the complaint by the committee at its administrative offices in any manner shall be sufficient. Complaints may be based upon personal knowledge, or upon information and belief, reciting information received from other sources which does not violate a client's right to privacy.

(3) All complaints shall be made in writing on a form provided by the committee and shall fully identify the complainant by name and address. Verbal or telephone communication will not be considered or processed as a complaint, however, the person making such communication will be asked to supplement the communication with a written complaint on a form provided by the committee. Individuals with special needs as addressed by the Americans with Disabilities Act (ADA) may notify the committee office at (573) 751-0885 for assistance. The text telephone for the hearing impaired is (800) 735-2966.

(4) Each complaint received under this rule will be logged and maintained by the division. The log will contain a record of each complainant's name; the name and address of the subject(s) of the complaint; the date each complaint is received; a brief statement concerning the alleged acts or practices; a notation indicating the complaint was dismissed by the committee or a disciplinary action was filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This log shall be a closed record of the committee.

(5) Each complaint received under this rule shall be acknowledged in writing. The complainant and licensee shall be notified of the ultimate disposition of the complaint.

(6) This rule shall not be deemed to limit the authority to file a complaint with the Administrative Hearing Commission charging the committee's licensee with any actionable conduct or violation, whether or not such a complaint exceeds the scope of the acts charged in a preliminary public complaint filed with the committee.

(7) The division interprets this rule, which is required by law, to exist for the benefit of those members of the public who submit complaints to the committee. This rule is not deemed to protect or inure to the benefit of those licensees or other persons against whom the committee had instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of sections 337.600–337.689, RSMo or any rules promulgated by the committee.

AUTHORITY: sections 337.627, RSMo 2000 and 337.677 and 620.010.15(6), RSMo Supp. 2001. This rule originally filed as 4 CSR 263-1.025. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-1.025, effective Aug. 28, 2006.*

**Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997; 337.677, RSMo 2001; and 620.010, RSMo 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995, 1999, 2001.*

20 CSR 263-1.030 Name and Address Change

PURPOSE: This rule outlines the requirements and procedures for notifying the committee of name and address changes.

(1) All individuals shall ensure that the committee has the current legal name and address of that individual. Individuals shall notify the committee of the changes by sending a letter to PO Box 1335, Jefferson City, MO 65102-1335, within thirty (30) days of the effective date of the change.

(2) Individuals whose name is changed by marriage or court order shall within thirty (30) days of the name change—

(A) Notify the committee of the change and provide a copy of the appropriate documentation verifying the name change; and

(B) Return the current license, if applicable, and the original wall-hanging certificate bearing the former name.

(3) A licensee may request a replacement wall-hanging certificate by paying the wall-hanging certificate replacement fee.

(4) Changes in telephone number should also be reported in the same manner as that described for changes in address.

AUTHORITY: sections 337.612 and 337.627, RSMo Supp. 1998. This rule originally filed as 4 CSR 263-1.030. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Moved to 20 CSR 2263-1.030, effective Aug. 28, 2006.*

**Original authority: 337.612, RSMo 1989, amended 1997 and 337.627, RSMo 1989, amended 1993, 1995, 1997.*

20 CSR 2263-1.035 Fees

PURPOSE: This rule establishes the fees for both clinical and baccalaureate social workers.

(1) The following fees are established by the committee and are payable in the form of a cashier's check, personal check, or money order:

- (A) Application/Initial License Fee
 - 1. October–January (two (2)-year license) \$ 60.00
 - 2. February–May (one and one-half (1 1/2)-year license) \$ 45.00
 - 3. June–September (one (1)-year license) \$ 30.00
- (B) Registration of Supervision Fee (This is an initial one-time fee) \$ 25.00
- (C) Two (2)-Year License Renewal Fee \$ 58.00
- (D) Delinquent Fee for Failure to Obtain a License or Timely Renew a License \$ 58.00
- (E) Restoration of Lapsed License Fee \$117.00
- (F) Inactive Status \$ 25.00
- (G) Reciprocity Application Fee \$ 60.00
- (H) Wall-Hanging Replacement Fee \$ 5.00
- (I) Insufficient Funds Check

Charge Fee \$ 25.00

(2) All fees are nonrefundable.

AUTHORITY: sections 337.612 and 337.627, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-1.035. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-1.035, effective Aug. 28, 2006. Amended: Filed Aug. 11, 2006, effective Jan. 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.612, RSMo 1989, amended 1997, 2001, 2007 and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.*

20 CSR 2263-1.040 School Social Worker Examinations Approved by the Committee

PURPOSE: This rule establishes the school social worker examination(s) approved by the committee for the school social work program verification and acknowledgment of completion to be issued by Missouri colleges and universities and by the committee as authorized in section 173.1400 of Senate Bill 563 (2012).

(1) School social worker examination(s) approved by the committee for the purposes of sections 173.1400 and 337.647.2., RSMo, include:

(A) The Educational Testing Service Praxis series exam #0211 School Social Worker: Content Knowledge.

AUTHORITY: sections 173.1400.1.(2), 337.627.1.(8), and 337.647.2.(2) and .3., RSMo Supp. 2012. Emergency rule filed Sept. 18, 2012, effective Sept. 28, 2012, expired March 26, 2013. Original rule filed Sept. 18, 2012, effective Feb. 28, 2013.*

**Original authority: 173.1400, RSMo 2012; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.647, RSMo 2012.*

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**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2263—State Committee for
Social Workers
Chapter 2—Licensure Requirements**

20 CSR 2263-2.020 Educational Requirements for Licensed Social Workers

PURPOSE: This rule defines the educational requirements for an applicant for social work licensure, registration of supervision, and reciprocity.

~~(1) An applicant for registration of supervision, or a social work license, must have a degree from a professional social work program in an acceptable educational institution. An acceptable educational institution is a college or university program of social work accredited by the Council on Social Work Education (CSWE) or its successor organization, or an equivalent accreditation program, acceptable to the committee, in countries outside the United States.~~

~~(2) Verification of the degree is required by means of an official transcript sent directly to the committee by the educational institution.~~

AUTHORITY: sections 337.612, 337.615, and 337.627, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-2.020. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 26, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.020, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.*

20 CSR 2263-2.022 Education Requirements for Licensed Baccalaureate Social Workers
(Rescinded April 30, 2010)

AUTHORITY: sections 337.665 and 337.677.1, RSMo Supp. 2001. This rule originally filed as 4 CSR 263-2.022. Original rule filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.022, effective Aug. 28, 2006. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

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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 issuance of the license as a master social worker.~~

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

(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 working clinically for licensure must remain under approved supervision until the license is approved by the committee.

AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, 337.662, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-2.030. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective May 14, 1992. Amended: Filed March 1, 1994, effective Aug. 28, 1994. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.030, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.662, RSMo 2001; and 337.665, RSMo 2001, amended 2004, 2007.*

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 (LAMSWS), 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 LAMSWS may supervise LAMSWS 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.

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(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 and maintain the committee's Attestation of Supervision Form, summarizing the supervisee's performance and level of compliance with the requirements for supervised social work experience for a period of 48 months.

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(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.

(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 HealthNet 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.

*AUTHORITY: sections 337.600, 337.612, 337.627, and 337.665, RSMo Supp. 2010. *This rule originally filed as 4 CSR 263-2.031. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective May 14, 1992. Emergency amendment filed March 25, 1992, effective April 4, 1992, expired Aug. 1, 1992. Amended: Filed March 25, 1992, effective Sept. 6, 1992. Amended: Filed March 1, 1994, effective Aug. 28, 1994. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed July 15, 2005, effective Jan. 30, 2006. Moved to 20 CSR 2263-2.031, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Emergency amendment filed Aug. 18, 2010, effective Aug. 28, 2010, expired Feb. 24, 2011. Amended: Filed Aug. 18, 2010, effective Feb. 28, 2011.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

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20 CSR 2263-2.032 Registration of Supervised Social Work Experience

PURPOSE: This rule outlines the requirements for registering clinical social work experience.

(1) Supervised social work experience shall be registered for approval by the committee prior to the beginning of supervision. This will ensure that the supervision is acceptable to the committee prior to applying for licensure. In the event the applicant fails to pre-approve their supervisor(s), or is applying through reciprocity, the committee at its discretion may review the supervision for compliance and consideration of licensure.

(2) Registration of supervision for social workers beginning the practice of social work under supervision in another state and intending to apply for licensure in Missouri is acceptable to the committee if the supervisor holds a license in the other state, determined by the committee to be substantially similar to Missouri's.

(3) The applicant for registration of supervision shall—

(A) Have one (1) of the following licenses:

1. Licensed master social worker (LMSW) for clinical or advanced macro path; or
2. Licensed baccalaureate social worker (LBSW) if seeking independent practice on a baccalaureate level;

(B) Submit a completed registration of supervision form provided by the committee;

~~(C) Submit a copy of a contract negotiated between the applicant and the proposed supervisor. However, should the contract be terminated before the completion of the minimum hours required, the supervisee is responsible for negotiating a new contract and obtaining all evaluation and termination forms required to document prior supervision. Such a contract shall not be valid 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; and~~

(D) Pay the one (1)-time registration of supervision fee as prescribed by the committee.

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(4) The applicant for registration of supervision shall practice social work under the order, control, oversight, guidance, and full professional responsibility of the approved registered supervisor at the setting(s) approved by the committee.

(5) Whenever a supervisee changes a supervisor or adds a supervisor or new setting, a change of status form, provided by the committee, shall be submitted to the committee by the supervisee. There is no fee for updating a change of supervision and/or setting, but must be submitted in writing within fourteen (14) days. Failure to submit a change will result in supervision hours not calculated towards the three thousand (3,000) hours of supervised licensed social work experience.

(6) A supervisee may be employed in the supervisor's private practice setting or in the private practice of another. The professional setting shall not include private practice in which the supervisee operates, manages, or has an ownership interest in the private practice.

(7) The committee shall notify both the supervisee and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision. A registration of supervision will not be reviewed until all items required by section (3) of this rule are received.

(8) Supervised social work experience of the supervisee in an exempt setting (any agency or department of Missouri) shall meet the requirements as set forth in the rules promulgated by the committee.

(9) Approval of the proposed social work experience and/or the proposed supervisor shall be withdrawn if circumstances change so that the experience, supervisor, or both, do not qualify as supervised social work experience as that term is defined in the rules promulgated by the committee.

(10) Because the difficulties in confirming or verifying supervision increase dramatically over time, supervision will not be recognized if it occurred more than ~~sixty-fourty-eight (6048)~~ calendar months prior to the application for licensure being filed.

(11) Any termination of supervision or change of supervision site must be reported by the supervisor to the committee in writing within fourteen (14) days.

(12) 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.

(13) If the required hours of supervision are not completed within forty-eight (48) months of the beginning of supervision, the supervisee shall submit a detailed written plan to the committee for approval specifying how the supervision will be successfully concluded, co-signed by the supervisor. The committee may approve the plan, request further information from either the supervisee or the supervisor, or require either the supervisee or the supervisor, or both, to appear before the committee or a subcommittee thereof.

AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-2.032. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.032, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.

20 CSR 2263-2.045 Provisional Licenses
(Rescinded February 28, 2018)

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AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo Supp. 2010. This rule originally filed as 4 CSR 263-2.045. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Amended: Filed March 28, 2005, effective Sept. 30, 2005. Moved to 20 CSR 2263-2.045, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Emergency amendment filed Aug. 18, 2010, effective Aug. 28, 2010, expired Feb. 24, 2011. Amended: Filed Aug. 18, 2010, effective Feb. 28, 2011. Rescinded: Filed Aug. 8, 2017, effective Feb. 28, 2018.

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20 CSR 2263-2.047 Provisional Licensed Baccalaureate Social Worker
(Rescinded April 30, 2010)

AUTHORITY: sections 337.650, 337.653, 337.665, and 337.677, RSMo Supp. 2004. This rule originally filed as 4 CSR 263-2.047. Original rule filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Amended: Filed March 28, 2005, effective Sept. 30, 2005. Moved to 20 CSR 2263-2.047, effective Aug. 28, 2006. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

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20 CSR 2263-2.050 Application for Licensure as a Social Worker

PURPOSE: This rule outlines the procedures for application for licensure as a clinical social worker.

(1) Application for social work licensure shall be made on the forms provided by the committee. Application forms shall be obtained from the Executive Director, State Committee for Social Workers, PO Box 1335, Jefferson City, MO 65102.

(2) An application for licensure is not considered officially filed with the committee until it has been determined by the committee staff to be complete and the application is submitted on the form(s) provided by the committee. The application shall be ~~typewritten or printed legibly in black ink, signed, notarized, and~~ accompanied by the application fee as set forth in the rules promulgated by the committee.

(3) A separate application for licensure shall be made for each class of license sought.

(4) The following documents shall be on file for an application to be considered complete and officially filed:

- (A) Completed application form, specifying the type of license sought;
- (B) Official transcript(s) sent directly from the educational institution(s);
- (C) Completed Attestation of Supervision form(s) sent directly from the attesting supervisor(s), if applicable;
- (D) Verification of a passing score, as determined by the committee, on the examination administered by the Association of Social Work Boards (ASWB). Verification of score(s) shall be sent directly to the committee office by the ASWB. The required examinations are—
 - 1. Licensed baccalaureate social worker—bachelors examination;
 - 2. Licensed baccalaureate social worker independent practice—bachelors examination;
 - 3. Licensed master social worker—masters examination.
 - A. A clinical examination taken by a person who has registered supervision before April 30, 2010, and has not been issued a provisional licensed clinical social worker license is acceptable;
 - 4. Licensed advanced macro social worker—advanced generalist examination.
 - A. An examination taken before the completion of at least two thousand two hundred fifty (2,250) hours and eighteen (18) months of the supervised work experience is not acceptable; and
 - 5. Licensed clinical social worker—clinical examination.
 - A. An examination taken before the completion of at least two thousand two hundred fifty (2,250) hours and eighteen (18) months of the supervised work experience is not acceptable;
- (E) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant directly to the Missouri Highway Patrol or its approved vendor. All fees are nonrefundable; and
- (F) An applicant for licensure who answers "yes" to any question in the application which relates to possible grounds for denial of licensure under section 337.630, RSMo, shall submit a sworn affidavit setting forth in detail the facts that explain the answer and shall submit copies of appropriate documents related to that answer, if requested by the committee, which shall include, but is not limited to, the following:
 - 1. Certified copies of final orders/judgments;
 - 2. If no final order—Certified copy of clerk's docket sheet and copy of complaint; and
 - 3. If criminal conviction—A certified copy of final order and sentence or commutation of sentence.

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(5) Following the committee's review process, the applicant will be informed by letter of licensure denial. The denial letter will identify the reasons for denial and the appeal process.

(6) Any applicant for licensure shall complete and officially file the application for licensure within an application window of one (1) year from the date the application form is initially submitted to the committee.

(A) If an applicant fails to submit all requirements needed for approval to take the exam within the one- (1-) year period, then the application will be voided.

(B) Upon completion of the application for licensure, the committee will either approve or disapprove the applicant to sit for the applicable examination.

AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo 2016. This rule originally filed as 4 CSR 263-2.050. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective May 14, 1992. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.050, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Emergency amendment filed Aug. 18, 2010, effective Aug. 28, 2010, expired Feb. 24, 2011. Amended: Filed Aug. 18, 2010, effective Feb. 28, 2011. Amended: Filed Sept. 27, 2017, effective March 30, 2018.*

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**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007, 2010, 2014; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

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20 CSR 2263-2.051 Reexamination

PURPOSE: This rule establishes an end date for initial applications for license.

(1) Any applicant must pass the required examination within two (2) calendar years from the date the applicant was approved to take the examination. Failure to complete the examination within this time frame will result in the expiration of the application. Any applicant whose application has expired may choose to reapply for licensure and for approval to sit for the examination.

AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo 2016. Original rule filed Sept. 27, 2017, effective March 30, 2018.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007, 2010, 2014; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

20 CSR 2263-2.052 Application for Licensure as a Licensed Baccalaureate Social Worker (Rescinded April 30, 2010)

AUTHORITY: sections 337.665 and 337.677.1, RSMo Supp. 2006. This rule originally filed as 4 CSR 263-2.052. Original rule filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.052, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

20 CSR 2263-2.060 Licensure by Reciprocity

PURPOSE: This rule provides information to those desiring licensure by reciprocity.

(1) The committee may issue a license by reciprocity to individuals who meet the licensure requirements as set forth in the rules promulgated by the committee and provide the following:

(A) Completed application for Licensure by Reciprocity form provided by the committee. The application shall state the class of license sought by the applicant;

(B) A reciprocity application fee as set forth in the rules promulgated by the committee;

(C) Verification form provided by the committee to be completed by the regulatory entity verifying that the individual holds a valid, ~~unexpired active~~ license as a social worker in that state, ~~or territory, province, or country whose licensing or certification requirements at the time the application is submitted to the committee are substantially similar to those in Missouri and verification that the individual has engaged in the active practice of social work for at least three (3) of the past five (5) years.~~ The applicant has the burden of providing the information necessary for determination of this issue.

~~1. The applicant for licensure by reciprocity shall furnish to the committee true and accurate copies of the licensure law from the state in which he/she is licensed and/or certified;~~

(D) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check. Any fees due

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for fingerprint background checks shall be paid by the applicant directly to the Missouri Highway Patrol or its approved vendor. All fees are nonrefundable.

(2) If the committee determines that the applicant fails to meet the requirements for licensure by reciprocity, the applicant for licensure by reciprocity shall be informed by letter that licensure by reciprocity has been denied. The denial letter shall identify the reasons for denial and shall inform the applicant of the appeal process.

(3) Any applicant for licensure shall complete and officially file the application for licensure within an application window of one (1) year from the date the application is initially submitted to the committee. If an applicant fails to complete all requirements for licensure within the one- (1-) year period, then the application shall be deemed void. If the applicant wishes to pursue licensure after the expiration of the application window, the applicant must begin the application process again by submitting a new application and all applicable fees and comply with all other requirements as set forth in this rule for a complete and officially filed application. The applicant may make a written request to the committee to transfer to the new application file the previously submitted transcripts, any still valid test scores, and any other information submitted as part of the application process that is still current and valid. The committee has discretion to determine what portions of the application documents will transfer to the new application and which will not; however, the committee shall not approve the transfer of the results of any background check or fingerprinting requirement to the new application nor shall the committee waive any requirement for payment of any applicable fees for the new application.

*AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo 2016. * This rule originally filed as 4 CSR 263-2.060. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Nov. 13, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.060, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Amended: Filed Sept. 27, 2017, effective March 30, 2018.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007, 2010, 2014; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

20 CSR 2263-2.062 Licensure by Reciprocity as a Licensed Baccalaureate Social Worker
(Rescinded April 30, 2010)

AUTHORITY: sections 337.650, 337.665, and 337.677.1, RSMo Supp. 2006. This rule originally filed as 4 CSR 263-2.062. Original rule filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.062, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

20 CSR 2263-2.070 Temporary Permits for Licensed Social Workers

PURPOSE: This rule establishes a procedure for reciprocity applicants to obtain a temporary permit to practice social work in Missouri pending licensure.

- (1) Individuals who have a valid, unexpired license or certificate as a social worker from a state, territory, province, or country whose licensing or certification requirements are substantially the same as the current Missouri requirements for licensure, as determined by the committee, may receive a temporary permit to practice social work in Missouri pending committee approval for licensure by reciprocity.
- (2) Temporary permit requests must be submitted to the committee with a completed reciprocity application.
- (3) The applicant has the burden of providing the information necessary for the determination of licensure.
- (4) Temporary permits shall be valid for a maximum of three (3) months after issuance.
- (5) Individuals who have temporary permits are subject to the statutes and regulations promulgated by the committee governing the practice of social work.
- (6) Individuals who have temporary permits may use the social work title for which they seek licensure.

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AUTHORITY: section 337.621, RSMo 2000 and sections 337.600, 337.627, and 337.630, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-2.070. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.070, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

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**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.621, RSMo 1989, amended 1997; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

20 CSR 2263-2.072 Temporary Permits for Licensed Baccalaureate Social Workers (Rescinded April 30, 2010)

AUTHORITY: sections 337.665, 337.671, and 337.677.1, RSMo Supp. 2001. This rule originally filed as 4 CSR 263-2.072. Original rule filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.072, effective Aug. 28, 2006. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

20 CSR 2263-2.075 Renewal of License

PURPOSE: This rule outlines the process of renewing a license to practice as a licensed clinical social worker or as a licensed baccalaureate social worker.

(1) All licenses shall be renewed on or before the expiration of the license. Failure of a licensee to renew the license shall cause the license to lapse. Failure to receive notice shall not relieve the licensee of the obligation to renew the license to practice as a licensed social worker and to pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license, or if the expiration date is a Sunday or federal holiday, then the next day, to avoid the late renewal penalty fee as defined in the rules promulgated by the committee. Deposit of the renewal fee by the division does not constitute acceptance of the renewal application.

(2) Each licensed social worker shall provide the committee with a completed renewal form issued by the committee that shall contain:

(A) The licensee's residential address;

(B) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence, or the entering of a plea of *nolo contendere* for any violation of any laws of a state or the United States, other than a traffic violation;

(C) Details regarding any addiction to or repetitive abuse of any drug or chemical substance, including alcohol;

(D) Information regarding being currently treated or ever having been treated through a drug or alcohol rehabilitation program;

(E) Details regarding being a party in a civil suit;

(F) Any and all details regarding any restriction or discipline for unethical behavior or unprofessional conduct;

(G) Any and all details regarding a professional license, certification, registration, permit, or an application in any state, United States territory, province, or country being denied, reprimanded, suspended, restricted, revoked, or otherwise disciplined, curtailed or voluntarily surrendered under threat of investigation or disciplinary action;

(H) Any and all details regarding any pending complaints before any regulatory board or agency;

(I) Details regarding a medical condition which in any way impairs or limits the ability to perform the duties of a licensed social worker with reasonable skill and safety; and

(J) Affirmation that the licensee has fulfilled the ethical standard of maintaining continued competence by the completion of at least thirty (30) clock hours of continuing education.

~~(3) Each licensee shall notify the committee in writing within thirty (30) days of any change relating to rules promulgated by the committee occurring during the renewal period.~~

~~(4) Any licensee who fails to timely renew shall not perform any act for which a license is required during the expired, lapsed, or inactive period.~~

AUTHORITY: sections 337.600, 337.612, 337.618, 337.627, and 337.630, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-2.075. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.075, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

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**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

20 CSR 2263-2.082 Continuing Education

PURPOSE: This rule sets continuing education requirements for renewal of licenses to practice as a licensed social worker and establishes the basic continuing education standards. The goal of continuing education is to ensure quality social work services to clients. The requirements for continuing education are grounded in the ethical principle to develop and enhance professional expertise and increase competence in service and delivery.

- (1) As a condition for renewing a license to practice, all licensed social workers shall be required to have completed thirty (30) clock hours of acceptable continuing professional education courses prior to the renewal of the license.
- (2) As part of the thirty (30) continuing education (CE) hours required for each renewal cycle, each applicant for renewal or reinstatement of a license shall complete three (3) clock hours of ethics presented by a social worker who has graduated from an accredited school of social work or by a professional who has knowledge of ethics as it relates to the practice of social work.
- (3) The committee shall have authority to make exceptions to the continuing professional education requirement for reasons of health, military service, foreign residency, or other good cause.
- (4) The overriding consideration in determining whether a specific activity is acceptable is that it shall be a formal curriculum of learning which contributes directly to the advancement, extension, and enhancement of professional skills and scientific knowledge of a licensed individual.
- (5) A licensee who becomes licensed during a renewal cycle shall be required to obtain continuing education at the rate computed by the following:

(A)

REQUIRED CEs*	
ISSUE MONTH	CE HOURS NEEDED
October	29
November	28
December	26
January	25
February	24
March	23
April	21
May	20
June	19
July	18
August	16
September	15
October	14
November	13
December	11
January	10
February	9
March	8
April	6
*This chart pertains to new licensees only.	
Formula: Months licensed divided by the number of months in reporting cycle multiplied by total CE hours required for renewal. Total rounded up or down to the nearest whole number: four (4) or less round down; five (5) or more round up.	
Example: licensed on January 1 of an odd year, reporting cycle is 24 months, 30 hours of CE required. 8 months ÷ 24 months x 30 = 9.9 which rounds up to 10. Licensee must have 10 CE hours to renew.	

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(6) The required continuing education hours may be satisfied through any combination of the following activities:

(A) University or college courses that the licensee successfully completes for credit. Each semester hour credit shall equal fifteen (15) hours of continuing education and each quarter-hour credit shall equal ten (10) hours. Non-credit hours shall be measured in classroom hours;

(B) A maximum of fifteen (15) hours for the completion of self-study programs (i.e., audio or video recordings, electronic, computer, or interactive materials or programs);

(C) Three (3) hours for the publication of an article in a non-peer-reviewed publication;

(D) Five (5) hours for publication of an article in a peer-reviewed professional publication;

(E) Five (5) hours for the publication of one (1) chapter in a social work related professional book;

(F) Ten (10) hours for the publication of an entire book related to the practice of social work;

(G) A maximum of five (5) hours for the initial one- (1-) time preparation and presentation of a social work course, seminar, or workshop during a renewal period. Credit for preparation and presentation shall not be granted for repetitious presentations;

(H) A maximum of three (3) hours during a renewal period for supervision performed for any of the following: social work applicants, impaired licensees, licensees under disciplinary sanction, or peer review of another licensee's therapy skills which includes consultation, conference, and critique; undergraduate and graduate practicum students; or specialty applicants; or

(I) Attending workshops or seminars, including live interactive webinars, approved by or sponsored by the following:

1. National Association of Social Workers (NASW);

2. Social service agency and/or organizational staff development unit (i.e., hospitals, nursing homes, residential treatment facility, etc.);

3. Professional associations in the human services including, but not limited to the—

A. American Psychological Association (APA);

B. Missouri Psychological Association (MOPA);

C. American Association for Marriage and Family Therapy (AAMFT);

D. Missouri Association for Marriage and Family Therapy (MAMFT);

E. American Counseling Association of Missouri (ACAM);

F. American Counselors Association (ACA);

G. American Mental Health Counseling Association (AMHCA);

H. Missouri Mental Health Counseling Association (MMHCA); and

I. Missouri Society for Clinical Social Workers (MSCSW);

4. Association of Social Work Boards (ASWB) or its successor—Approved Continuing Education (ACE);

5. Accredited college or university; or

6. Continuing education hours used to satisfy the continuing education requirements of another state may be submitted to fulfill the requirements of this state if the other state's continuing education requirements are substantially equal to or greater than the requirements of this state.

(7) Up to ten (10) continuing education hours may be carried over into the next reporting period. Continuing education hours shall not be awarded for regular work activities, administrative staff meetings, case staffing or reporting, membership in or holding office in, or participation on boards or committees, business meetings of professional organizations, or training specifically related to policies and procedures of an agency.

(8) Continuing education activities shall—

(A) Be presented by a qualified individual who is an instructor, consultant, or trainer whose documented background, training, education, or experience is appropriate for leading a discussion on the subject matter;

(B) Specify the level of knowledge participants should have upon entering (basic, intermediate, advanced) and the educational objectives obtained upon completing the activity; and

(C) Provide a mechanism for evaluation by the participants. The evaluation may be completed on-site immediately following the activity or an evaluation questionnaire may be distributed to participants to be completed and returned by mail.

(9) With the exception of any of the previously mentioned organizations in section (6), any other organized group that wants to sponsor a workshop or seminar shall submit an application for approval at least thirty (30) days prior to the date of the program. Applications shall be submitted on forms provided by the committee. The committee shall notify the sponsor in writing of approval or denial. The committee will not consider requests for approval of any program submitted after it has already been presented.

(10) Once an application for approval of a course has been granted by the committee, reapproval shall not be required for each subsequent presentation of the course so long as it has not changed. If any portion of the course has significantly changed, reapplication must be made.

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(11) A licensee shall be responsible for maintaining records of continuing education activities. Each licensee shall retain documentation of the continuing education verified on the renewal form for four (4) years following license renewal. The committee may conduct audits of licensees to verify compliance with the continuing education requirements.

(12) Upon request of the committee, the licensee shall provide all documentation of completion of continuing education activities. Failure to provide the committee with the proof of compliance with the continuing education requirement when requested will be considered a violation of the practice act and shall be cause for discipline. Documentation of continuing education may consist of—

- (A) Certificates or affidavits provided by the program/sponsor;
- (B) Receipts for fees paid to the sponsor;
- (C) Educational transcripts;
- (D) Written verification from the university practicum instructor that the licensee provided supervision of undergraduate or graduate students;
- (E) Copy of publication and letter from editor/publisher;
- (F) A written announcement of a presentation schedule and/or brochure specifically identifying the licensee as the presenter of a course/seminar/program.

(13) Continuing education required by the committee as part of discipline imposed on a licensee shall not count toward compliance with the continuing education requirement of this rule.

*AUTHORITY: section 337.627, RSMo 2016. *This rule originally filed as 4 CSR 263-2.082. Original rule filed June 25, 2004, effective Dec. 30, 2004. Rescinded and readopted: Filed Jan. 17, 2006, effective July 30, 2006. Moved to 20 CSR 2263-2.082, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Amended: Filed Sept. 27, 2017, effective March 30, 2018.*

**Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.*

20 CSR 2263-2.085 Restoration of License

PURPOSE: This rule outlines the process for restoring a license to practice as a social worker.

(1) A license that has been expired for sixty (60) days or less shall be restored by submitting—

- (A) A completed renewal form;
- (B) Proof of satisfaction of the continuing education (CE) requirements;
- (C) The renewal fee; and
- (D) The delinquency fee.

(2) A license that has been expired more than sixty (60) days but less than two (2) years must be restored by submitting—

- (A) A completed renewal form;
- (B) Proof of satisfaction of the continuing education requirements;
- (C) The renewal fee;
- (D) The restoration fee; and
- (E) Proof of completion of continuing education hours in the current renewal cycle using the following formula: Number of months not renewed divided by twenty-four (24), multiplied by thirty (30), and then rounded to the nearest whole number. Total rounded up or down to the nearest whole number: four (4) or less round down; five (5) or more round up. Example: license which has been expired for seven (7) months: $7 \div 24 = .29 \times 30 = 8.7$, rounded up to 9. Nine (9) hours of CE required to renew.

1. Proof of the completion of the continuing education hours during the lapse period must be submitted with the application for renewal and the required fees. These hours are in addition to the thirty (30) hours required for renewal of the license.

2. The number of continuing education hours completed above the number required in the current renewal cycle can be credited toward the total hours required for the next renewal cycle.

(3) A license that has been expired for two (2) years or more must be restored by submitting—

- (A) A completed application for licensure, noting the previous license, a request for restoration of license, and one (1) of the following:
 - 1. Proof of current qualification for licensure and proof of completion of at least thirty (30) hours of continuing education completed within the two (2) years immediately preceding the application;
 - 2. Proof of eligibility for licensure by reciprocity as if the applicant was applying for a new license; or
 - 3. Proof of successful completion of any examination required for licensure that has been completed within two (2) years of the date of the request for the restoration of license; and

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(B) The restoration fee.

(4) To restore a license that has been previously revoked, the applicant must submit the following:

(A) An application for licensure requesting reinstatement that contains a statement of the applicant's competency for licensure and rehabilitation from the conduct that was the cause of revocation;

(B) Proof of current qualification for licensure and proof of completion of at least thirty (30) hours of continuing education completed within two (2) years immediately preceding the application, or proof of eligibility for licensure by reciprocity as if the applicant was applying for a new license;

(C) Proof of successful completion of any examination required for licensure that has been completed within two (2) years of the date of the request for restoration of license; and

(D) The restoration fee.

*AUTHORITY: sections 337.600, 337.612, 337.618, 337.627, 337.630, and 337.662, RSMo 2016. * This rule originally filed as 4 CSR 263-2.085. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.085, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010. Amended: Filed Sept. 27, 2017, effective March 30, 2018.*

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**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007, 2010; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.662, RSMo 2001.*

20 CSR 2263-2.090 Inactive Status

PURPOSE: This rule outlines the process of requesting inactive status to maintain a license as a licensed social worker.

(1) A licensee shall request inactive status in writing. An inactive license shall be renewed biennially. Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the inactive license and pay the required fee prior to the expiration date of the inactive license. Renewals shall be postmarked no later than the expiration date of the license to avoid the late renewal penalty fee as defined in rules promulgated by the committee.

(2) Each inactive licensee shall provide the committee, at the time of application for renewal of the inactive license, with a completed renewal form issued by the committee that shall contain updated information since the preceding application/renewal period.

(3) ~~The licensee shall not practice social work in the state of Missouri while the license is inactive, unless otherwise allowed by law.~~

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(4) Licensees granted an inactive license by the committee shall place the word "inactive" adjacent to their social work title on any business card, letterhead, or any other document or device, unless otherwise allowed by law.

(5) If an inactive licensee wishes to return a license to active status, the licensee shall complete a renewal form and pay the renewal fee as stated in the rules promulgated by the committee. In addition the licensee shall:

(A) Furnish evidence of completion of at least thirty (30) hours of continuing education within the prior two (2) years, or agree to complete thirty (30) hours within one (1) calendar year from the date of reactivation; ~~or~~

~~(B) Successfully complete the examination required for licensure.~~

(6) In addition to the requirements set forth in section (5) above, a licensee whose license is inactive for five (5) years or more and has not completed sixty (60) hours of continuing education within five (5) years shall be required to successfully complete the examination required for licensure as referenced in 20 CSR 2263-2.050(4)(D).

(7) The inactive license fee is established in 20 CSR 2263-1.035.

*AUTHORITY: section 337.600, RSMo Supp. 2009. * This rule originally filed as 4 CSR 263-2.090. Original rule filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.090, effective Aug. 28, 2006. Amended: Filed Aug. 11, 2006, effective Jan. 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

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**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009.*

**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2263—State Committee for
Social Workers
Chapter 3—Ethical Standards/
Disciplinary Rules**

20 CSR 2263-3.010 Scope of Coverage and Organization

PURPOSE: This rule sets forth the ethical standards and disciplinary rules inclusive to all licensees practicing social work as defined in statute in this state.

(1) The ethical standards/disciplinary rules for members of the profession, as set forth hereafter by the committee, are mandatory. The failure of a member of the profession to abide by any ethical standard/disciplinary rule in this chapter shall constitute unethical conduct and be grounds for disciplinary proceedings.

AUTHORITY: sections 337.600, 337.615, 337.627, 337.630, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.010. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed June 25, 2004, effective Dec. 30, 2004. Moved to 20 CSR 2263-3.010, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.

20 CSR 2263-3.020 Moral Standards

PURPOSE: This rule sets forth the moral obligations of the ethical standards/disciplinary rules.

(1) The public must be protected from those who are not qualified to be members of the profession by reason of a deficiency in education, experience, moral standards, or other relevant factors, but who nevertheless attempt to or actually practice social work. To assure the maintenance of high standards of the profession of social work, members of the profession shall assist the committee in promulgating, enforcing, and improving requirements for admission to and for the practice of social work.

(2) No member of the profession shall—

- (A) Violate any ethical standard/disciplinary rule;
- (B) Circumvent any ethical standard/disciplinary rule through the actions of another;
- (C) Engage in conduct which is dishonest, deceitful, or fraudulent;
- (D) Allow the pursuit of financial gain or other personal benefit to interfere with the exercise of sound professional judgment or skills; or
- (E) Use therapeutic relationships with clients to promote, for personal gain or the profit of an agency, commercial enterprises of any kind.

(3) Prior to recommending an applicant for licensure, a member of the profession should be satisfied that the applicant is of good moral character. Although a member of the profession should not become a self-appointed investigator or judge of applicants, a report to the committee of all unfavorable information not otherwise privileged relative to the character, education, experience, citizenship, age, or other qualifications of an applicant must be made.

(4) A member of the profession is subject to discipline for making a materially false statement or for deliberately failing to disclose a material fact requested in connection with an application.

(5) A member of the profession shall respond to all reasonable requests for information and/or all other correspondence from the committee. Failure to provide the requested information may be cause for denial of licensure, permit, and/or registration of supervision.

(6) A member of the profession shall not engage in any activity that exploits clients, students, or supervisees, including sexual intimacies (which means physical or other contact by either the member of the profession or the client), including, but not limited to:

(A) Sexual intercourse—any penetration or contact with the female sex organ by a finger, the male sex organ, or any object;

(B) Sodomy—oral or anal copulation, oral or anal copulation or sexual intercourse between two (2) or more people or a person and an animal, or any penetration of the anal opening by any body part or object;

(C) Kissing;

(D) Touching or caressing the legs, thighs, stomach, chest, breasts, genitals, or buttocks, clothed or unclothed;

(E) Exhibitionism and voyeurism (exposing one's self or encouraging another to expose him/herself); and

(F) Comments, gestures, or physical contacts of a sexual nature.

(7) A member of the profession shall report to the committee any known or suspected violation(s) of the laws or regulations promulgated by the committee governing the practice of social work which do not violate a client's right to privacy.

AUTHORITY: sections 337.600, 337.615, 337.627, 337.630, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.020. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-3.020, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

20 CSR 2263-3.040 Client Relationships

PURPOSE: This rule sets forth the ethical standards/disciplinary rules for client relationships.

(1) A member of the profession shall not enter into or continue a dual or multiple relationship, including social relationship, business relationship, or sexual relationship, as defined by the committee, with a current client or with a person to whom the member has at any time rendered psychotherapy (clinical social work) or other professional social work services for the treatment or amelioration of mental and emotional conditions. Business relationships do not include purchases made by the member from the client when the client is providing necessary goods or services to the general public, and the member determines that it is not possible or reasonable to obtain the necessary goods or services from another provider.

(2) A member of the profession shall be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.

(3) A member of the profession should make clear to clients the purposes, goals, techniques, rules of procedure, and limitations that may affect the professional relationship at or before the time that it is begun. A member of the profession shall not provide professional services to clients without being able to justify the basis upon which those services are rendered.

(4) A member of the profession should be aware of his/her own mental health and emotional stability and the effect those have on his/her ability to provide appropriate services to clients. A member of the profession shall not undertake or continue a professional relationship with a client when the competency of the member is or reasonably could be expected to be impaired due to mental, emotional, physiologic, pharmacologic, or substance abuse conditions. If that condition develops after a professional relationship has been initiated, the member shall notify the client in writing of the termination of services and shall assist the client in obtaining services from another professional.

(5) A member of the profession shall not undertake and/or continue a professional relationship with a client when the objectivity or competency of the member is, or reasonably could be expected to be, impaired because of present or previous familial, social, sexual, emotional, financial, supervisory, political, administrative, or legal relationship with the client. If that dual relationship develops or is discovered after the professional relationship has been initiated, the member of the profession shall terminate the professional relationship in an appropriate manner, shall notify the client in writing of this termination, and shall assist the client in obtaining services from another professional.

(6) A member of the profession should be knowledgeable about the services available in the community and make appropriate referrals for their clients. When a member of the profession has a relationship, particularly of an administrative, supervisory, and/or evaluative nature, with an individual seeking counseling services, the licensed social worker, provisional member shall not serve as the practitioner for such individual but shall refer the individual to another professional.

(7) A member of the profession must inform clients about electronic recording of sessions, how such sessions will be used, and provide specific information about any specialized or experimental activities in which they may be expected to participate as a condition of service.

(8) A member of the profession shall terminate a professional relationship when it is reasonably clear that the client is not benefiting from the relationship or when the service has been satisfactorily rendered.

(9) A member of the profession shall protect clients against physical threats, intimidation, and coercion in the provision of social services insofar as is reasonably possible.

(10) A member of the profession shall not attempt any intervention unless thoroughly trained in its use or under the supervision of an expert.

(11) A member of the profession rendering services to a client shall maintain professional records that include:

(A) The presenting problem(s), assessment, plan of action, and progress notes;

(B) The fee arrangement;

(C) The date and substance of each contact with the client;

(D) Notation and results of formal consults with other providers;

(E) A copy of all evaluative reports prepared or received as a part of the professional relationship; and

(F) A copy of a written communication with the client identifying the date and reason for termination of professional service if the licensed social worker is in private practice.

(12) For the purpose of these rules, the licensed social worker and temporary permit holder shall assure that professional records are maintained for at least five (5) years after the date of service is terminated.

(13) A member of the profession shall not falsify or permit the unauthorized destruction of client records.

AUTHORITY: sections 337.600, 337.615, 337.627, and 337.630, RSMo 2016. This rule originally filed as 4 CSR 263-3.040. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-3.040, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010. Amended: Filed Sept. 27, 2017, effective March 30, 2018.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007, 2010, 2014; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

20 CSR 2263-3.060 Relationships with Colleagues

PURPOSE: This rule sets forth the ethical standards/disciplinary rules for relationships with colleagues.

(1) A member of the profession should act with integrity in his/her relationships with colleagues, other organizations, agencies, institutions, referral sources, and other professions so as to facilitate the contribution of all colleagues toward achieving optimum benefit for clients.

(2) A member of the profession shall not knowingly cause a client to terminate the service of another professional solely for personal gain.

(3) A member of the profession shall not exploit his/her professional relationships with supervisors, colleagues, supervisees, students, or employees either sexually, economically, or otherwise.

(4) A member of the profession who has direct knowledge of a social work colleague's impairment which is due to personal problems, psychosocial distress, substance abuse, or mental health difficulties, and which interferes with practice effectiveness should consult with that colleague when feasible and assist the colleague in taking remedial action.

(5) A member of the profession who functions as a supervisor or educator shall not engage in sexual intimacies or contact as defined in the rules promulgated by the committee, with supervisees, students, trainees, or other colleagues over whom they exercise professional authority.

(6) A member of the profession must exercise appropriate supervision and provide appropriate working conditions, timely evaluations, constructive consultation, and experience opportunities.

AUTHORITY: sections 337.600, 337.615, 337.627, 337.630, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.060. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed June 25, 2004, effective Dec. 30, 2004. Moved to 20 CSR 2263-3.060, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

20 CSR 2263-3.080 Public Statements/Fees

PURPOSE: This rule sets forth the ethical standards/disciplinary rules as they pertain to public statements/fees.

(1) A member of the profession shall not—

(A) Give or receive a commission or rebate or any other form of remuneration for referral of clients for professional services;

(B) Engage in fraud or misrepresentation;

(C) Use relationships with therapeutic or therapy clients to promote, for personal gain or the profit of an agency, commercial enterprises of any kind; and

(D) Render services until assured that clients are aware of the fees and billing arrangements.

(2) A member of the profession shall use only those educational credentials in association with his/her license and practice as a licensed social worker that have been earned at an acceptable educational institution. A member of the profession shall not misrepresent their credentials, training, or level of education.

(3) A licensed social worker holder shall use his/her title (i.e., “licensed clinical social worker (LCSW)” or “licensed baccalaureate social worker (LBSW)”) in any advertising, public directory, or solicitation, including telephone directory listings, regardless of whether this presentation is made under the licensee’s name, a fictitious business or group name, or a corporate name.

(4) A member of the profession shall have his/her license prominently displayed at all times as proof of licensure to the client.

(5) Social workers whose licenses have lapsed or been revoked shall not hold themselves out to be currently licensed (i.e., “licensed clinical social worker”).

(6) A member of the profession shall not accept compensation for the professional services from anyone other than the client without disclosure to the client or his/her legal guardian.

(7) A member of the profession shall not accept for professional services any form of remuneration including the bartering of services which has the effect of exploiting the professional relationship or creating a dual or multiple relationship.

(8) A member of the profession shall consider the value of his/her services and the financial ability of clients in establishing reasonable fees for professional services.

(9) A member of the profession shall not accept a fee for professional services or any form of remuneration from clients who are entitled to services through an institution or agency or other benefits structure, unless clients have been fully informed of the availability of, or payments for, these services from other sources.

AUTHORITY: sections 337.600, 337.615, 337.627, 337.630, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.080. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed June 25, 2004, effective Dec. 30, 2004. Moved to 20 CSR 2263-3.080, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

20 CSR 2263-3.100 Confidentiality

PURPOSE: This rule sets forth the ethical standards/disciplinary rules as they pertain to confidentiality.

- (1) A member of the profession shall take reasonable personal action, and inform responsible authorities or inform those persons at risk, when the conditions or actions of clients indicate that there is clear and imminent danger to clients or others. When the member is uncertain about the duty to protect, consultation with other professionals is appropriate.
- (2) A member of the profession shall inform clients, at the onset of the professional relationship, of the limits of confidentiality.
- (3) A member of the profession shall keep confidential his/her therapy relationships with clients including information obtained from this relationship with clients with the following exceptions:
 - (A) When the client gives written consent;
 - (B) When the client constitutes a danger to him/herself or to others;
 - (C) When the member is under court order to disclose information; or
 - (D) When required by law.
- (4) A member of the profession shall make every reasonable effort to see that the member's employer provides for maintenance, storage, and disposal of the records of clients so that unauthorized persons shall not have access to these records.
- (5) A member of the profession shall not forward to another person, agency, or potential employer any confidential information of a client without the written consent of the client(s) or their legal guardian(s) nor shall they violate any laws or regulations of this state or the federal government with respect to this information.
- (6) When providing counseling services to families, couples, or groups, a member of the profession shall seek agreement among the parties involved concerning each individual's right to confidentiality and obligation to preserve the confidentiality of information shared by others. Participants in family, couples, or group counseling shall be informed by the member that there is no guarantee that all participants will honor such agreements.

AUTHORITY: sections 337.600, 337.615, 337.627, 337.630, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.100. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed June 25, 2004, effective Dec. 30, 2004. Moved to 20 CSR 2263-3.100, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

20 CSR 2263-3.120 Research on Human Subjects

PURPOSE: This rule sets forth the ethical standards/disciplinary rules as they pertain to research on human subjects.

- (1) A member of the profession shall ensure that the welfare of a client is in no way compromised in any experimentation and/or that the client is not participating in any experimentation against his/her will.
- (2) In presenting case studies in classes, professional meetings, or publications, licensed members of the profession shall disguise the identity of clients to assure full confidentiality.
- (3) In conducting any research on human subjects, a member of the profession shall not violate any laws or regulations of this state or the federal government.
- (4) When planning any research activity dealing with human subjects, a member of the profession shall ensure that research problems, design, and execution are in full compliance with Protection of Human Subjects as published in the *Code of Federal Regulations* 45 CFR 46.

(5) A member of the profession in evaluation or research must obtain voluntary and written informed consent from participants without any implied or actual deprivation or penalty for refusal to participate, without undue inducement to participate, and with due regard for participants' well-being, privacy, and dignity. Informed consent must include information about the nature, extent, and duration of the participation requested and disclosure of the risks and benefits in the research.

AUTHORITY: sections 337.600, 337.615, 337.627, 337.630, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.120. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed June 25, 2004, effective Dec. 30, 2004. Moved to 20 CSR 2263-3.120, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

20 CSR 2263-3.140 Competence

PURPOSE: This rule is promulgated pursuant to section 337.630.2(15), RSMo, and sets forth the ethical standards/disciplinary rules as they pertain to competence.

(1) A member of the profession shall:

- (A) Limit his/her practice to the area(s) for which he/she are trained;
- (B) Utilize consultation on an as-needed, self-determined basis;
- (C) Be knowledgeable about how and when to utilize the expertise of other professional disciplines for their clients;
- (D) Maintain accessibility to clients;
- (E) Make every effort to foster maximum self-determination on the part of the client;
- (F) Stress the personal risks involved in any services and help clients explore their readiness to face these risks;
- (G) Promote the welfare of clients in the selection, utilization, and interpretation of assessment measures and strategies of intervention;
- (H) Recognize the effects of socioeconomic, ethnic, gender, sexual orientation, disability, and racial and cultural factors on clients in assessment and planning services;
- (I) Use careful deliberation before assuming responsibility for the client when a client's judgment is seriously impaired. The client should resume responsibility for him/herself as quickly as possible;
- (J) Seek treatment for personal medical, substance abuse, psychological, and emotional problems to ensure that they do not interfere with their ability to provide services to clients; and
- (K) Take all necessary and reasonable steps to maintain continued competence in the practice of social work by completing at least thirty (30) clock hours of continuing education on or before the expiration of the license for each renewal period.

(2) A member of the profession shall not engage in the practice of social work beyond the scope of his/her competence, as is demonstrated by his/her education, training, or experience. A member of the profession shall make a referral to other professionals when the services required are beyond his/her competence.

AUTHORITY: sections 337.600, 337.615, 337.618, 337.627, 337.630, 337.662, and 337.665, RSMo Supp. 2009. This rule originally filed as 4 CSR 263-3.140. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed July 26, 1999, effective Jan. 30, 2000. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-3.140, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

**Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; 337.662, RSMo 2001; and 337.665, RSMo 2001, amended 2004, 2007.*

58 education requirements may be waived by the committee upon presentation to the committee of
59 satisfactory evidence of the illness of the licensee or for other good cause.

337.612. 1. Applications for licensure as a clinical social worker, baccalaureate social
2 worker, advanced macro social worker or master social worker shall be in writing, submitted to
3 the committee on forms prescribed by the committee and furnished to the applicant. **The form**
4 **shall include a statement that the applicant has completed two hours of suicide assessment,**
5 **referral, treatment, and management training.** The application shall contain the applicant's
6 statements showing the applicant's education, experience, and such other information as the
7 committee may require. Each application shall contain a statement that it is made under oath or
8 affirmation and that the information contained therein is true and correct to the best knowledge
9 and belief of the applicant, subject to the penalties provided for the making of a false affidavit
10 or declaration. Each application shall be accompanied by the fees required by the committee.

11 2. The committee shall mail a renewal notice to the last known address of each licensee
12 prior to the licensure renewal date. Failure to provide the committee with the information
13 required for licensure, or to pay the licensure fee after such notice shall effect a revocation of the
14 license after a period of sixty days from the licensure renewal date. The license shall be restored
15 if, within two years of the licensure date, the applicant provides written application and the
16 payment of the licensure fee and a delinquency fee.

17 3. A new certificate to replace any certificate lost, destroyed or mutilated may be issued
18 subject to the rules of the committee, upon payment of a fee.

19 4. The committee shall set the amount of the fees which sections 337.600 to 337.689
20 authorize and require by rules and regulations promulgated pursuant to section 536.021. The fees
21 shall be set at a level to produce revenue which shall not substantially exceed the cost and
22 expense of administering the provisions of sections 337.600 to 337.689. All fees provided for
23 in sections 337.600 to 337.689 shall be collected by the director who shall deposit the same with
24 the state treasurer in a fund to be known as the "Clinical Social Workers Fund". After August
25 28, 2007, the clinical social workers fund shall be called the "Licensed Social Workers Fund"
26 and after such date all references in state law to the clinical social workers fund shall be
27 considered references to the licensed social workers fund.

28 5. The provisions of section 33.080 to the contrary notwithstanding, money in this fund
29 shall not be transferred and placed to the credit of general revenue until the amount in the fund
30 at the end of the biennium exceeds two times the amount of the appropriations from the clinical
31 social workers fund for the preceding fiscal year or, if the committee requires by rule renewal
32 less frequently than yearly, then three times the appropriation from the committee's fund for the
33 preceding fiscal year. The amount, if any, in the fund which shall lapse is that amount in the

34 fund which exceeds the appropriate multiple of the appropriations from the clinical social
35 workers fund for the preceding fiscal year.

337.618. Each license issued pursuant to the provisions of sections 337.600 to 337.689
2 shall expire on a renewal date established by the director. The term of licensure shall be
3 twenty-four months. The committee shall require a minimum number of thirty clock hours of
4 continuing education for renewal of a license issued pursuant to sections 337.600 to 337.689,
5 **including two hours of suicide assessment, referral, treatment, and management training.**
6 The committee shall renew any license upon application for a renewal, completion of the
7 required continuing education hours and upon payment of the fee established by the committee
8 pursuant to the provisions of section 337.612. As provided by rule, the board may waive or
9 extend the time requirements for completion of continuing education for reasons related to
10 health, military service, foreign residency, or for other good cause. All requests for waivers or
11 extensions of time shall be made in writing and submitted to the board before the renewal date.

337.662. 1. Applications for licensure as a baccalaureate social worker shall be in
2 writing, submitted to the committee on forms prescribed by the committee and furnished to the
3 applicant. **The form shall include a statement that the applicant has completed two hours**
4 **of suicide assessment, referral, treatment, and management training.** The application shall
5 contain the applicant's statements showing the applicant's education, experience and such other
6 information as the committee may require. Each application shall contain a statement that it is
7 made under oath or affirmation and that the information contained therein is true and correct to
8 the best knowledge and belief of the applicant, subject to the penalties provided for the making
9 of a false affidavit or declaration. Each application shall be accompanied by the fees required
10 by the committee.

11 2. The committee shall mail a renewal notice to the last known address of each licensee
12 prior to the licensure renewal date. Failure to provide the committee with the information
13 required for licensure **as provided in subsection 1 of this section**, or to pay the licensure fee
14 after such notice shall effect a revocation of the license after a period of sixty days from the
15 licensure renewal date. The license shall be restored if, within two years of the licensure date,
16 the applicant provides written application and the payment of the licensure fee and a delinquency
17 fee.

18 3. A new certificate to replace any certificate lost, destroyed or mutilated may be issued
19 subject to the rules of the committee, upon payment of a fee.

20 4. The committee shall set the amount of the fees which sections 337.650 to 337.689
21 authorize and require by rules and regulations promulgated pursuant to chapter 536. The fees
22 shall be set at a level to produce revenue which shall not substantially exceed the cost and
23 expense of administering the provisions of sections 337.650 to 337.689. All fees provided for

Miscellaneous

EXECUTIVE DIRECTOR OPEN MISCELLANEOUS

I. 20 CSR 2263-3.040 Client Relationship

- **This amendment removes the requirement for a supervisor to co-sign all clinical records of an applicant.**

Since the changes above were made (3/30/18), we received a phone call asking, “Does the above amendment apply to probated license also or are they still required to have their supervisor co-sign?”

- II.** If a supervisor is on maternity leave, what is the requirements of the supervisee? Should the supervisee find a temporary supervisor, get them approved prior to the original supervisor leaving for maternity, and then when the original supervisor returns should the temporary supervisor file the supervision termination form and attestation?
- III.** If someone was grandfathered in but would like to request to take the ASWB Clinical exam; Can they? Will there be a time frame? What if they fail?
- IV.** Brochure form updated
- V.** Registration of supervision form, change of status and attestation form updated and at State printing

Committee Members

- Terri Marty, LCSW
Chairperson
- Justin Bennett, LCSW
Secretary
- Ellen Burkemper, LCSW
- Tjitske Tubbergen-Maglio, LCSW
- Kathie Miller, LCSW
- Sharon Sorrell, LCSW
- Rachell LaRose, LBSW
- Frances Klahr
Public Member

Staff

- Tom Reichard
Executive Director
- Tiffany Giesing
Processing Technician II
- Victoria Steen
Processing Technician II
- Kim Snodgrass
Processing Technician II

Further Information

As a licensee, it is your responsibility to adhere to the state law, rules and regulations that govern the profession of social work. There is a link to these on our website, www.pr.mo.gov. The committee recommends that you review these and contact this office with any questions you may have.

Division of Professional Registration

-  3605 Missouri Boulevard
Jefferson City, Missouri 65109
-  Phone: 573-751-0885
-  Fax: 573-526-4220
-  Email: lcsw@pr.mo.gov
-  Website: pr.mo.gov/socialworkers.asp

MISSOURI STATE COMMITTEE FOR SOCIAL WORKERS



SUPERVISION BROCHURE

Registration of Supervision

- Must be completed and license issued within 48 months or process will be ended.
- Minimum of 2 hours every 2 weeks face to face with supervisor.
- Up to 50% may consist of group supervision, minimum of 3, maximum of 6.
- Supervisor does not have to work at same site.
- Failure to notify committee of changes of setting or supervisor will result in loss of hours and months.
- LMSW's under supervision may not have their own private practice.

Face-to-Face Supervision Requirements

Acceptable supervision must include a minimum of two hours every two weeks of face-to-face supervision. This may consist of one hour per week or can be consolidated for up to four hours per four week period.

Electronic supervision is acceptable if the ethical standards for confidentiality are maintained and communication is both visually and verbally interactive between the supervisor and supervisee.

Fifty percent of supervision may be group supervision. Group supervision may consist of at least three and no more than six supervisees.

Annual Supervision Progress Reports

The supervisor shall provide annual reports of progress to the committee. These reports will be due on the anniversary date of the initial approval for the 12th, 24th and 36th months of supervision.

Clinical Notes

The committee recommends that notes and documentation be kept of supervision that occurs and the issues discussed. This should include the date, time of day, length of session, agency name/ location, supervisee and supervisor name and content of the supervision session. The content should include coded client information, directives if any and action plans for the client.

Change of Supervision

Whenever a supervisee changes a supervisor or adds a supervisor or new setting, a Change of Status form shall be submitted to the committee by the supervisee. It must be submitted in writing within fourteen (14) days. Failure to submit the form will result in loss of hours and months.

The committee shall notify both the supervisee and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision. A Registration of Supervision form will not be reviewed until all required items are received.

Termination of Supervision

If supervision is terminated by either party, the supervisor is responsible for notifying the committee. Supervisor will need to submit an Attestation form and the Supervision Termination form within 14 days of when supervision is terminated.

Application for Licensure

1. Upon completion of at least 2,250 hours under supervision in at least 18 months, LCSW application for license may be submitted. The license will not be issued until 3,000 hours and 24 months have been completed. LMSW's may not practice clinically unless they are under registered supervision - even if the required hours have been met.
2. Fingerprinting results are good for one year.
3. An email is required from the supervisor stating supervisee is on track to complete supervision hours and months have been met in order to be approved to take the ASWB clinical exam.
4. After receipt of required documents, this office will send a letter approving applicant to take the exam.
5. Passing score from the ASWB clinical exam will be sent directly from the ASWB to the office.
6. Attestations are only to be submitted by the supervisor when the required 3,000 hours and 24 months have been met.

The supervision and the ability to practice clinically will cease at the end of the 48 month period. If one has not passed the clinical exam in that time period, they may still be approved to take the exam, providing the supervision still qualifies as per 337.615.1(2) RSMo.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
REGISTRATION OF SUPERVISION/CHANGE OF STATUS

MISSOURI DIVISION OF PROFESSIONAL REGISTRATION
 STATE COMMITTEE FOR SOCIAL WORKERS

INSTRUCTIONS: Read the Supervision Guidelines. The **ORIGINAL** of this form must be submitted to the Board within **14-days** from the beginning date of supervision or change of status, otherwise hours may not be allowed. Keep a copy for your records. After all necessary documents are received; the Board will send a letter of approval. Please retain a copy for your records.

SUPERVISEE INFORMATION

NAME		LICENSE NUMBER	
HOME ADDRESS (FULL)			
HOME PHONE	CELL PHONE	EMAIL	
PLACE OF EMPLOYMENT		WORK PHONE	
EMPLOYMENT ADDRESS (FULL)			
JOB TITLE		WORK EMAIL	
WORK SCHEDULE <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		INDICATE HOURS EMPLOYED IN A SOCIAL WORK POSITION	
ARE YOU AND THE SUPERVISOR EMPLOYED BY THE SAME AGENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No (if you check no, please answer the question below)			
IF NO, HAS THE SUPERVISOR SECURED AN AGREEMENT WITH THE AGENCY AS TO THE PURPOSE OF CONTENT OF THE DESIRED SUPERVISION AND THE SUPERVISOR'S SPECIFIC ROLE, RESPONSIBILITIES AND LIMITATIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No			

SUPERVISOR INFORMATION

NAME		LICENSE NUMBER	
PLACE OF EMPLOYMENT			
CONTACT ADDRESS (FULL)			
CONTACT PHONE	CELL PHONE	EMAIL	

SUPERVISION SCHEDULE

BEGINNING DATE OF SUPERVISION _____

SUPERVISION FORMAT
 Individual Group Combination
 Group supervision is acceptable only if there are no more than 6 in the group, and such supervision does not exceed one-half of the total supervisory time.

METHODS OF SUPERVISION
 Direct observation Chart audits Consultation Other
 If you checked other, please explain _____

SUPERVISION PROCESS

SUPERVISEE JOB TITLE _____

DESCRIBE THE SUPERVISEE'S WORK SETTING(S) - NOTE, THE PROFESSIONAL SETTING SHALL NOT INCLUDE A PRIVATE PRACTICE IN WHICH THE SUPERVISEE OPERATES, MANAGES OR HAS AN OWNERSHIP INTEREST IN THE PRIVATE PRACTICE

DESCRIBE THE CLINICAL SERVICES THE SUPERVISEE WILL PROVIDE

DESCRIBE THE SUPERVISEE'S DUTIES AND RESPONSIBILITIES INCLUDING TREATMENT METHODS UTILIZED

SUPERVISION PROCESS (CONTINUED)

FORMULATE FIVE GOALS FOR THE SUPERVISION

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

ATTACHMENTS TO INCLUDE WITH REGISTRATION OF SUPERVISION

- Employment verification on employer letterhead
- \$25 Registration Fee - Payable to the Division of Professional Registration for the initial registration
- Copy of supervisor's 16 hour supervision training certificate or most recent update

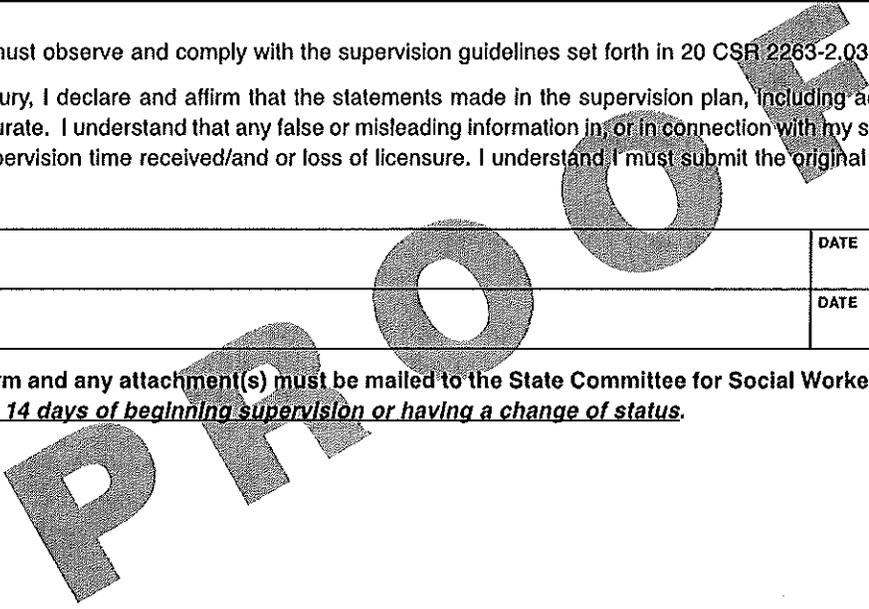
AFFIDAVIT OF UNDERSTANDING AND SIGNATURES

I understand that I must observe and comply with the supervision guidelines set forth in 20 CSR 2263-2.031 of the rules.

Under penalties of perjury, I declare and affirm that the statements made in the supervision plan, including accompanying statements, are true, complete and accurate. I understand that any false or misleading information in, or in connection with my supervision plan may be cause for denial or loss of supervision time received/and or loss of licensure. I understand I must submit the original of this form within 14-days of beginning supervision.

SUPERVISEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE

The original of this form and any attachment(s) must be mailed to the State Committee for Social Workers, P.O. Box 1335, Jefferson City, MO 65102 within 14 days of beginning supervision or having a change of status.





STATE OF MISSOURI
 DIVISION OF PROFESSIONAL REGISTRATION
ATTESTATION OF SUPERVISED SOCIAL WORK EXPERIENCE

MISSOURI DIVISION OF PROFESSIONAL REGISTRATION
 STATE COMMITTEE FOR SOCIAL WORKERS

SUPERVISEE		SUPERVISION SETTING	
SUPERVISOR		EMAIL ADDRESS	
DATE OF SUPERVISION: FROM (MONTH/DAY/YEAR)		TO (MONTH/DAY/YEAR)	NUMBER OF MONTHS
ADDITIONAL SETTINGS	FROM	TO	NUMBER OF MONTHS
ADDITIONAL SETTINGS	FROM	TO	NUMBER OF MONTHS
AVERAGE HOURS SPENT IN WEEKLY SUPERVISION Individual: Group:		AVERAGE NUMBER OF HOURS WORKED WEEKLY IN A SOCIAL WORK POSITION DURING THIS TIME PERIOD	

Evaluate the applicant/supervisee on the following:	Not Observed	Poor	Average	Above Average	Superior
Social Work Practice					
1. Human and personality development					
2. Psycho and group dynamics					
3. Family dynamics					
4. Psychopathology					
5. Crisis intervention					
6. Human relations					
7. Interactive effect of biological functioning on the client system					
8. Interactive effect of psychosocial functioning on the client system					
Social Work Practice					
1. Assessing personality functioning/dysfunction					
2. Assessing client system functioning/dysfunction					
3. Evaluation of clientele and agency program policies and practices					
4. Appropriate selection of intervention, including crisis, strategies and techniques in decision making					
5. Appropriate timing and handling of termination process					
6. Integration of theory and practice skill					
7. Seeking and using appropriate consultation with other disciplinary sources					
8. Ability to use supervision to enhance professional growth					
9. Willingness to conduct periodic critical review of work & performance					
10. Self-awareness & disciplined use of self in professional relationships					

RECOMMENDATION FOR LICENSURE
 Without Reservation With Reservation Do Not Recommend

PLEASE PROVIDE ANY ADDITIONAL INFORMATION REGARDING THE EVALUATION ABOVE THAT YOU CONSIDER RELEVANT.

I certify that the information above is true and correct to the best of my knowledge. I fully understand that all statements made on this form are subject to verification and that any false and misleading answer may be grounds for refusal or subsequent revocation or suspension of my license.

SIGNATURE OF SUPERVISOR _____ DATE _____

The supervisor must mail the original of this form to the State Committee for Social Workers, P.O. Box 1335, Jefferson City, MO 65102-1335 within 14 days from the termination of supervision. Fax or email will not be accepted.

Appearances

BEFORE THE
MISSOURI COMMITTEE FOR SOCIAL WORKERS
STATE OF MISSOURI

In The Matter Of:)	
)	
MISSOURI SOCIAL WORKERS,)	
)	
)	Case No. 2012-003812
)	
Petitioner,)	License No. 005392
)	
v.)	
)	
Wendy Webster,)	
)	
Respondent.)	

NOTICE OF PROBATION VIOLATION COMPLAINT/NOTICE OF HEARING

PLEASE TAKE NOTICE THAT:

On April 17, 2015 the Missouri State Committee for Social Workers issued an Order Issuing A Probated Master Social Worker License against Wendy Webster whereby Wendy Webster Master Social Worker license, license number 005392, was placed on probation for five years beginning April 17, 2015.

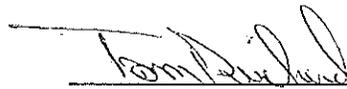
On February 13, 2018, the Board received referral against Wendy Webster. The Probation Violation Complaint, a copy of which is attached, alleges that Wendy Webster has violated the terms of the probation placed on Wendy Webster's license as set forth in the attached Probation Violation Complaint.

No answer or responsive pleading to the complaint is required. No Board rules exist regarding discovery in this matter.

The Board shall, pursuant to Sections, 324.042 and Chapter 536, RSMo, hold a **hearing at 9:00 a.m. on Thursday, June 7, 2018**, for the purpose of determining whether cause for additional discipline exists and if so, whether to impose additional or other discipline on the license of Wendy Webster. The hearing will be held in the **at the Missouri**

Council of School Administrators Education and Conference Center, 3550 Amazonas Dr. Jefferson City, Missouri 65109. Please be advised the failure of Wendy Webster to appear at the hearing at the above-noted time and place will result in the hearing being held in the absence of Wendy Webster. All parties should prepare a minimum of 10 copies of all exhibits to be presented during the hearing. All parties have the right to be represented by legal counsel at their own expense and to a full, fair and open hearing as provided for in Chapter 536, RSMo, and Section 324.042, RSMo.

Dated this 25th day of April, 2018.



Tom Reichard, Executive Director
Missouri State Committee for Social Workers

CERTIFICATE OF SERVICE

I hereby certify that I have mailed a copy of the Notice of Probation Violation Complaint/Notice of Hearing by certified mail no. 7196 9008 9111 6139 3811 and regular U.S. mail this 27th day of April, 2018 to Wendy Webster, 14 A. Holloway Dr., Collinsville, IL 62234.



Tom Reichard, Executive Director
Missouri State Committee for Social Workers

**BEFORE THE STATE COMMITTEE FOR SOCIAL WORKERS
STATE OF MISSOURI**

MISSOURI STATE COMMITTEE)	
FOR SOCIAL WORKERS)	
3605 Missouri Boulevard)	
P.O. Box 1335)	
Jefferson City, MO 65102)	
)	
Petitioner,)	
)	
v.)	No.
)	
WENDY WEBSTER)	
14 A Holloway Dr.)	
Collinsville, Illinois 62234)	
(314) 345-5242)	
)	
Respondent.)	

PROBATION VIOLATION COMPLAINT

Petitioner, Missouri State Committee for Social Workers ("Committee"), by and through the Attorney General of the State of Missouri, states its cause of action against Wendy Webster ("Webster"):

1. The Committee was established pursuant to section 337.622, RSMo, for the purpose of executing and enforcing the provisions of sections 337.600 through 337.689, RSMo.
2. Webster was licensed by the Committee as a licensed clinical social worker, license number 5392. The Committee originally issued Webster's license on or about September 12, 1996.

3. On September 30, 2010, Webster's license expired.
4. On August 9, 2012, Webster's license was reactivated.
5. On September 30, 2012, Webster's license again expired.
6. On November 16, 2012, Webster's license was again reactivated.
7. On November 25, 2014, Webster placed her license on inactive status due to health issues.

8. Effective April 17, 2015, Webster entered into a mutually agreed upon Settlement Agreement with the Committee placing Webster's license on probation for conduct related to Webster practicing clinical social work while her license was expired. A copy of the Settlement Agreement is attached as Exhibit 1 and incorporated by reference.

9. Pursuant to the terms of the Settlement Agreement, Webster's license was placed on probation for a period of up to five years. Exhibit 1, page 7, paragraph 19.

10. Pursuant to the terms of the Settlement Agreement, if Webster does not reactivate her license, the period of probation will end five years after the Settlement Agreement goes into effect. Exhibit 1, page 7, paragraph 20.

11. Pursuant to the terms of the Settlement Agreement, during the period of probation, Webster agreed to maintain her inactive license in accordance with the Committee's rules governing inactive licenses, and abide by all rules pertaining thereto. Exhibit 1, page 8, paragraph 20.a.

12. 20 CSR 2263-2.090(1) states in part, "An inactive license shall be renewed biennially."

13. Webster's license expired on September 30, 2016.

14. Webster failed to renew her license as required by 20 CSR 2263-2.090 in violation of the terms of the Settlement Agreement.

15. The Committee has jurisdiction over this matter pursuant to section 324.042, RSMo, which states:

Any board, commission, or committee within the division of professional registration may impose additional discipline when it finds after hearing that a licensee, registrant, or permittee has violated any disciplinary terms previously imposed or agreed to pursuant to settlement. The board, commission, or committee may impose as additional discipline any discipline it would be authorized to impose in an initial disciplinary hearing.

16. The Settlement Agreement states in part:

[I]n the event the Committee determines that Licensee has violated any term or condition of the Order, the Committee may, in its discretion, after an evidentiary hearing, vacate and set aside the discipline imposed herein and may impose additional probation, suspend, revoke, or otherwise lawfully discipline Licensee.

Exhibit 1, page 13, paragraph 23.

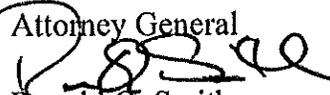
17. Webster's conduct as set forth herein violates the terms and conditions of the Settlement Agreement and is grounds for the Committee to impose further discipline.

CONCLUSION

Petitioner requests the Committee hold a hearing to determine whether Webster's license is subject to further discipline, and if so, impose such further discipline as the Committee deems appropriate, and grant such other relief as is proper.

Respectfully submitted,

JOSHUA D. HAWLEY
Attorney General


Ronald Q. Smith

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Attorneys for the State Committee for
Social Workers

SETTLEMENT AGREEMENT

Wendy Webster ("Licensee"), and the Missouri State Committee for Social Workers ("Committee"), enter into this settlement agreement for the purpose of resolving the question of whether Licensee's clinical social worker license will be subject to discipline.

Pursuant to the terms of § 536.060, RSMo,¹ the parties hereto waive the right to a hearing by the Administrative Hearing Commission of the State of Missouri ("AHC") regarding cause to discipline the Licensee's license, and, additionally, the right to a disciplinary hearing before the Committee under § 621.110, RSMo.

Licensee acknowledges that Licensee understands the various rights and privileges afforded Licensee by law, including the right to a hearing of the charges against Licensee; the right to appear and be represented by legal counsel; the right to have all charges against Licensee proven upon the record by competent and substantial evidence; the right to cross-examine any witnesses appearing at the hearing against Licensee; the right to present evidence on Licensee's own behalf at the hearing; the right to a decision upon the record by a fair and impartial administrative hearing commissioner concerning the charges pending against Licensee and, subsequently, the right

¹ All statutory references are to the Revised Statutes of Missouri, 2000, as amended, unless otherwise indicated.



to a disciplinary hearing before the Committee at which time Licensee may present evidence in mitigation of discipline; and the right to recover attorney's fees incurred in defending this action against Licensee's license. Being aware of these rights provided Licensee by operation of law, Licensee knowingly and voluntarily waives each and every one of these rights and freely enters into this settlement agreement and agrees to abide by the terms of this document, as they pertain to Licensee.

Licensee acknowledges that Licensee has received a copy of the investigative report and other documents relied upon by the Committee in determining there was cause to discipline Licensee's license, along with citations to law or regulations the Committee believes were violated.

For the purpose of settling this dispute, Licensee stipulates that the factual allegations contained in this settlement agreement are true and stipulates with the Committee that Licensee's clinical social worker license, numbered 005392, is subject to disciplinary action by the Committee in accordance with the provisions of Chapters 621 and 337, RSMo.

Joint Stipulation of Facts and Conclusions of Law

1. The Committee is an agency of the state of Missouri, created and existing pursuant to § 337.622, RSMo, for the purpose of carrying out the provisions of §§ 337.600 through 337.689, RSMo.

2. Licensee, Wendy Webster, is a natural person residing at 14A Holloway Drive, Collinsville, Illinois 62234.

3. Licensee is a licensed clinical social worker, license number 005392. The Committee originally issued Licensee's license on or about September 12, 1996.

4. On September 30, 2010, Licensee's license expired due to non-renewal.

5. From September 30, 2010 to July 6, 2012, Licensee had continued to electronically sign her documentation as a licensed clinical social worker ("LCSW") while her license was expired.

6. On August 9, 2012, the Committee reactivated Licensee's license.

7. On September 30, 2012, Licensee's license again expired due to non-renewal.

8. On November 16, 2012, the Committee reactivated Licensee's license.

9. As of November 25, 2014, Licensee voluntarily placed her license on inactive status due to her current health issues, but intends to activate her license again in the future.

10. In the Committee's complaint investigation, the Committee determined:

- a. Licensee represented herself, through electronic signature on progress note reports, as a licensed clinical social worker or LCSW on one or more occasions, including July 5, 2012, at which time Licensee did not hold an active LCSW license.
- b. Licensee asserted that she was not aware that the reports she submitted electronically included a representation that she held an active LCSW license.

11. Section 337.603, RSMo, provides, in pertinent part:

No person shall use the title of "licensed clinical social worker" or "clinical social worker", or engage in the practice of clinical social work in this state, unless the person is licensed as required by the provisions of sections 337.600 to 337.689. Only individuals who are licensed clinical social workers shall practice clinical social work.

12. State regulation 20 CSR 2263-3.010(1) provides:

The ethical standards/disciplinary rules for members of the profession, as set forth hereafter by the committee, are mandatory. The failure of a member of the profession to abide by any ethical standard/disciplinary rule in this chapter shall constitute unethical conduct and be grounds for disciplinary proceedings.

13. State regulation 20 CSR 2263-3.080 provides, in pertinent part:

(4) A member of the profession shall have his/her license prominently displayed at all times as proof of licensure to the client.

(5) Social workers whose licenses have lapsed or been revoked shall not hold themselves out to be currently licensed (i.e., "licensed clinical social worker").

14. Section 337.630, RSMo, provides, in pertinent part:

2. The committee may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any license required by sections 337.600 to 337.689 or any person who has failed to renew or has surrendered the person's license for any one or any combination of the following causes:

...

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 337.600 to 337.689, or of any lawful rule or regulation adopted pursuant to sections 337.600 to 337.689;

...

(13) Violation of any professional trust or confidence;

...

(15) Being guilty of unethical conduct as defined in the ethical standards for clinical social workers adopted by the committee by rule and filed with the secretary of state.

...

4. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the committee

may censure or place the person named in the complaint on probation on such terms and conditions as the committee deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license.

15. Licensee's actions as set forth in paragraphs 4 through 10 constitute violation of § 337.603, RSMo, and the lawful rules and regulations adopted pursuant to §§ 337.600 to 337.689, RSMo, as set forth in paragraphs 11 through 14, for which the Committee has cause to take disciplinary action against Licensee's clinical social worker license.

16. Licensee's actions as set forth in paragraphs 4 through 10 constitute violation of any professional trust or confidence, for which the Committee has cause to take disciplinary action against Licensee's clinical social worker license.

17. Licensee's actions as set forth in paragraphs 4 through 10 constitute being guilty of unethical conduct as defined in the ethical standards for clinical social workers adopted by the committee by rule and filed with the secretary of state, for which the Committee has cause to take disciplinary action against Licensee's clinical social worker license.

18. Accordingly, cause exists for the Committee to take disciplinary action against Licensee's clinical social worker license under § 337.630.2(6),

(13) and (15), RSMo, and regulations 20 CSR 2263-3.010 and 20 CSR 2263-3.080.

Joint Agreed Disciplinary Order

Based upon the foregoing, the parties mutually agree that the following shall constitute the Disciplinary Order entered by the Committee in this matter under the authority of § 337.630.2, RSMo, and § 621.045.4, RSMo (Cum. Supp. 2011):

19. Licensee's clinical social worker license, license number 005392, is hereby placed on **PROBATION** for a period of five years, except that if Licensee changes the status of her license from inactive to active at any time prior to the expiration of five years, Licensee shall be subject to the supervised practice requirements set forth in paragraph 21 for a period of one year or the remainder of the five year period, whichever occurs first, at which time the period of probation shall be deemed completed. The probation period shall be the "disciplinary period". During Licensee's disciplinary period, Licensee shall comply with all terms of this Settlement Agreement.

20. Licensee will be on probation for a period of five years while her license is inactive. If Licensee does not reactivate her license, the period of probation will end five years after this agreement goes into effect. Licensee agrees to the following terms:

- a. Licensee agrees not to practice social work while her license is on inactive status. Licensee agrees to maintain her license in accordance with the Committee's rules governing inactive licenses, and abide by all rules pertaining thereto.
- b. Licensee is not required to obtain a supervisor if her license remains inactive for the five year period.
- c. Licensee is not required to submit quarterly or annual reports to the Committee during the 5 year probation if Licensee remains on inactive status.
- d. Except as set forth in b and c above, Licensee shall abide by all the terms and conditions set forth in this agreement.

21. If Licensee activates her license prior to the end of the disciplinary period, Licensee can complete the disciplinary period upon completion of one year of supervised practice, or completion of the five year disciplinary period, whichever occurs first, under the following conditions:

- a. If Licensee activates her license during the disciplinary period, Licensee shall offer and provide services only under supervision by a supervisor pre-approved by the Committee.
- b. Within twenty (20) business days of Licensee activating her

license, Licensee shall submit a list of no less than five proposed social workers to supervise Licensee's practice as a professional social worker. The Committee may approve a social worker from this list or may require a second list of five social workers which the Licensee shall submit within twenty (20) business days of the Committee's request.

Supervision includes, but is not limited to, on site face-to-face review of cases, and review, approval, and co-signing of written reports such as case notes, intake assessments, test reports, treatment plans, and progress reports. If Licensee has failed to secure a supervisor within twenty business days from the start of the Disciplinary Period the Licensee shall cease practicing social work until a supervisor is secured. Licensee shall be responsible for any payment associated with the supervision. In the event the supervising social worker becomes unable or decides not to continue serving in his/her capacity as a supervising social worker or otherwise ceases to serve as a supervising social worker during the Disciplinary Period, then, Licensee shall:

- i. within three (3) business days of being notified of the

supervising social worker's inability or decision not to continue serving as the supervising social worker, or otherwise learning of the need to secure a supervising social worker, advise the Committee in writing that Licensee is needing to secure a supervising social worker and the reasons for such change; and

- ii. within twenty (20) business days of being notified of the supervising social worker's inability or decision not to continue serving as the supervising social worker, or otherwise learning of the need to secure a supervising social worker, secure a supervising social worker pursuant to and in accordance with the terms and conditions set forth in this Disciplinary Order. After twenty (20) business days, Licensee shall not practice if she has not secured a supervisor.

- c. During the disciplinary period, Licensee shall facilitate the submission of quarterly reports from Licensee's supervisor directly to the Committee. Such reports shall be submitted by the supervisor to the State Committee for Social Workers, P.O. Box 1335, Jefferson City, Missouri 65102,

stating truthfully whether Licensee has complied with all the terms and conditions of this Settlement Agreement by no later than January 1, April 1, July 1 and October 1 during the disciplinary period.

22. GENERAL REQUIREMENTS

- a. Licensee shall meet with the Committee or its representatives at such times and places as required by the Committee after notification of a required meeting.
- b. Licensee shall keep the Committee apprised of Licensee's current home and work addresses and telephone numbers. Licensee shall inform the Committee within ten (10) days of any change of home or work address and home or work telephone number.
- c. Licensee shall comply with all provisions of the Chapter 337, RSMo; all applicable federal and state drug laws, rules, and regulations; and all federal and state criminal laws. "State" here includes the state of Missouri and all other states and territories of the United States. Any cause to discipline Licensee under § 337.630.2, RSMo, that

accrues during the Disciplinary Period shall constitute a violation of this agreement.

- d. During the disciplinary period, Licensee shall timely renew Licensee's licenses and timely pay all fees required for licensing and comply with all other Committee requirements necessary to maintain Licensee's licenses.
- e. During the disciplinary period, Licensee shall accept and comply with unannounced visits from the Committee's representatives to monitor Licensee's compliance with the terms and conditions of this Settlement Agreement.
- f. If Licensee fails to comply with the terms of this Settlement Agreement, in any respect, the Committee may impose such additional or other discipline that it deems appropriate, (including the imposition of revocation).
- g. This Settlement Agreement does not bind the Committee or restrict the remedies available to it concerning any other violation of Chapter 337, RSMo, by Licensee not specifically mentioned in this document.

23. Upon the expiration of the Disciplinary Period, Licensee's license shall be fully restored if all requirements of law have been satisfied, provided,

however, that in the event the Committee determines that Licensee has violated any term or condition of this agreement, the Committee may, in its discretion, after an evidentiary hearing, vacate and set aside the discipline imposed herein and may suspend, revoke, or otherwise lawfully discipline Licensee.

24. No additional discipline shall be imposed by the Committee pursuant to the preceding paragraph of this agreement without notice and an opportunity for hearing before the Committee as a contested case in accordance with the provisions of Chapter 536, RSMo.

25. The parties to this settlement agreement understand that the Missouri State Committee for Social Workers will maintain this Settlement Agreement as an open record of the Committee as provided in Chapters 337, 610 and 324, RSMo.

26. The terms of this Settlement Agreement are contractual, legally enforceable, and binding, not merely recital. Except as otherwise provided herein, neither this Settlement Agreement nor any of its provisions may be changed, waived, discharged, or terminated, except by an instrument in writing signed by the party against whom the enforcement of the change, waiver, discharge, or termination is sought.

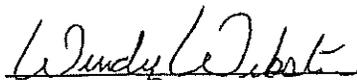
27. Licensee, together with Licensee's heirs and assigns, and Licensee's attorneys, do hereby waive, release, acquit and forever discharge the Committee, its respective members and any of its employees, agents, or attorneys, including any former Committee members, employees, agents, and attorneys, of, or from, any liability, claim, actions, causes of action, fees, costs and expenses, and compensation, including but not limited to, any claims for attorney's fees and expenses, including any claims pursuant to § 536.087, RSMo, or any claim arising under 42 U.S.C. § 1983, which may be based upon, arise out of, or relate to any of the matters raised in this case, its settlement, or from the negotiation or execution of this Settlement Agreement. The parties acknowledge that this paragraph is severable from the remaining portions of this Settlement Agreement in that it survives in perpetuity even in the event that any court of law deems this settlement agreement or any portion thereof to be void or unenforceable.

28. If no contested case has been filed against Licensee, Licensee has the right, either at the time the settlement agreement is signed by all parties or within fifteen days thereafter, to submit the agreement to the Administrative Hearing Commission for determination that the facts agreed to by the parties to the Settlement Agreement constitute grounds for denying or disciplining the license of the Licensee. If Licensee desires the

Administrative Hearing Commission to review this Agreement, Licensee may submit this request to: **Administrative Hearing Commission, Truman State Office Building, Room 640, 301 W. High Street, P.O. Box 1557, Jefferson City, Missouri 65101.**

29. If Licensee has requested review, Licensee and Committee jointly request that the Administrative Hearing Commission determine whether the facts set forth herein are grounds for disciplining Licensee's license and issue findings of fact and conclusions of law stating that the facts agreed to by the parties are grounds for disciplining Licensee's license. Effective the date the Administrative Hearing Commission determines that the Settlement Agreement sets forth cause for disciplining Licensee's license, the agreed upon discipline set forth herein shall go into effect. If Licensee does not request review by the Administrative Hearing Commission, this Settlement Agreement goes into effect 15 days after the document is signed by the Executive Director of the Committee.

LICENSEE



Wendy Webster, Licensee
License number 005392

Date March 25, 2015

COMMITTEE



Tom Reichard, Executive Director
State Committee for Social
Workers

Date April 2, 2015

BEFORE THE
MISSOURI COMMITTEE FOR SOCIAL WORKERS
STATE OF MISSOURI

In The Matter Of:)	
)	
MISSOURI SOCIAL WORKERS,)	
)	
)	Case No. 2013-000299
)	
Petitioner,)	License No. 004065
)	
v.)	
)	
David Lipson,)	
)	
Respondent.)	

NOTICE OF PROBATION VIOLATION COMPLAINT/NOTICE OF HEARING

PLEASE TAKE NOTICE THAT:

On July 5, 2017 the Missouri State Committee for Social Workers issued an Order Issuing A Probated Clinical Social Worker License against David Lipson whereby David Lipson Clinical Social Worker license, license number 004065, was placed on probation for two years beginning July 5, 2017.

On February 13, 2018, the Board received referral against David Lipson. The Probation Violation Complaint, a copy of which is attached, alleges that David Lipson has violated the terms of the probation placed on David Lipson's license as set forth in the attached Probation Violation Complaint.

No answer or responsive pleading to the complaint is required. No Board rules exist regarding discovery in this matter.

The Board shall, pursuant to Sections, 324.042 and Chapter 536, RSMo, hold a hearing at 10:00 a.m. on Thursday, June 7, 2018, for the purpose of determining whether cause for additional discipline exists and if so, whether to impose additional or other discipline on the license of David Lipson. The hearing will be held in the at the Missouri

Council of School Administrators Education and Conference Center, 3550 Amazonas Dr. Jefferson City, Missouri 65109. Please be advised the failure of David Lipson to appear at the hearing at the above-noted time and place will result in the hearing being held in the absence of David Lipson. All parties should prepare a minimum of 10 copies of all exhibits to be presented during the hearing. All parties have the right to be represented by legal counsel at their own expense and to a full, fair and open hearing as provided for in Chapter 536, RSMo, and Section 324.042, RSMo.

Dated this 25th day of April, 2018.



Tom Reichard, Executive Director
Missouri State Committee for Social Workers

CERTIFICATE OF SERVICE

I hereby certify that I have mailed a copy of the Notice of Probation Violation Complaint/Notice of Hearing by certified mail no. 7196 9008 9111 6139 3828 and regular U.S. mail this 27th day of April, 2018 to David Lipson, 4140 Washington Blvd., #409, St. Louis, MO 63108.



Tom Reichard, Executive Director
Missouri State Committee for Social Workers

**BEFORE THE MISSOURI
STATE COMMITTEE FOR SOCIAL WORKERS**

MISSOURI STATE COMMITTEE)	
FOR SOCIAL WORKERS)	
3605 Missouri Boulevard)	
P.O. Box 1335)	
Jefferson City, MO 65102)	
)	
Petitioner,)	
)	
v.)	No.
)	
DAVID LIPSON)	
4140 Washington Blvd., #409)	
St. Louis, Missouri 63108)	
)	
Respondent.)	

PROBATION VIOLATION COMPLAINT

Petitioner, Missouri State Committee for Social Workers (“Committee”), by and through the Attorney General of the State of Missouri, states its cause of action against David Lipson (“Lipson”):

1. The Committee was established pursuant to section 337.622, RSMo, for the purpose of executing and enforcing the provisions of sections 337.600 through 337.689, RSMo.
2. Lipson is licensed by the Committee as a licensed clinical social worker, license number 004065.
3. Effective January 11, 2016, Lipson entered into a mutually agreed upon Settlement Agreement with the Committee.

4. Pursuant to that Settlement Agreement, Lipson's license was placed on probation for a period of two years.

5. Lipson failed to comply with the reporting requirement set forth in that Settlement Agreement.

6. On December 22, 2016, a Probation Violation Complaint was filed with the Committee alleging that Lipson failed to comply with the terms and conditions of probation as set forth in the Settlement Agreement.

7. Pursuant to notice, the Committee held a probation violation hearing on June 8, 2017, for the purpose of determining whether Lipson had violated the terms and conditions of probation as set forth in the Settlement Agreement.

8. On July 5, 2017, the Committee issued its Findings of Fact, Conclusions of Law, and Disciplinary Order ("Disciplinary Order"), finding that Lipson violated the terms of the Settlement Agreement and placing Lipson on probation for a period of two years from the date of the Order. A copy of that Disciplinary Order is attached as Exhibit 1 and incorporated by reference.

9. The Disciplinary Order states in part on page 5, paragraph 11:

j. In addition to the required hours of continuing education, Licensee shall, within the first 30 days of the Disciplinary Period, successfully complete the jurisprudence examination found on the Committee's website. . . .

k. Licensee shall attend the September, 2017 meeting of the Committee at the date and time set by the Committee for which he will receive written notice.

Exhibit 1, page 5, paragraph 11, parts j and k.

10. Lipson failed to complete the jurisprudence examination within the first 30 days of the Disciplinary Period.

11. Lipson failed to attend the September 2017 Committee meeting.

12. The Committee has jurisdiction over this matter pursuant to section 324.042,

RSMo, which states:

Any board, commission, or committee within the division of professional registration may impose additional discipline when it finds after hearing that a licensee, registrant, or permittee has violated any disciplinary terms previously imposed or agreed to pursuant to settlement. The board, commission, or committee may impose as additional discipline any discipline it would be authorized to impose in an initial disciplinary hearing.

13. The Disciplinary Order states;

[I]n the event the Committee determines that Licensee has violated any term or condition of the Order, the Committee may, in its discretion, after an evidentiary hearing, vacate and set aside the discipline imposed herein and may impose additional probation, suspend, revoke, or otherwise lawfully discipline Licensee's license.

Exhibit 1, pages 5-6, paragraph 12.

14. Lipson's conduct as set forth herein violates the terms and conditions of the Disciplinary Order and is grounds for the Committee to impose further discipline.

CONCLUSION

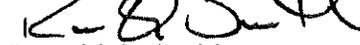
Petitioner requests the Committee hold a hearing to determine whether a violation of the Disciplinary Order has occurred, and impose such further disciplinary action pursuant

to section 324.042, RSMo, as the Committee deems appropriate, and such other relief as is proper.

Respectfully submitted,

JOSHUA D. HAWLEY

Attorney General



Ronald Q. Smith

Assistant Attorney General

Missouri Bar No. 51195

149 Park Central Square, Suite 1017

Springfield, Missouri 65806

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Ron.Smith@ago.mo.gov

Attorneys for the State Committee for
Social Workers

**BEFORE THE STATE COMMITTEE FOR SOCIAL WORKERS
STATE OF MISSOURI**

MISSOURI STATE COMMITTEE
FOR SOCIAL WORKERS,

Petitioner,

v.

DAVID LIPSON,

Respondent.

No. PV-2013-000299 SW

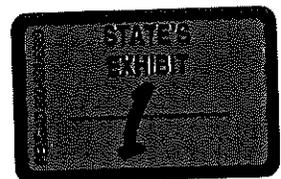
**FINDINGS OF FACT, CONCLUSIONS OF LAW
AND DISCIPLINARY ORDER**

The State Committee for Social Workers (the "Committee") and David Lipson ("Lipson" or "Licensee" entered into a settlement agreement in which the parties agreed that David Lipson's license to practice clinical social work was subject to discipline pursuant to Section 337.630.2 (5), (6) and (13), RSMo¹ and agreed that Lipson's license would be on probation for a period of 2 years beginning on the effective date of the settlement agreement, January 26, 2016 (the "Settlement Agreement").

On December 22, 2016 the Committee filed its Probation Violation Complaint alleging that Lipson had failed to comply with the terms and conditions of probation as set forth in the Settlement Agreement.

The Committee timely set this matter for hearing and properly served upon Respondent David Lipson notice of the time, date and location of the hearing.

¹ All statutory references are to the Revised Statutes of Missouri (2000), as supplemented, unless otherwise indicated.



Pursuant to notice, the Committee held a probation violation hearing on June 8, 2017 for the purpose of determining whether Lipson had violated the terms and conditions of probation as set forth in the Settlement Agreement and to determine if additional discipline was appropriate as authorized by Section 324.042, RSMo, against the clinical social worker license held by Lipson. The Committee began the hearing at approximately 9:05 a.m. Assistant Attorney General Craig Jacobs appeared on behalf of the Committee. Respondent David Lipson did not appear either personally or by counsel.

After full review of the record and the evidence and testimony presented at hearing, the Committee issues this Findings of Fact, Conclusions of Law and Disciplinary Order:

1. The Committee is an agency of the State of Missouri, created and existing pursuant to Section 337.622, RSMo, for the purpose of carrying out the provisions of Sections 333.600 through 337.689, RSMo.

2. The Committee has jurisdiction over this proceeding pursuant to Section 324.042, RSMo and paragraphs 14 and 17 of the Settlement Agreement.

3. Lipson holds clinical social worker license number 004065 that is and was current and active at all times relevant to this proceeding.

4. Per paragraph 13 of the Settlement Agreement on page 7, Licensee was to submit written compliance reports to the State Committee of Social Workers no later than January 1, April 1, July 1 and October 1 of each year of the disciplinary period.

5. Licensee submitted written compliance reports on December 24, 2015, and on March 24, 2016.

6. Licensee failed to submit the required reports due on or before July 1, 2016, October 1, 2016, and January 1, 2017.

7. By email dated November 8, 2016, the Committee reminded Lipson of his required reports.

8. Lipson did not respond.

9. Licensee violated the terms and conditions of probation as set forth in the Settlement Agreement.

10. The Committee finds that this Order is necessary to protect the public.

THEREFORE, having fully considered the evidence before the Board and giving full weight to the Findings of Fact and Conclusions of Law as found by the Administrative Hearing Commission, the State Committee of Social Workers orders that the clinical social worker license held by David Lipson be placed on **PROBATION** for a period of **TWO YEARS** from the date of this Order (the "Disciplinary Period"). During the Disciplinary Period, Licensee shall be entitled to practice as a clinical social worker, under supervision, subject to compliance with the terms and conditions of the Disciplinary Period as set forth in this Order.

Terms and Conditions of the Disciplinary Period

11. Licensee shall comply with the following terms and conditions of the Disciplinary Period:

- a. Licensee shall keep the Committee informed of Licensee's current work and home telephone numbers and addresses. Licensee shall notify the Committee in writing within ten (10) business days of any change in this information. If Licensee utilizes e-mail, Licensee shall provide the Committee with her current and active e-mail address;

- b. Licensee shall submit written reports of compliance on or before January 1, April 1, July 1, and October 1 of each calendar year of the Disciplinary Period, but no report shall be submitted no more than two weeks prior to each reports due date. Each written report of compliance shall state truthfully whether Licensee has complied with all conditions of the Disciplinary Period and, if not, shall provide full disclosure of the failure to comply. If Licensee has completed any continuing education during the reporting period, Licensee shall attach to his written compliance report, copies of documentation of completion of the continuing education. Each written report of compliance shall be due regardless of whether Licensee is engaging in the practice of social work;
- c. Licensee shall meet with the Committee or its representatives at such times and places as required by the Committee after notification of a required meeting;
- d. Licensee shall comply with all provisions of Chapter 337, RSMO, and its regulations, and all state and federal criminal laws and all state and federal laws related to the practice of clinical social work, including compliance with state revenue laws;
- e. Licensee shall engage in no conduct that would give the Committee cause to seek authority to discipline from the Administrative Hearing Commission as set forth in Section 337.630, RSMo;
- f. Upon the request of the Committee or its representative, Licensee shall immediately submit any and all records requested to show compliance with these terms and conditions;

- g. Licensee shall renew timely all licenses, shall pay timely all fees required for licensure and shall meet all other requirements necessary to maintain all licenses issued by the Committee current and active, including not allowing any license to be suspended for failure to comply with the revenue laws of the state ;
- h. Licensee shall accept and comply with unannounced visits from the Committee or its representatives to monitor Licensee's compliance with these terms and conditions;
- i. Licensee shall provide a copy of this Order to any employer for whom Licensee will be performing social work within 5 business days of the commencement of his employment or within 5 days of Licensee's receipt of this Order;

Continuing Education Requirements

- j. In addition to the required hours of continuing education, Licensee shall, within the first 30 days if the Disciplinary Period, successfully complete the jurisprudence examination found on the Committee's website at <http://pr.mo.gov/socialworkers-education.asp>. This examination shall be in addition to, and SHALL NOT count towards, the hours of required continuing education; and
- k. Licensee shall attend the September, 2017 meeting of the Committee at the date and time set by the Committee for which he will receive written notice.

12. Upon the expiration of the Disciplinary Period and successful completion of the Disciplinary Period, Licensee's license shall be fully restored if all other requirements of the law have been satisfied; provided however, that in the event the Committee determines that Licensee

has violated any term or condition of this Order, the Committee may, in its discretion, after an evidentiary hearing, vacate and set aside the discipline imposed herein and may impose additional probation, suspend, revoke, or otherwise lawfully discipline Licensee's license.

13. The Committee shall enter no order imposing further discipline on Licensee's license without notice and an opportunity for hearing before the Committee in accordance with the provisions of Chapter 536, RSMo, however nothing in this Order shall prohibit Licensee and the Committee from entering into a written agreement to modify any term of this Order, including the discipline imposed and/or the conditions of the Disciplinary Period.

14. If the Committee determines that Licensee has violated a term or condition of this Order, and that violation would also be actionable in a proceeding before the Administrative Hearing Commission or in a circuit court, the Committee may elect to pursue any lawful remedies or procedures afforded to it and is not bound by this Order in its determination of appropriate legal actions concerning such violation(s).

15. If any alleged violation of this Order occurs during the Disciplinary Period, the Committee may choose to conduct a hearing on the alleged violation either during the Disciplinary Period, or as soon thereafter as a hearing can be held, to determine whether a violation of the terms and conditions of the Disciplinary Period occurred and, if so, may impose further discipline on the license of Licensee. The Committee has continuing jurisdiction to hold a hearing determine if a violation of the terms and conditions of the Disciplinary Period occurred.

16. This Order shall be maintained as an open and public record of the Committee as provided in Chapters 337, 610 and 324, RSMo.

SO ORDERED this 5th day of July, 2017.

STATE COMMITTEE FOR SOCIAL WORKERS



Tom Reichard, Executive Director

BEFORE THE
MISSOURI COMMITTEE FOR SOCIAL WORKERS
STATE OF MISSOURI

In The Matter Of:)	
)	
MISSOURI SOCIAL WORKERS,)	
)	
)	Case No. 2012-001537
)	
Petitioner,)	License No. 2004020875
)	
v.)	
)	
Julie Partin,)	
)	
Respondent.)	

NOTICE OF PROBATION VIOLATION COMPLAINT/NOTICE OF HEARING

PLEASE TAKE NOTICE THAT:

On October 27, 2015 the Missouri State Committee for Social Workers issued an Order Issuing A Probated Clinical Social Worker License against Julie Partin whereby Julie Partin Clinical Social Worker license, license number 2004020875, was placed on probation for four years beginning July 27, 2015.

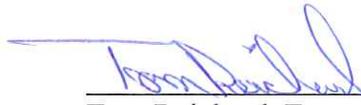
On February 13, 2018, the Board received referral against Julie Partin. The Probation Violation Complaint, a copy of which is attached, alleges that Julie Partin has violated the terms of the probation placed on Julie Partin's license as set forth in the attached Probation Violation Complaint.

No answer or responsive pleading to the complaint is required. No Board rules exist regarding discovery in this matter.

The Board shall, pursuant to Sections, 324.042 and Chapter 536, RSMo, hold a **hearing at 11:00 a.m. on Thursday, June 7, 2018**, for the purpose of determining whether cause for additional discipline exists and if so, whether to impose additional or other discipline on the license of David Lipson. The hearing will be held in the **at the Missouri**

Council of School Administrators Education and Conference Center, 3550 Amazonas Dr. Jefferson City, Missouri 65109. Please be advised the failure of Julie Partin appear at the hearing at the above-noted time and place will result in the hearing being held in the absence of Julie Partin. All parties should prepare a minimum of 10 copies of all exhibits to be presented during the hearing. All parties have the right to be represented by legal counsel at their own expense and to a full, fair and open hearing as provided for in Chapter 536, RSMo, and Section 324.042, RSMo.

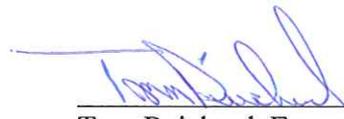
Dated this 25th day of April, 2018.



Tom Reichard, Executive Director
Missouri State Committee for Social Workers

CERTIFICATE OF SERVICE

I hereby certify that I have mailed a copy of the Notice of Probation Violation Complaint/Notice of Hearing by certified mail no. 7196 9008 9111 6139 3835 and regular U.S. mail this 27th day of April, 2018 to Julie Partin, 1416 E. Camino Alton St., Springfield, MO 65804.



Tom Reichard, Executive Director
Missouri State Committee for Social Workers

**BEFORE THE STATE COMMITTEE FOR SOCIAL WORKERS
STATE OF MISSOURI**

STATE COMMITTEE FOR)	
SOCIAL WORKERS)	
3605 Missouri Boulevard)	
Post Office Box 1335)	
Jefferson City, Missouri 65102-1335)	
(573-751-0885))	
Petitioner,)	
)	
v.)	No. _____
)	
JULIE PARTIN)	
1416 E. Camino Alto St.)	
Springfield, MO 65804)	
(417-860-0794))	
Respondent.)	

PROBATION VIOLATION COMPLAINT

Petitioner, State Committee for Social Workers, by and through the Attorney General of the State of Missouri, for its cause of action against Respondent, Julie Partin, states:

1. The Committee is an agency of the state of Missouri created and established pursuant to section 337.622, RSMo, for the purpose of executing and enforcing the provisions of Chapter 337, RSMo pertaining to the practice of social work.
 2. Partin was licensed by the Committee as a clinical social worker, license number 2004020875.
 3. Partin's license was initially issued on or about August 3, 2004.
- Partin's license was current and active at all times until it expired on September 30, 2013.

4. On or about October 2, 2013, Partin submitted an application to renew her license.

5. The Committee refused to renew Partin's license because Partin failed to provide evidence of completion of the continuing education required for renewal.

6. On July 24, 2014, the Committee filed a complaint with the Administrative Hearing Commission ("AHC") seeking discipline against Partin's license pursuant to section 337.630.2, RSMo, for violations related to Partin's attempts to obtain a controlled substance without a prescription.

7. On January 12, 2015, the AHC issued its Decision finding cause for the Committee to discipline Partin's license for violations of section 337.630.2(5), (6), (13) and (15).

8. On June 11, 2015, pursuant to notice, the Committee held a hearing to determine the discipline, if any, to be imposed upon Partin's license pursuant to the January 12, 2015, AHC Decision.

9. On July 27, 2015, the Committee issued its Findings of Fact, Conclusions of Law, and Disciplinary Order ("Disciplinary Order"), suspending Partin's license for 90 days, immediately followed by probation for a period of 4 years. A copy of that Disciplinary Order is attached as Exhibit 1 and incorporated by reference.

10. The Disciplinary Order states in part:

7. Licensee shall comply with the following terms and conditions of the Disciplinary Period:

- a. Licensee shall take all steps necessary to renew her clinical social worker license no later than August 30, 2015.

....

- c. Licensee shall submit written reports of compliance on or before January 1 and July 1 of each calendar year. . . . [stating] truthfully whether Licensee has complied with all conditions of the Disciplinary Period. . . .

....

- m. Within 60 days after the effective date of this Order (30 days before the end of the suspension portion of the Disciplinary Period) or prior to beginning the practice of social work if Licensee is not currently engaged in the practice of social work, Licensee shall submit no fewer than 5 names of proposed clinical social workers who will agree to serve as Licensee's supervisor.

Exhibit 1, pages 3-5.

11. Partin failed to renew her license as required by the terms of the Disciplinary Order.

12. Partin failed to submit reports to the Committee as required by the terms of the Disciplinary Order.

13. Partin failed to obtain a supervisor as required by the terms of the Disciplinary Order.

14. The Committee has jurisdiction over this matter pursuant to section 324.042, RSMo, which states:

Any board, commission, or committee within the division of professional registration may impose additional discipline when it finds after hearing that a licensee, registrant, or permittee has violated any disciplinary terms previously imposed or agreed to pursuant to settlement. The board, commission, or committee may impose as additional discipline any discipline it would be authorized to impose in an initial disciplinary hearing.

15. The Disciplinary Order states;

[I]n the event the Committee determines that Licensee has violated any term or condition of the Order, the Committee may, in its discretion, after an evidentiary hearing, vacate and set aside the discipline imposed herein and may impose additional probation, suspend, revoke, or otherwise lawfully discipline Licensee's license.

Exhibit 1, page 9, paragraph 8.

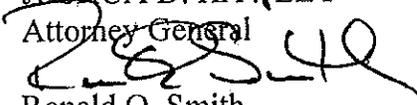
16. Partin's conduct as set forth herein violates the terms and conditions of the Disciplinary Order and is grounds for the Committee to impose further discipline.

CONCLUSION

Petitioner requests the Committee hold a hearing to determine whether Partin's license is subject to further discipline, and if so, impose such further discipline as the Committee deems appropriate, and grant such other relief as is proper.

Respectfully submitted,

JOSHUA D. HAWLEY
Attorney General


Ronald Q. Smith

Assistant Attorney General

Missouri Bar No. 51195

149 Park Central Square, Suite 1017

Springfield, Missouri 65806
417-895-6567 (Phone)
417-895-6382 (Facsimile)
Ron.Smith@ago.mo.gov

Attorneys for the State Committee for
Social Workers

Pursuant to notice and Section 621.110, RSMo, the Committee held a disciplinary hearing on June 11, 2015, at the Missouri Council of School Administrators, 3550 Amazonas Drive, Jefferson City, Missouri 65109 for the purpose of determining the appropriate disciplinary action against the clinical social worker license held by Respondent Julie Partin. The Committee began the hearing at approximately 11:38 a.m. Assistant Attorney General Ronald Q. Smith appeared on behalf of the Committee. Respondent Julie Partin appeared in person, but without counsel.

After full review of the record and the evidence and testimony presented at hearing, the Committee issues this Findings of Fact, Conclusions of Law and Disciplinary Order:

1. The Committee is an agency of the State of Missouri, created and existing pursuant to Section 337.622, RSMo, for the purpose of carrying out the provisions of Sections 333.600 through 337.689, RSMo.
2. Respondent Julie Partin ("Licensee") holds a clinical social worker that was current and active until September 30, 2013, when it lapsed and it has not been renewed.
3. The Committee adopts and incorporates by reference the findings of fact and conclusions of law contained in the Decision and the record of the Administrative Hearing Commission in the case of *Missouri State Committee for Social Workers v. Julie Partin*, Case number 14-1241 SW. The Committee takes official notice of its file in this matter.
4. The Committee properly set this matter for disciplinary hearing and properly served notice of the disciplinary hearing on Respondent Julie Partin.
5. The Committee has jurisdiction over this proceeding pursuant to Section 621.110, RSMo, and Section 337.630.4, RSMo.
6. The Committee finds that this Order is necessary to protect the public.

Disciplinary Order

THEREFORE, having fully considered the evidence before the Board and giving full weight to the Findings of Fact and Conclusions of Law as found by the Administrative Hearing Commission, the State Committee of Social Workers orders that the clinical social worker license held by Julie Partin be **SUSPENDED** for **NINETY (90)** days and then immediately placed on **PROBATION** for a period of **FOUR (4) YEARS** (collectively, the "Disciplinary Period"). During the suspension portion of the Disciplinary Period, Licensee shall not be entitled to practice clinical social work and shall be subject to the terms and conditions of the Disciplinary Period. During the probation portion of the Disciplinary Period, Licensee shall be entitled to practice as a clinical social worker, under supervision, subject to compliance with the terms and conditions of the Disciplinary Period as set forth in this Order.

Terms and Conditions of the Disciplinary Period

7. Licensee shall comply with the following terms and conditions of the Disciplinary Period:
 - a. Licensee shall take all steps necessary to renew her clinical social worker license no later than August 30, 2015.
 - b. Licensee shall keep the Committee informed of Licensee's current work and home telephone numbers and addresses. Licensee shall notify the Committee in writing within ten (10) business days of any change in this information. If Licensee utilizes e-mail, Licensee shall provide the Committee with her current and active e-mail address;

- c. Licensee shall submit written reports of compliance on or before January 1 and July 1 of each calendar year, but shall be submitted no more than two weeks prior to each reports due date. Each written report of compliance shall state truthfully whether Licensee has complied with all conditions of the Disciplinary Period and, if not, shall provide full disclosure of the failure to comply. If Licensee has completed any continuing education during the reporting period, Licensee shall attach to her compliance report copies of documentation of completion of the continuing education. Each written report of compliance shall be due regardless of whether Licensee is engaging in the practice of social work;
- d. Licensee shall meet with the Committee or its representatives at such times and places as required by the Committee after notification of a required meeting;
- e. Licensee shall comply with all provisions of Chapter 337, RSMO, and its regulations, and all state and federal criminal laws and all state and federal laws related to the practice of clinical social work, including compliance with state revenue laws;
- f. Licensee shall engage in no conduct that would give the Committee cause to seek authority to discipline from the Administrative Hearing Commission as set forth in Section 337.630, RSMo;
- g. Upon the request of the Committee or its representative, Licensee shall immediately submit any and all records requested to show compliance with these terms and conditions;

- h. Licensee shall renew timely all licenses, shall pay timely all fees required for licensure and shall meet all other requirements necessary to maintain all licenses issued by the Committee current and active;
- i. Licensee shall accept and comply with unannounced visits from the Committee or its representatives to monitor Licensee's compliance with these terms and conditions;
- j. Licensee shall provide a copy of this Order to any employer for whom Licensee will be performing social work within 5 business days of the commencement of her employment or within 5 days of Licensee's receipt of this Order;

Supervision Requirements

- k. During the probation portion of the Disciplinary Period, Licensee's practice as a social worker shall be supervised as set forth in this Order;
- l. During the probation portion of the Disciplinary Period, if Licensee engages in the practice of social work, such practice shall be under the order, control, oversight, guidance and full professional responsibility of the approved registered supervisor at the setting(s) as approved by the Committee;
- m. Within 60 days after the effective date of this Order (30 days before the end of the suspension portion of the Disciplinary Period) or, prior to beginning the practice of social work if Licensee is not currently engaged in the practice of social work, Licensee shall submit no fewer than 5 names of proposed clinical social workers who will agree to serve as Licensee's supervisor. The Committee may approve one of the proposed clinical social workers, or may require additional names to be

submitted, which Licensee shall submit within 30 days of the Committee's request;

- n. The Committee will provide written notice to both Respondent and the supervisor of its approval of a supervisor. Respondent must begin supervision within 7 days of the Committee's approval of the supervisor. Licensee shall immediately provide the Committee written notice of the start date of the supervision and shall, within 7 days of the start date of the supervision, provide the Committee with a copy of the supervision agreement between Licensee and the supervisor;
- o. If Licensee fails to secure a supervisor by the end of the suspension portion of the Disciplinary Period, then Licensee shall not practice as a social worker until a supervisor is approved, per the terms of this Order;
- p. Respondent shall be responsible for any payment associated with the supervision;
- q. Supervision shall consist of at least monthly, consisting of at least 4 hours per month, on site face to face review of cases and review, approval, and co-signing of written reports such as case notes, intake assessments, test reports, treatment plans, and progress reports;
- r. Licensee's supervisor shall submit written reports to the Committee due by January 1 and July 1 of each year of the Disciplinary Period. In these reports, the supervisor shall report to the Committee whether Licensee is in compliance with the terms of this Order, to the best knowledge of the supervisor, and Licensee's understanding and adherence to approved standards of professional and ethical conduct, areas of continued growth and development and accountability of supervision hours in the Disciplinary Period;

- s. If Licensee's approved supervisor becomes unable or decides not to continue to serve in the capacity of a supervisor or for any other reason ceases to serve as a supervisor for Licensee, then Licensee shall:
- i. Within 3 business days of being notified that the supervisor will be ceasing to serve as Licensee's supervisor, Licensee shall advise the Committee in writing of the date the supervisor will be ceasing to provide services; and
 - ii. Within 30 days of being notified of the need to find a new supervisor, Licensee shall secure a new supervisor in accord with the terms of this Order. If Licensee does not secure a new Committee approved supervisor per the terms of this Order, Licensee shall cease practice as a social worker until such time as a Committee approved supervisor is in place;

Chemical Dependency Requirements

- t. Licensee shall maintain a self-help program of recovery with a sponsor, such as a 12 step program;
- u. If the Committee finds cause for screening, the Committee shall notify Licensee that it has determined there is cause for screening and Licensee shall submit to drug and alcohol screens, at Licensee's cost. Such screenings may be conducted on any biological sample including blood, hair, urine or breath;
- v. If any drug and alcohol screen is performed on any biological sample of Licensee by any other entity, Licensee shall cause a copy of the report from that screening to be provided to the Committee within 10 days of Licensee's receipt or knowledge of the results of said screening;

- w. If requested by the Committee, Licensee shall execute a limited medical release effective for the entire disciplinary period authorizing any chemical dependency professional or medical professional to release records and/or communicate with the Committee or its representative regarding Licensee's treatment and/or counseling insofar as such information is required to monitor compliance with this Order. Licensee shall not take any action to cancel this release. Licensee shall take all steps necessary to continue the release in effect and shall provide a new release when requested;
- x. Licensee shall abstain completely from the use or consumption of alcohol in any form, including over-the-counter medications and mouthwashes. The presence of any alcohol or alcohol metabolite whatsoever in any biological sample shall constitute a violation of this Order;
- y. Licensee shall abstain completely from the personal use or possession of any controlled substance or other drug for which a prescription is required unless use of the drug has been prescribed by a person licensed to prescribe such drug and with whom Licensee has a bona-fide relationship as a patient. The presence of any controlled substance whatsoever in any biological sample for which Licensee does not hold a valid prescription shall constitute a violation of this Order; and
- z. In the event the Committee finds cause to conduct a drug and alcohol screening, Licensee shall provide the Committee office, within ten (10) days of its written request, a copy of all controlled substance prescriptions, dispensed or to be dispensed, in Licensee's possession. The following information shall be provided: the prescription number, drug name, strength, dosage instructions,

prescriber's name and address, the name and address of the pharmacy where the prescription was dispensed, date dispensed, number of refills available, and any other requested information concerning the prescription.

8. Upon the expiration of the Disciplinary Period and successful completion of the Disciplinary Period, Licensee's license shall be fully restored if all other requirements of the law have been satisfied; provided however, that in the event the Committee determines that Licensee has violated any term or condition of this Order, the Committee may, in its discretion, after an evidentiary hearing, vacate and set aside the discipline imposed herein and may impose additional probation, suspend, revoke, or otherwise lawfully discipline Licensee's license.

9. The Committee shall enter no order imposing further discipline on Licensee's license without notice and an opportunity for hearing before the Committee in accordance with the provisions of Chapter 536, RSMo.

10. If the Committee determines that Licensee has violated a term or condition of this Order and that violation would also be actionable in a proceeding before the Administrative Hearing Commission or in a circuit court, the Committee may elect to pursue any lawful remedies or procedures afforded to it and is not bound by this Order in its determination of appropriate legal actions concerning such violation(s).

11. If any alleged violation of this Order occurs during the Disciplinary Period, the Committee may choose to conduct a hearing on the alleged violation either during the Disciplinary Period or as soon thereafter as a hearing can be held to determine whether a violation of the terms and conditions of the Disciplinary Period occurred and, if so, may impose further discipline on the license of Licensee. The Committee has continuing jurisdiction to hold

a hearing determine if a violation of the terms and conditions of the Disciplinary Period occurred.

12. This Order shall be maintained as an open and public record of the Committee as provided in Chapters 337, 610 and 324, RSMo.

SO ORDERED this 27th day of July, 2015.

STATE COMMITTEE FOR SOCIAL WORKERS



Tom Reichard, Executive Director

Miscellaneous

Giesing, Tiffany

From: Reichard, Tom
Sent: Thursday, May 31, 2018 8:13 AM
To: Giesing, Tiffany
Subject: FW: Looking to Hire LCSW

Please add

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions & Professional Registration
[REDACTED]

From: [REDACTED]
Sent: Wednesday, May 30, 2018 12:56 PM
To: [REDACTED]
Subject: Re: Looking to Hire LCSW

Let's bring this to the committee for brief discussion in OPEN [REDACTED]

-----Original Message-----

From: [REDACTED]
To: [REDACTED]
Sent: Wed, May 30, 2018 8:08 am
Subject: FW: Looking to Hire LCSW

Good morning [REDACTED]

I think I need help with this question. If you want to put it off 'til next week, that's fine also.

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions & Professional Registration
[REDACTED]

From: [REDACTED]
Sent: Tuesday, May 29, 2018 5:50 PM
To: [REDACTED]
Subject: Fw: Looking to Hire LCSW

Hi Tom,

See the job ad below. At first I thought I might be interested, but now I am wondering if this is all "legal" with the statutes and rules.

It talks about all group meetings the first year and all individual the second year. I have always understood the 50% rule to be 50/50 individual and group each MONTH...but need to know as I am getting ready to do the 16 hour training at Brown School.

Secondly, I don't see how this works for this agency, Social Work PRN...the reason is that people who work for them have multiple assignments per year at multiple settings and areas of practice. They provide substitute temporary social workers for a wide range of agencies for when a social worker is on maternity leave or something....so how can you constantly approve each new site where the person is employed to work? How can the supervisor have all those employment meetings with each new site. Social Work PRN is a placement of temporary help of social workers.....

Would appreciate your thoughts before I was going to suggest there are rules that would need to be met (and I don't see how they would be met)

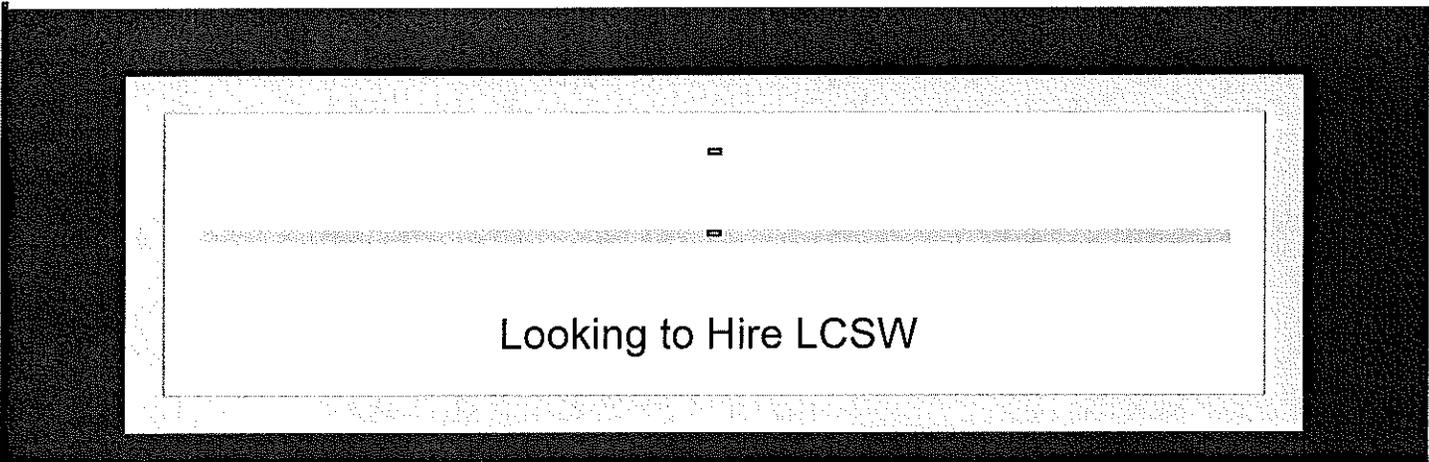
The ad is below. Thanks Tom! [REDACTED]

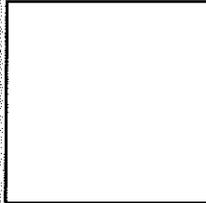


Sent: Tuesday, May 29, 2018 4:59 PM

Subject: Fw: Looking to Hire LCSW

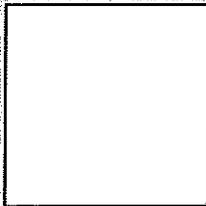
Didn't know if you saw this....





Gayle Flavin, LCSW
Saint Louis Coordinator
gayle@socialworkprn.com

314.963.3155 phone
314.963.3163 fax



LCSW- The St. Louis office of Social Work p.r.n. is planning to expand its services by providing clinical supervision to social workers pursuing licensure as a LCSW. We are seeking a LCSW interested in providing this supervision on a weekly basis.

This position will require a supervisor to provide weekly group supervision for one hour for a period of one year. The group will consist of 3-6 individuals. Per Missouri regulations, the second year of supervision will be conducted with each supervisee individually.

Supervisors will have the opportunity to take on multiple groups if demand for supervision warrants it.

Applicants must:

- Have a commitment to the profession of social work and a passion for assisting and educating other social workers.
- Have been a LCSW for a minimum of 5 years.
- Have completed or be willing to complete the 16 hours of required training to provide supervision.
- Be willing to provide supervision in the evening.
- Be flexible in waiting for groups to form.
- Be committed to providing supervision for a minimum of two years after the start of each group.

Applicants should submit a resume, cover letter, and documentation of their license.

Click the job title to apply online

If you are interested, please send your resume
and contact information to Gayle Flavin.
Gayle@socialworkprn.com

Looking for more opportunities? Visit our Job Board! »»»



socialworkprn.com

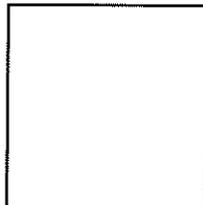
103 W. Lockwood, Suite 203
Saint Louis, MO 63119

Social Work p.r.n., 10680 Barkley, Suite 100, Overland Park, KS 66212

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Sent by gayle@socialworkprn.com in collaboration with



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