

# Tennessee Board of Social Worker Licensure



## Newsletter



2013

A Regulatory Agency of the state of Tennessee

Fall

227 French Landing, Suite 300, Heritage Place MetroCenter, Nashville, TN 37243 <http://tennessee.gov/health> (615) 532-5088 or 1-800-778-4123 extension 25088 • Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Central Time (except state and federal holidays) Fax: (615) 532-5369

In conjunction with the purpose and goals of the Department of Health, the Mission of the Bureau of Health Licensure and Regulation is to: Monitor, access and enforce health care laws and regulations; Protect, promote and enhance quality health care for all citizens; Continuously strive to meet the needs of our customers in a respectful and caring manner; Provide quality work-life necessary to attract and retain competent, caring employees; Empower our employees to become entrepreneurs in their jobs; Increase awareness and public confidence in our services; and, Utilize our resources efficiently and cost effectively.

### Health Related Boards' Offices Moving

The Department of Health's Division of Health Licensure and Regulation, Office of Health Related Boards will be transitioning from leased space at Heritage Place Metro Center to a newly renovated state-owned space. Our new address will be 665 Mainstream Drive, Nashville, TN 37243. Our move is currently scheduled for the last week of September 2013.

All individual employee phone numbers and e-mail addresses will remain the same. You are encouraged to stay in contact with our office by using existing phones numbers and email addresses. However, if you plan to write the Health Related Boards after September 30, 2013, please write us at our new address at:

Tennessee Department of Health  
Division of Health, Licensure and Regulation  
Office of Health Related Boards  
Nashville, Tenn. 37243  
615-532-5088  
1-800-778-4123

While the department has prepared diligently to minimize downtime, maintain accessibility and sustain productivity throughout this relatively complex move, we do appreciate your understanding and patience as personnel and material move into our new space. We look forward to working with you and providing outstanding customer service from our new location.

### Board of Social Worker Licensure Website

You may download a copy of the rules, applications and forms, board member list, board meeting schedule, policy statements, and other pertinent information at the board's web site:

<http://www.state.tn.us/boards/SW/index.htm>.

### 2013/2014 Board Meeting Dates

**The following meetings  
will be held at  
665 Mainstream Dr.**

December 13, 2013  
9:00 a.m., Poplar Room

February 6-7, 2014  
9:00 a.m., Poplar Room

May 1-2, 2014  
9:00 a.m., Poplar Room

August 7-8, 2014  
9:00 a.m., Poplar Room

November 3-4, 2014  
9:00 a.m., Poplar Room



## Change of Address

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

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

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

You may fax your change to the board's administrative office at (615) 532-5369 or by mail at: 227 French Landing, Heritage Place MetroCenter, Suite 300, Nashville, TN 37243.

You may e-mail the Board at: [TN.Health@tn.gov](mailto:TN.Health@tn.gov), call the Board at 615/532-5088, or visit the website at: [www.health.state.tn.us/boards/SW/index.htm](http://www.health.state.tn.us/boards/SW/index.htm)

## Continuing Education Requirements

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

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

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

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

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

## Policy Statement on Continuing Education

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

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

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

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

### **Lapsed License**

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

- 1) The Board will allow a three (3) month grace period for renewal from the expiration date of the license, without penalty.
- 2) The Licensee will then pay one hundred dollars (\$100.00) per month for each month the licensee practices on an expired license beyond the grace period.

Civil penalties will be assessed in the form of an Agreed Citation which is an offer of settlement to pay the appropriate fine. The licensee will have the option to accept the Agreed Citation, waiving the right to appear before the Board, or the licensee shall have the right to a contested case before the Board. Civil penalties constitute formal discipline

- 3) against a practitioner's license, and as such are reportable on the Department's Disciplinary Action Report ("DAR") and will be noted on the practitioner's licensure profile.
- 4) Should the licensee fail to pay the appropriate fine through an agreed citation, the Tennessee Department of Health, Office of General Counsel will file a formal disciplinary action against the licensee which will give the right to the licensee to appear before the Board and could result in additional penalties, costs, and disciplinary actions.

**Discipline for lapsed licenses will now be reportable to the national databanks as well as the Department's Disciplinary Action report and will be noted on the practitioner's licensure profile.**

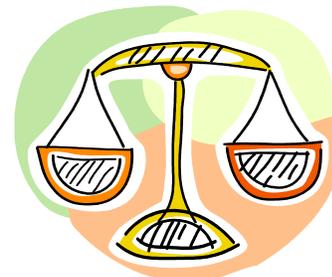
### **Regarding Non-Clinical/Clinical Hours for Applicants**

The Board of Social Worker Licensure realizes the need for clarification of the time frames for L.A.P.S.W. and L.C.S.W. applicants to complete their supervised hours. The Board interprets Rule 1365-01-.08(2)(a) regarding the requirement that L.C.S.W. applicants complete "two thousand (2,000) clinical contact hours over not less than a two (2) year period" as follows:

The two (2) year period is measured from the date of application.

The Board interprets Rule 1365-01-.08(3)(a) and (b) regarding the requirements that L.C.S.W. applicants complete "three thousand (3,000) clinical contact hours over not less than a two (2) year period and not more than a six (6) year period", and L.A.P.S.W. applicants complete "three thousand (3,000) non-clinical social work practice hours over not less than a two (2) year period and not more than a six (6) year period" as follows:

The two (2) and six (6) year periods are measured from the date of application.



### **Statutory Changes of Interest to Tennessee Social Workers**

The 2013 Legislative Session has ended, and the administrative staff of the Board of Social Worker Licensure has monitored several bills that are of interest to social workers in the state of Tennessee. Below is a brief summary of those bills.

**The complete text of Public Acts is available at:**  
<http://www.tennessee.gov/sos/acts/index.htm>

### **Public Chapter 122**

#### **EXPEDITED LICENSURE**

Present law requires the health related boards to establish a procedure to expedite the issuance of a license, certification or permit to perform services regulated by each board to any person who is the

spouse of a military service member who is licensed to perform professional services in another state and who left employment to accompany the person's spouse to Tennessee. The procedure includes:

- (1) Issuing the person a license, certificate or permit, if, in the opinion of the board, the requirements for certification or licensure of such other state are substantially equivalent to that required in Tennessee; or
- (2) Developing a method to authorize the person to perform professional services regulated by the board in Tennessee by issuing the person a temporary permit for a limited period of time.

This bill adds any military service member who is licensed to perform substantially similar professional services in another state and who applies for licensure in Tennessee within 180 days of retiring from the military, receiving an honorable discharge, or being released from active duty into the reserves, to the persons who are eligible to participate in the expedited licensure procedures.

#### MILITARY EDUCATION, TRAINING AND EXPERIENCE

This bill requires the health related boards to accept military education, training or experience completed by a person who applies for licensure in Tennessee within 180 days of retiring from the military, receiving an honorable discharge, or being released from active duty into the reserves toward the qualifications to receive the license or certification if the military education, training or experience is determined to be substantially equivalent to the state's standards.

#### TEMPORARY RENEWALS FOR ACTIVE DUTY MILITARY

This bill requires that the health related boards keep in good standing the license or certification of any person who is called to active military duty and who, at the time of such activation, was duly licensed or certified to perform a profession or occupation in Tennessee. A license that is kept in good standing pursuant to this bill will be temporarily renewed without payment of renewal fees, compliance with continuing education requirements, or performing any other act typically required for renewal; provided, that the continuing education requirements will only be waived in circumstances where the person's military duty prevents obtaining the credits or the person performs the licensed or certified profession or occupation as part of the person's military duties. The continuance or renewal of a license or certificate pursuant to this bill will continue until no later than six months from the person's release from active duty.

## Sunset Review for the Board of Social Worker Licensure

Johanna Barde, Assistant General Counsel for the Board, appeared before the Government Operations Committee on June 18, 2013 and answered questions regarding the work of the Board. At the end of the review, the Committee voted to extend the Board until 2018.

**To Contact This Board Call:  
(615) 532-5088 local or (800) 778-4123  
extension 5325088 nationwide or write to:**

**Tennessee Board of Social Worker Licensure  
227 French Landing, Suite 300  
Heritage Place – MetroCenter  
Nashville, TN 37243**

**After October 25, 2013:**

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

### BOARD MEMBERS

Michelle Horton, LAPSW  
Chair  
Sheryl DeMott, LAPSW  
Secretary  
Pamela Sams, LCSW  
Teresa Housteau, LCSW  
Frances Mazzaferro, LAPSW  
Vickie Williams, LAPSW  
Georgia Y. Alexander, LCSW  
Steven Pharris, LMSW  
Julia Axley, LBSW  
Amy Smith, BSW  
Dr. Reverend LaSimba Gray, Jr. Citizen Member

### BOARD STAFF

James Hill  
Board Administrator  
  
Yvette Hernandez  
Licensing Technician  
  
Theodora (Teddy) Wilkins  
Administrative Director