Preparing for Arizona Licensure

Power Point presentation prepared by
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Please note that this Power Point presentation is intended to be an instructional guide for new ASU graduates interested in social work licensure. This is not an official AzBBHE notice.
Clinical Social Workers in the state of Arizona are regulated by the Board of Behavioral Health Examiners (BBHE)
The Arizona Board of Behavioral Health Examiners was established by law in 1989 to certify professionals in the fields of Social Work, Professional Counseling, Marriage and Family Therapy, and Substance Abuse Counseling. The first certificates were issued in November of 1990 and in 2000 there were over 5800 professionals certified.

Licensure was established in 2004.

Source: http://azbbhe.us/
The Board consists of eight professional and four public members appointed by the governor to serve three-year terms.

Four Academic Review Committees, one for each discipline. Members are also appointed by the governor to review and determine the qualifications of applicants.

Source: http://azbbbhe.us/
AzBBHE Web Site
www.azbbhhe.us
What does Arizona licensure regulate?

The Arizona licensure law is a "practice act" that restricts the practice of psychotherapy to behavioral health professionals (clinical social workers, professional counselors, marriage/family therapist, and substance abuse counselors).
Psychotherapy

“Means a variety of treatment methods developing out of generally accepted theories about human behavior and development.”

Practice of Behavioral Health
ARS 32-3251
Who is exempted from Arizona licensure?

- Currently licensed, certified or regulated behavioral professionals (for example psychologists, psychiatrists).
- Any student, intern or trainee.
- Non-Arizona resident professionals
  - Performs svcs for 90 days of service or less
  - Authorized in the state/country in which the professional resides.
  - Is authorized to perform these svcs pursuant to the laws of a Federal Recognized Tribe
Exemptions

- A Rabbi, priest, minister or clergy
- Member-run self-help or self-growth groups
  - With NO direct or indirect financial compensation.
- Behavioral Health Technician or paraprofessional employed by an agency licensed by Az. Dept. of Behavioral Health
Exemptions

- DES Employee practicing within the scope of their assigned duties.
- Employee of an agency licensed by DES.
- Person contracting with the Supreme Court or person employed by an agency contracting with the Supreme Court.
How does licensure define the practice of clinical social work?

- The practice of social work means the professional application of social work theory, principles, methods and techniques to treat mental and emotional disorders and to assist individuals, families, groups and communities to enhance or restore their ability to function physically, socially, emotionally, mentally and economically. The practice of social work includes the following:
  - Assessment, appraisal and diagnosis
  - The use of psychotherapy for the purpose of evaluation, diagnosis, and treatment of individuals, couples, families and groups.
Arizona’s Social Work Licensure System

- LBSW - Licensed Bachelor Social Worker
- LMSW - Licensed Master Social Worker
- LCSW - Licensed Clinical Social Worker
- Temporary License
- License by Endorsement
Social Work Qualifications

Licensed Bachelor Social Worker (LBSW)

- Bachelor’s degree in social work.
- Pass licensing examination
- Shall only engage in the practice of clinical social work under direct supervision
Social Work Qualifications

Licensed Masters Social Worker (LMSW)

1) Master’s or higher degree in social work.

2) Pass licensing examination

3) Shall only engage in the practice of clinical social work (psychotherapy) under direct supervision.
Social Work Qualifications

Licensed Clinical Social Worker (LCSW) Independent Level

1) Masters or higher degree in social work.

2) **3200 hours** of supervised work experience in the practice of clinical social work in no less than 24 months. 3200 hours shall include at least **1600 hours** of direct client contact; direct practice may include psychoeducation-to be limited to **400 hrs**

3) Supervised work experience is limited to the use of psychotherapy for the purpose of assessment, diagnosis and treatment of individuals, couples, families and groups.

4) **100 hrs** of clinical supervision in not less than 24 months.

5) Pass licensing examination
Social Work Qualifications

Licensed Clinical Social Worker (LCSW)

**Direct Practice** means the performance of therapeutic or clinical functions related to the applicant’s professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients. ARS. 32-3251

**Indirect Practice** means training for, and the performance of, functions of an applicant’s professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed, including case consultation and receipt of clinical supervision. Indirect client service does not include the provision of psychoeducation. ARS 32-3251
As a New graduate where do I start if I am interested in being licensed?

You would start with applying for the LBSW or LMSW (depending on your social work degree).

In the future if you intend to engage in the independent practice of psychotherapy you would need to prepare for the LCSW.

Must I be licensed first as a LMSW in order to work towards my LCSW?  YES
Preparing to submit your application.

Here are the steps...
LMSW/LBSW Application Fees

- **LMSW/LBSW Application Fee $250.00**
  Non-refundable

- **License Issuance Fee $100.00**

  Note: You are not to pay the License Issuance fee at the time that you submit your LBSW or LMSW application. The issuance fee is paid upon notification by the BBHE.

Note: Pay fees by cashier’s check, or certified check or money order payable to the Arizona Board of Behavioral Health Examiners (no personal checks) or payment by credit card on AzBBHE web site.
LCSW Application Fees

- LCSW Application Fee $250.00
  Non-refundable
- License Issuance Fee $250.00
  
  Note: You are not to pay the License Issuance fee at the time that you submit your LMSW application. The issuance fee is paid upon notification by the BBHE.

Note: Pay fees by cashier’s check, or certified check or money order payable to the Arizona Board of Behavioral Health Examiners (no personal checks) or payment by credit card on AzBBHE web site.
Application Time Frame

Typically it may take up to ninety (90) days to process a complete application for licensure. If the application has deficiencies, it could take longer.
Two Methods for Applying for LBSW or LMSW

- Regular License
  1. Forms
  2. Transcripts
  3. Fees
  4. Background Check
  5. Residency
  6. Receive Approval to take test
  7. Take test ASAP

- Temporary License
  1. Regular license application as stated 1-7 steps plus
  2. Application for temporary license.
Criteria for Temporary License

- You must have already submitted an application for a regular license or a license by endorsement to be eligible for a temporary license.

  You must either:

  - **Submit an application within 12 months of graduation from the education program submitted to meet licensure requirements and be approved for licensure pending passage of the required exam.** You are not eligible under this section if you have previously taken and failed to pass the required exam. (Fee $50 – Must take the test in **120 days** of being licensed); or

  - Be currently licensed or certified by another state behavioral health regulatory entity (Fee $50 – In general this license is good for **12 months**).
Self-Managed Application Pkt.

Applicants must submit all required materials with their application packet. Note that **incomplete** applications will not be processed.

Licensure Application is found on the AzBBHE web site

Forms may be found at the AzBBHE Web site
http://azbbhe.us/
Transcripts & CSWE

Request an official set of sealed college transcripts to submit with your application. If you are a current Arizona State University student you may request your transcripts online at ASU Interactive.

Please note that your social work degree must be from a program accredited by the Council on Social Work Education (CSWE).

• **DO NOT** submit transcript until degree has been posted.
ASU: CSWE Accreditation

- ASU Social Work Grads: The university was accredited in 1931 by the North Central Assoc. of Commission on Institutions of Higher Education.
- ASU SSW: the MSW program received its accreditation from the Council on Social Work Education (CSWE) in 1965.
- The ASU SSW: BSW Program received its CSWE accreditation in 1974.
Background Check/Reporting

- All licensure applicants are required to submit information with regard to their criminal background history: Submit Set of Fingerprint Cards with $40 fee for the criminal history background check.
- If I have a current fingerprint clearance card, can I send a copy of my card instead of the fingerprint card? Yes
Federal Databank Self-Query

National Practitioners data bank
Healthcare Integrity and Protection

Web Page  http://www.npdb.hrsa.gov/
Or contact the NPDB Customer Service Center
800-767-6732

A report from this data bank is required as part of the application process to become a licensed behavioral health professional in Arizona. The report is submitted in an unopened envelope that is dated not more than 90 days prior to your application.
Steps to Databank Report

Go to http://www.npdb-hipdb.hrsa.gov/

✓ Perform a self query and enter data
✓ Click submit on the website
✓ IMPT – This starts the 90 day time clock. Now you must submit your licensure application within 90 days.
✓ When you receive an envelope from the databank, DO NOT OPEN even though it says for addressee only.
✓ Submit the UNOPENED envelope with your application packet.
Databank Report

Front of Envelope

Back of Envelope Notice.
“Do Not Open Envelope.”
Additional Documentation for the Application Packet

- Completed legal residency form
- Proof of legal residency in U.S. One of these
  - Birth certificate
  - Passport or passport card
  - Drivers license or Social Security
Important Caveat

**If there has been a name change at any time during your lifetime, you need a legal name change document (i.e. marriage license or divorce decree showing change of name from birth name)**
Checklist

- Completed Application Form
- Non-refundable application fee of $250
- A copy of legal document establishing legal residency
- A copy of driver’s license, state-issued ID or social security card
Checklist (cont.)

- Fingerprint card or copy of your fingerprint clearance card (if submitting of fingerprints, must include payment of $40)
- Official Transcript in sealed envelope
- Data Bank Reports in sealed envelope (self-query)
Submit Application Packet

Az Board of Behavioral Health Examiners

1740 West Adams St., Suite 3600
Phoenix, Arizona 85007
General Tips About Completing the Application

- On listing your employment, remember to go back 10 years.
- Explain any gaps in employment.
- List your complete name.
- Remember to list your DOB and Soc. Sec. Number.
The Test

The licensure test is administered through the: Assoc. of Social Work Boards

Register online [http://www.aswb.org](http://www.aswb.org)

Candidates who are deaf or hard of hearing. Call 1-888-579-3926 for

LBSW/LMSW $230 Bachelors or Masters Exam
LCSW $260 Advanced Generalist or Clinical Exam

Note: You do not register to take the test until approved by the AzBBHE.
Exam Registration

The social work regulatory body responsible for issuing your social work license has developed criteria for those who can take the examination. In most jurisdictions, you will need to establish your eligibility before you register to take the test. Always check with your social work board before you begin the test application process.

Examination fees:
- US$230 for Bachelors or Masters Exam
- US$260 for Advanced Generalist or Clinical Exam

It is extremely important that you know your jurisdiction’s laws and regulations regarding the licensing process. These vary, so do the fees you may be required to pay to your jurisdiction’s licensing board and the deadlines for when they are due. Always follow your jurisdiction’s procedures.

All candidates should download a copy of the ASWB Candidate Handbook, which will guide you through the registration process.

How to register

Register online

Call ASWB Candidate Services:
888.579.3926

Candidates who are deaf or hard of hearing may contact Candidate Services through their local relay service.

Hours of operation:
Monday – Friday, 8:30 a.m. – 5:30 p.m., Eastern time

Mail or Fax:
Complete the registration form and submit by mail or Fax with your payment.

Free Resources
The Test

Social Work: All licensure requirements must be met before the applicant is approved for testing and can register for the exam.

On approval you have 12 months (two attempts to pass the exam**). If you fail you must wait 90 days before your second attempt.

If you don’t take the test within time frame or fail twice. Your case is closed. You must submit another application if you want to continue seeking licensure.

**HB 2411 in process of being approved. Once approved the number of times an applicant take the test will change to three times..
The Test

Masters Examination

I. Human Development, Diversity and Behavior in the Environment 28%
II. Assessment and Intervention Planning 24%
III. Direct and Indirect Practice 21%
IV. Professional Relations, Values, and Ethics 27%

If I pass the test in one jurisdiction, have I passed it in all jurisdictions? Yes, if that is the test given in the jurisdiction where you are applying.

www.aswb.org March 31, 2016
Help with SW Exam

- ASWB test aids  www.aswb.org
- ASWB You Tube
  https://www.youtube.com/watch?v=MQ0ENeSNmA0
- Cross Beam Consulting  www.crossbeamconsulting.com
- LEAP  www.licensingprep.com
- Soc. Wk Exam Svc  www.socialworkexam.org
- Soc. Wk Guide  www.socialworkguide.com
- Academic Review  www.areview.com
- NASW Arizona Chapter web site
- Social Work Apps: Check I Tunes and Google

Note: This is not an endorsement of the test preparation entities.
Expenses

Az BBHE Application fee $250
Az BBHE Issuance fee $100 (LMSW)
Temporary License $50
ASWB Masters Exam fee $230
Data bank $8
Total $638

Finger Print Card

(if applicant does not already have a clearance card) $40
As a licensed social worker am I required to engage in Continuing Education? **YES**

- A licensee who maintains more than one license may apply the same continuing education hours for each license renewal if the content of the continuing education relates to the scope of practice of each specific license.
- **30** clock hours during the **two years** before the expiration of the date of the license.
- Within the 30 hrs of CE you will need **3hrs. Ethics or mental health law and 3 hrs in cultural competency/diversity training.**
Board Approved Tutorials

The Arizona Statutes/Regulations Tutorial
(for licensure renewal)

Tutorial Renewal
Ok, now I am licensed as a LMSW what do I need to do to work towards the LCSW?

You may decide that the LMSW is your preferred level of licensure.

Or, you may be interested in preparing for independent clinical practice as a LCSW.
Supervision in Preparation for the LCSW

- General Comments
- Direct Supervision
- Clinical Supervision
Supervision: General Comments

Prohibition of immediate family member or other individual whose objective assessment of the supervisee’s performance may be limited by a relationship with the supervisee shall not provide direct or clinical supervision.
Supervision: General Comments

May not acquire supervised work experience in a professional setting in which the supervisee operates or manages or in which the supervisee has an ownership interest.

Independent Contractor: Specific requirements, consult licensure rules
Supervision

There are two types of supervision:

- Direct Supervision
- Clinical Supervision

Note: Sometimes your direct and clinical supervisor may be the same individual or two separate individuals.
Direct Supervision for the LMSW

Direct Supervisor: Immediate responsibility and oversight for all services provided by a supervisee. R4-101.A.24 as prescribed in R4-6-211

Typically a direct supervisor is the administrative boss.

A direct supervisor must be employed by the same entity as the supervisee. An individual shall provide direct supervision to a maximum of fifteen supervisees at the same time.
Clinical Supervision in preparation for the LCSW

Clinical supervision is typically provided by a LCSW, however there are exceptions when a LMSW is unable to work with a LCSW due to size and geographic location of the professional setting.

50/50% Exemption:

Up to 50% of hours may be supervised by a licensed psychiatrist, or psychologist, or Nurse Practitioner w/certification in mental health or LMFT, or LPC. No hours from a substance abuse counselor would be accepted.
Clinical Supervision Requirements

- Receive 100 hours of clinical supervision
- 25% of these hours must be individual supervision
- 10 hours must be direct observation (in vivo, or videoconference, or review of audio/videotape)
- 50 of the supervision hours at minimum must be acquired from an LCSW (there are exceptions)
Clinical Supervision

Can I receive clinical supervision from a private LCSW supervisor outside my agency?

Yes, please remember that you would need to consult with your agency regarding the arrangement for private supervision and also check with the AzBBHE regarding supervisor exemption request.
What training does my clinical supervisor need?

**Initial Qualification:** 12 clock hours of supervision training.

**Continuing Education After initial qualification:** 6 hours of supervision continuing education.

**Supervisor Registry:** Check to see if your potential supervisor is registered with AzBBHE. Note: inclusion on the registry is voluntary.
Clinical Supervisor’s Training

Content of Training or coursework :
1. Roles & responsibilities of a clinical supervisor
2. Skill sets involved in providing oversight and guidance to a supervisee engaged in diagnosing, treatment planning, and treatment of clients.
Clinical Supervisor’s Training

Content of Training or coursework:

3. Conceptual knowledge of supervision methods and techniques.

Clinical Supervision: Face-to-face, videoconference, or telephonic direction or oversight provided by a qualified individual to evaluate, guide and direct all behavioral health services provided by a licensee to assist the licensee to develop and improve the necessary knowledge, skills, techniques and abilities to allow the licensee to engage in the practice of behavioral health ethically, safely and competently.
Clinical Supervision: What is it?

1. Time spent discussing non-clinical issues, such as staff meetings, does not qualify as clinical supervision.
2. All clinical supervision hours must occur during identified supervised work experience.
3. A clinical supervisor cannot verify supervision hours provided by someone else.
4. The Board can request copies of clinical supervision documentation.
5. Clinical supervision episode must be for a minimum of 30 minutes.
Clinical Supervision: What is it?

7. No more than 90 hrs. of the clinical supervision were provided by videoconference and telephone. No more than 15 of the 90 hrs. of clinical supervision by videoconference and telephone were provided by telephone.

8. 10 hours of clinical supervision must include direct observation, or videoconference, or audiotape or videotape review.

9. Must provide clients with the name and telephone number of the clinical supervisor.

10. Clinical supervisor must monitor client records.

11. **Maximum of 6 clinical supervisors**
Focus of Clinical Supervision

- Your assessment skills
- Your diagnostic skills
- Your psychotherapy skills
- Ability to make appropriate referrals
- Group psychotherapy skills
- Personal integrity
- Appropriate use of supervision
Focus of Clinical Supervision

- Ability to articulate insight into client’s problems
- Ability to be objective
- Ability to maintain appropriate boundaries
- Ability to engage in ethical conduct
- Demonstrate sense of responsibility
- Recognition of own limits
- Ability to maintain confidentiality
Clinical Supervision Notes

- Documentation: Maintained by the clinical supervisor for a minimum of 7 years of all clinical supervision session that, for each clinical supervision session.

- Verification of no conflict of interest.

- As a supervisee: Keep your own copy of supervision records!
Supervisor:
*Supervisee:
Organization:
*Date of Session:  *Duration of Session:
*Individual  *Group
Goals or Focus of Session:
*Comprehensive clinical description of topics discussed.
Comprehensive description of results of compliance review of supervisee’s clinical documentation.
Recommendations:
Plans for Next Session:
*Signature of Supervisor. Jane Adams  Date:
*Signature of Supervisee: Mary Richmond  Date:
•Required per R4-6-212 Section F No. 4
**Supervised Clinical Work Performed by the LMSW in preparation for the LCSW**

<table>
<thead>
<tr>
<th>LMSW is required to perform</th>
<th>Supervised work experience for the purpose of becoming licensed at the independent level is limited to the use of psychotherapy which provides clinical assessment, diagnosis and treatment of individuals, couples, families and group.</th>
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<tbody>
<tr>
<td>3200 hrs of supervised wk exp. In no less than 24 months. R4-6-403</td>
<td><strong>Direct Practice:</strong> Psychotherapy with individuals/families/group</td>
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<tr>
<td>Minimum of 1600 hrs. in <strong>direct practice</strong> and the remaining hours in <strong>indirect practice</strong></td>
<td><strong>Indirect Practice:</strong> Supervision hours, time spent documenting clinical activities related to clinical case; continuing education related to the practice of psychotherapy.</td>
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</table>
TIPS for New ASU Grads

✓ Seek a mentor who is familiar with the licensure process
✓ Form a study group
✓ Get licensed as soon as possible.
✓ Prepare your own licensure note book which would contain the current licensure law and rules
✓ Attend a BBHE Board meeting or credentialing meeting (eligible for CEU)
✓ Add http://azbbhe.us/ to your list of favorite websites.
✓ Keep track of all your supervision documentation and maintain your documentation FOREVER.
TIPS for New ASU Grads

✓ Understand supervision rules before you start your supervision.
✓ Let the Board know when you move so they can find you when they need you.
✓ Read Board materials carefully. It will save you time and money and will reduce your stress levels when working with the Board. **YOU ARE ULTIMATELY RESPONSIBLE FOR KNOWING AND FOLLOWING BOARD RULES** so make sure you know and understand the rules of the game.
✓ Tell the truth, the whole truth and nothing but the truth, in all communications with the Board.
✓ When in doubt e-mail or write the board for guidance.
Tips for New ASU Grads

Licensees must notify the AzBBHE within 10 days of **BEING ARRESTED OR CHARGED WITH** any felony or misdemeanor that could affect patient safety.
Contact Information

http://www.azbbbhe.us/
Congratulations
New Social Work Graduates