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Minnesota Social Work Licensure: A Handbook for Students

MINNESOTA BOARD OF SOCIAL WORK

A HANDBOOK FOR STUDENTS

This Handbook for Students provides an overview of the Minnesota Social Work Practice Act, Minnesota Statutes, Sections 148E.001 through 148E.290 and Sections 148D.061 through 148D.063. This information is intended to serve as a guide, from a student’s perspective, to the application process and licensure requirements the Board is authorized to implement and enforce. Complete information, including the Standards of Practice and Grounds for Action, is available at the Board’s website www.socialwork.state.mn.us.

*In compliance with the Americans with Disabilities Act,
this information may be made available in alternative formats upon request.*

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■ Section 1: Board Mission

The mission of the Board of Social Work is “to ensure to the residents of Minnesota quality social work services by establishing and enforcing professional standards.” (Board Strategic Plan, September 1994)

The Board is an agency of the State of Minnesota. The Board is comprised of 15 members who are appointed by the Governor. Ten members are persons licensed as social workers, at the bachelors or masters level, and represent various practice settings. Five members are public members. The Board’s purpose is to regulate social workers and social work practice. The Board has a different purpose than a professional association, which is to provide services and assistance to social workers. The Board, by contrast, ensures that social workers meet appropriate standards of professional competence. Thus, the Board exists to serve the public. As a state regulatory agency, the duty of the Board and purpose of licensure is “to promote and protect the public health, safety and welfare through the licensure and regulation of persons who practice social work in this state.”

The Minnesota Social Work Practice Act (Minnesota Statutes, Sections 148E.001 through 148E.290 and Sections 148D.061 through 148D.063) is the law enacted by the Minnesota Legislature, which governs the practice of social work in the State of Minnesota. The Board’s duties include, but are not limited to:

- establishing qualifications and procedures for licensure and continued competence, including supervised practice and continuing education requirements;
- issuing licenses to qualified individuals;
- establishing standards of practice and ethical conduct for social workers, including taking disciplinary, adversarial, corrective, or other action justified by the facts;
- educating social workers and the public on the requirements of the Board.

■ Section 2: Licensing Required

The Social Work Practice Act is both a title **and** a practice act. The Act requires that persons 1) who use a title which incorporates the words “social work” or “social worker,” or 2) who practice social work in Minnesota, with a social work degree, be licensed, unless exempted as described below. Therefore, based on the statutory definition of “social work practice,” the Board may determine that a person is engaged in the practice of social work even if the person has another job title, or even if an employer does not require social work licensure for a position.

Licensing Exemptions:

There are particular other licensed professionals, and settings identified in statute in which a person is exempted from licensure. Licensure is not mandated, but currently voluntary in the following settings:

- a student involved in an internship experience that is required for the completion of an accredited program of social work;
- city, county, and state agency social workers; and
- social workers employed by private nonprofit, nontribal agencies whose primary service focus addresses ethnic minority populations **and** who are themselves members of ethnic minority populations within those agencies, or social workers who are employed by federally recognized tribes.

Exemption Change Effective July 1, 2016: Effective July 1, 2016, newly hired employees of city or state agencies, or social workers employed by private nonprofit, nontribal agencies whose primary service focus addresses ethnic minority populations **and** the social worker is a member of an ethnic minority population within those agencies must be licensed if the individual: 1) is presented to the public by any title incorporating the words “social work” or “social worker” or 2) has a Council on Social Work Education (CSWE) accredited baccalaureate or graduate degree in social work and engages in the practice of social work.

Students:

As a student, you may practice social work without a license for the purpose of completing an internship experience that is required for the completion of your social work degree. However, you may NOT begin social work practice in Minnesota, outside the parameters of your internship, in a setting for which licensure is required until you are licensed. **Applying for licensure and beginning the application process does NOT authorize you to begin practice.**

Social work practice without a valid permanent license, temporary license, or provisional license, in a setting for which licensure is required, is considered the unlicensed practice of social work. The Board has the authority to take action to prohibit the unlicensed practice of social work.

Eligibility Requirements:

Academic Degree: Applicants must have obtained a bachelor or graduate degree in social work from an academic program accredited by the Council on Social Work Education (CSWE) or the Canadian Association of Schools of Social Work (CASSW). Social work students enrolled in academic programs accredited by CSWE or CASSW may apply for licensure and take the exam prior to completing all degree requirements.

Additional Academic Requirement for LICSW License Eligibility: To be eligible to apply for the LICSW, an applicant must complete 360 clock hours in the specific clinical knowledge areas listed. This requirement is in addition to completion of an accredited graduate degree in social work..

1. 108 clock hours (30 percent) in differential diagnosis and biopsychosocial assessment including normative development and psychopathology across the life span;
2. 36 clock hours (30 percent) in assessment-based clinical treatment planning with measurable goals;
3. 108 clock hours (30 percent) in clinical intervention methods informed by research and current standards of practice;
4. 18 clock hours (5 percent) in evaluation methodologies;
5. 72 clock hours (20 percent) in social work ethics and values, including cultural context, diversity, and social policy; and
6. 18 clock hours (5 percent) in culturally specific clinical assessment and intervention.

The clinical knowledge area requirement may be satisfied through:

1. a graduate degree program accredited by the Council on Social Work Education, the Canadian Association of Schools of Social Work, or a similar accreditation body designated by the Board; or a doctorate in social work from an accredited university;
2. graduate coursework from an accredited institution of higher learning; or
3. up to 90 continuing education hours, not to exceed 20 hours of independent study. The continuing education must have a course description available for public review and **must include a posttest.**

Compliance with this requirement must be documented on a Certification form provided by the Board.
Examination: Applicants must pass the required Association of Social Work Boards (ASWB) examination.

Background Check: Applicants must authorize a criminal background check by the Minnesota Bureau of Criminal Apprehension (BCA).

Ethical Conduct: Applicants must answer standards of practice questions on the Application for Licensure. Applicants must not have engaged in conduct that was or would be in violation of the Board’s Standards of Practice.

Supervised Practice: Supervised practice is not required to be eligible for the Licensed Social Worker (LSW) or the Licensed Graduate Social Worker (LGSW) license; but is required once the license is issued and practice begins.

To be eligible for the Licensed Independent Social Worker (LISW) and the Licensed Independent Clinical Social Worker (LICSW) license, applicants must document completion of 4,000 hours of supervised social work practice, which is authorized by law in the jurisdiction obtained.

Licenses:

The following table outlines the specific requirements for each of the four licenses.

LICENSE REQUIREMENTS			
License	Degree (CSWE BSW & MSW)	ASWB Exam	Supervised Practice
Licensed Social Worker (LSW)	BSW	Bachelor	Not required for initial licensure*
Licensed Graduate Social Worker (LGSW)	MSW or DSW	Masters	Not required for initial licensure*
Licensed Independent Social Worker (LISW)	MSW or DSW	Advanced Generalist	Required for eligibility 100 hours direct supervision per 4,000 hours practice
Licensed Independent Clinical Social Worker (LICSW)	MSW or DSW	Clinical	Required for eligibility 200 hours direct supervision per 4,000 – 8,000 hours clinical practice

*The **LSW** and the **LGSW** license do not require documentation of supervised practice for license eligibility. Supervised practice is required once a license is issued and practice begins.

Authorized Scope of Practice:

The following table outlines the authorized scope of practice for each of the four licenses.

SCOPE OF PRACTICE REQUIREMENTS	
License	Authorized Scope of Practice
Licensed Social Worker (LSW)	May engage in social work practice, except that an LSW must not engage in clinical social work practice.
Licensed Graduate Social Worker (LGSW)	May engage in social work practice, except that an LGSW must not engage in clinical social work practice except under supervision of an LICSW.
Licensed Independent Social Worker (LISW)	May engage in social work practice, except that an LISW must not engage in clinical social work practice except under supervision of an LICSW.
Licensed Independent Clinical Social Worker (LICSW)	May engage in social work practice, including clinical social work practice.

■ Section 3: Application Process

Submit an Application:

Students are encouraged to apply for the LSW or the LGSW license and take the licensing examination before completing degree requirements. Applying using the Board's "Online License Application Service" available at the Board's website www.socialwork.state.mn is easy. You may also download the application materials at the Board's website by going to the "Links" column and clicking on "Downloadable Forms". **You must complete all requirements specified within one year of the time the Board receives your application. Completing the entire application and examination process can take four to six months, so you are encouraged to begin the application process early.**

Applying for licensure and passing the examination before graduation will enable you to apply for a temporary license after completing degree requirements, if necessary, and enable you to be licensed shortly after your official transcript is available after graduation. You may also apply for licensure after completing all degree requirements and graduation. However, this will delay obtaining your license and your ability to begin social work practice.

A student must submit the following documentation when applying for licensure:

- A completed, signed Application for Licensure form
- A completed, signed Minnesota BCA background check authorization form
- The required, non-refundable \$60.00 fee (\$45.00 application fee and \$15.00 fee for the BCA background check)

An applicant may also apply for special examination provisions based on English as a Second Language (ESL) status or examination accommodations based on the Americans with Disabilities Act (ADA).

Board Review of Application Materials:

You should expect up to a 30-day processing time from the date all application materials are received by the Board. The Board will then send you written notification informing you that you have been approved to take the examination and direct you to the ASWB website for the Candidate Handbook, which will explain the entire process, how to register and pay for the examination with ASWB, and how to schedule your examination date.

Contact the Association of Social Work Boards (ASWB):

Once you receive the examination approval notice from the Board, you must contact ASWB directly to register and pay for the examination. You are encouraged to take the examination within 6 months after being approved by the Board to ensure that you complete all requirements within one year of the date the Board receives your application. To register for the examination, you must contact ASWB and pay the examination fee directly to ASWB. The Bachelors or Masters examination fee is \$230.00, and the Advanced Generalist or Clinical examination fee is \$260.00. ASWB will provide you with written authorization to schedule a date for the examination at the testing site of your choice.

Take the Examination:

The examination is a national, multiple-choice examination developed and maintained by ASWB. The examination content covers areas such as human development and behavior; issues of diversity; assessment, intervention, and treatment planning; direct and indirect practice; professional relationships; and professional values and ethics. (See page 14.)

Your academic training should prepare you for the examination. If you are interested, you may contact ASWB at www.aswb.org or 1-800-225-6880 to purchase a Study Guide, or complete an “on-line practice exam”. You may also contact the National Association of Social Workers - Minnesota Chapter at 651-293-1935 or www.naswmn.org for additional resources.

The examination is administered by Pearson VUE and is offered Monday through Saturday at various sites in Minnesota, other states, and foreign countries. The examination is administered via computer. There is a tutorial before the examination begins. The maximum time allowed to complete the examination is four hours.

Exam Results and Notification from the Board:

You will receive your test results before leaving the testing site. Your official score report is then sent to the Board office approximately one week after you have taken the examination. Whether you pass or fail the examination, the Board will notify you of the next step once your results are received.

If you fail the examination, ASWB policy requires that you must wait 90 days before you can reschedule another examination date. The Board will notify you of the process to reapply for the examination, which may require a new application form and another application fee. However, if you are reapplying to take the examination within one year of the date your original application form was submitted, you will not be required to submit a new application form or application fee.

In addition, if an applicant fails an examination, an applicant may not take the examination more than three times without special consideration and permission from the Board. However, an applicant may petition the Board to take the examination a fourth or subsequent time by 1) demonstrating that he or she meets all other requirements for licensure, 2) providing a description of the efforts made which will likely improve the examination score, and 3) providing letters of recommendation from two persons licensed as social workers attesting to the applicant’s ability to practice social work competently and ethically.

Submit Official Transcript:

If you pass the examination, when your degree is completed and has been posted to your transcript, you must contact the registrar’s office to submit an official transcript directly to the Board office before your license can be granted.

Approval Notice for License:

Once you complete all application requirements, the Board will send an approval/invoice letter to inform you of your application approval and licensure fee. **Your license will be effective when the Board receives payment of your initial licensure fee.** It is only on this date that you may begin to practice in regulated settings, unless you were issued a valid temporary license previously.

If the Board does not receive all required items within one year of receiving your application, your application will be closed and you will need to reapply and pay another application fee. If an application is closed after you pass the required examination, and if you reapply for the same license within eight years of having passed the examination, it will not be necessary to retake the examination.

■ Section 4: Fees

Current fees are listed below.

License	Application Fee	MN BCA Background Fee (assessed by the BCA and submitted with your application fee)	Initial License Fee & License Renewal Fee (24 month fee) plus 10% OET Surcharge
LSW	\$45.00	\$15.00	\$ 81.00 + \$ 8.10
LGSW	\$45.00	\$15.00	\$144.00 + \$14.40
LISW	\$45.00	\$15.00	\$216.00 + \$21.60
LICSW	\$45.00	\$15.00	\$238.50 + \$23.85

The 24-month initial license fee listed above will be prorated to reflect the number of months you will be licensed in the first cycle.

Your first renewal/expiration date will be the last day of your birth month in the second calendar year from the effective date of your license. For example, if the effective date of your license is August 2011, and your birth month is March, then your first renewal date will be March 31, 2013.

Licenses must be renewed every two years, by the last day of your birth month, and the license renewal fee is assessed at each license renewal.

All licensing and renewal fees submitted on or after July 1, 2010 through June 30, 2015 will be assessed the mandatory OET Surcharge of 10%. A law passed by the 2009 Minnesota Legislature, initiated by OET, requires a 10% surcharge of no less than \$5 and no more than \$150 on each business, commercial, professional, or occupational license, including social work licenses. The OET will establish a statewide “one stop” electronic licensing system with the money collected. [Minnesota Statutes, section 16E.22]

■ Section 5: License Renewal

After the Board receives your licensure fee, your license will be issued and you will be sent a license wall certificate and license card indicating your license renewal date. All licensees are required to renew their licenses on a biennial basis, in their birth month, to demonstrate continuing competence. A renewal notice will be sent automatically to the most current mailing address on file, 45 days prior to your renewal date.

Applications for renewal may be submitted 1) online using a credit card, or 2) by submitting a paper application form, including a check or money order. When renewing, you will submit:

- a completed Application for License Renewal form;
- a license renewal fee (and late fee if submitted within the 60-day period after the expiration date);
- documentation of 40 CE hours, 15 of which may be earned through independent study, per 24 months (which will be prorated for the first renewal for the number of months from the issue date of your license through your birth month renewal date);
 - 2 CE hours (out of the 40 hour requirement) in social work ethics is **required of all licensees** at each license renewal
 - 6 CE hours (out of the 40 hour requirement) in the practice of supervision is **required of licensing supervisors** at each license renewal
 - 24 CE hours (out of the 40 hour requirement) in clinical content is **required of LICSW licensees** at each license renewal
- documentation of supervised practice, when applicable;
- responses to standards of practice questions on the application form to demonstrate continued compliance with the Board's Standards of Practice.

For any licensee issued a license prior to August 1, 2011, the CE clock hours will increase from 30 to 40 at their first two-year renewal term after August 1, 2011.

■ Section 6: Standards of Practice Requirements

Social workers are required to conduct professional activities as social workers according to the Standards of Practice established by the Board's statute. The purpose of sections 148E.185 to 148E.290 is to protect the public by ensuring that all persons licensed as social workers meet minimum standards of practice. The Board is required to promptly and fairly investigate and resolve all complaints alleging violations of statutes and rules that the Board is empowered to enforce and 1) take appropriate disciplinary action, adversarial action, or other action justified by the facts, or 2) enter into corrective action agreements or stipulations to cease practice, when doing so is consistent with the Board's obligation to protect the public.

This section also details the Board's investigative powers and procedures; a licensee's obligation to cooperate; and actions the Board may take including disciplinary, adversarial but non-disciplinary, or voluntary action. The Board's Standards of Practice include the statutory grounds for action and are provided in detail on the Board's website address listed on the introductory page of this handbook. The Standards of Practice apply to the following:

- representations to clients and the public;
- competence and impairment;
- professional and ethical conduct;
- responsibilities to clients;
- relationships with clients, former clients, and other individuals;
- treatment and intervention services;

- confidentiality and records;
- fees and billing practices;
- reporting requirements; and
- unauthorized practice and use of titles.

■ Section 7: Continuing Education (CE) Requirement

Your license card will indicate the number of CE hours required at your first renewal. CE hours reported at license renewal must be obtained after your license is issued and within the current licensure period.

CE activities in which you participate need **not be pre-approved by the Board**. At the time of license renewal the Board will determine compliance with requirements. CE hours may be 1) offered by a CE provider approved by the Board; 2) offered by a provider approved by ASWB; 3) offered by a program approved by the National Association of Social Workers (NASW); or 4) program content that is not pre-approved in a method listed in one through three above, but is approved by the Board. The content of the program must promote the standards of practice, contribute to the practice of social work as defined in the Board's statute, not be primarily oriented towards business practices or self-development, and the person presenting must be qualified in the subject matter being presented.

CE hours may be obtained from different types of activities, such as academic course work (obtained after your license is issued), staff training programs, educational workshops or institutes at conferences or association meetings, or independent study which is limited to 15 of the 40 hours. **At each license renewal all licensees must document a minimum of 2 CE hours (out of the 40 hour requirement) in social work ethics, 6 CE hours in the practice of supervision (if you are a licensing supervisor), and 24 CE hours in clinical content (if you hold an LICSW license).**

For any licensee issued a license prior to August 1, 2011, the CE clock hours will increase from 30 to 40 at their first two-year renewal term after August 1, 2011.

The Board conducts a random audit of license renewal applications to verify compliance with CE requirements. You are required to maintain verification of attendance and completion of CE activities for at least one year after your license renewal in the event you are audited.

■ Section 8: Supervised Practice Requirements

Licensure supervision is a professional relationship in which the supervisor provides evaluation and direction over the supervisee's practice to promote competent and ethical services to clients and for the purpose of continued professional development. The supervisee must, to the satisfaction of the supervisor, practice competently and ethically in accordance with professional social work knowledge, skills, and values. In general, the supervised practice requirements specify 1) practice time, 2) supervision hours and types of supervision, 3) content of supervision, 4) licensing supervisor qualifications, and 5) methods to document supervised practice.

LSW Supervised Practice Requirements:

This is a one-time requirement for the LSW. After a license is issued, an LSW must be supervised for any social work practice in Minnesota for the first 4,000 hours of practice. At least 100 hours of supervision must be obtained over the duration of practice. At least four hours of supervision must be obtained during every 160 hours of practice.

For the LSW license, a licensee may be supervised by an LSW who is complete with the supervised practice requirement, an LGSW, an LISW, or an LICSW. All licensing supervisors must have completed a one-time requirement of 30 hours of training in supervision. The Board may approve an alternate supervisor under Minnesota Statutes 148E.120.

LGSW Supervised Practice Requirements:

LGSW (Not Engaged in Clinical Social Work Practice) Requirement: This is a one-time requirement for the LGSW licensee who is not engaged in clinical social work practice. After a license is issued, an LGSW (non-clinical practice) must be supervised for any social work practice in Minnesota for the first 4,000 hours of practice. At least 100 hours of supervision must be obtained over the duration of practice. At least four hours of supervision must be obtained during every 160 hours of practice.

An LGSW **not engaged** in clinical practice may be supervised by either an LGSW who is complete with the supervised practice requirement, an LISW, or an LICSW. All licensing supervisors must have completed a one-time requirement of 30 hours of training in supervision. The Board may approve an alternate supervisor under Minnesota Statutes 148E.120.

LGSW (Engaged in Clinical Social Work Practice) Requirement: An LGSW who is engaged in clinical social work practice must be supervised on an ongoing basis, at the rate of four to eight hours of supervision for every 160 hours of practice, not to exceed 8,000 hours of practice. In order to practice clinical social work for more than 8,000 hours, an LGSW must obtain an LICSW license. The Board may grant the LGSW permission to engage in clinical social work for an additional period not to exceed 2,000 hours of practice, without obtaining the LICSW license, if the LGSW petitions the Board and demonstrates personal hardship. Upon completion of at least 200 hours of supervision over a minimum of 4,000 hours of clinical supervised practice, the LGSW is eligible to apply for the LICSW license.

Of the 4,000 total hours of clinical practice required, at least 1,800 hours must be “direct clinical client contact” in order to apply for the LICSW license. “Direct clinical client contact” is defined as “in-person or electronic media interaction with a client, including client systems and service providers, related to the client’s mental and emotional functioning, differential diagnosis, and treatment. “Client system is further defined as “the client and those in the client’s environment who are potentially influential in contributing to a resolution of the client’s issues.”

An LGSW **engaged** in clinical social work practice (as defined on page 14) must be supervised by an LICSW who has at least 2,000 hours of experience in authorized social work practice, including 1,000 hours of experience in clinical practice after obtaining an LICSW license. The LICSW licensing supervisor must have completed a one-time requirement of 30 hours of training in supervision. The Board may approve an alternate supervisor under Minnesota Statutes 148E.120.

Alternate Supervisors

The Board may approve an alternate supervisor under Minnesota Statutes 148E.120 for up to 100% of the required supervision hours if the board determines that:

- there are five or fewer supervisors in the county where the licensee practices social work who meet the applicable licensure requirements;
- the supervisor is an unlicensed social worker who is employed in, and provides the supervision in, a setting exempt from licensure, and who has qualifications equivalent to the applicable requirements in sections 148E.100 to 148E.115;
- the supervisor is a social worker engaged in authorized social work practice in Iowa, Manitoba,

North Dakota, Ontario, South Dakota, or Wisconsin, and has the qualifications equivalent to the applicable requirements in sections 148E.100 to 148E.115; or

- the applicant or licensee is engaged in nonclinical or clinical authorized social work practice outside of Minnesota and the supervisor meets the qualifications equivalent to the applicable requirements in sections 148E.100 to 148E.115, or the supervisor is an equivalent mental health professional, as determined by the board, who is credentialed by a state, territorial, provincial, or foreign licensing agency.

The Board may approve an alternate supervisor for up to 25% of the required supervision hours by a licensed mental health professional who is competent and qualified to provide supervision according to the mental health professional's respective licensing board, as established by sections 245.462, subdivision 18, clauses (1) to (6), or 245.4871, subdivision 27, clauses (1) to (6).

Types of Supervision (Non-clinical):

- Mandatory One-on-One Supervision (50 % required, or 50 hours per 100 hour requirement)
 - In-Person: minimum of 25 hours per 100 hour requirement
 - Eye-to-Eye electronic media, while maintaining visual contact (up to 25 hours permitted)
- Other Types of Supervision Permitted (limit of 50% or 50 hours per 100 hour requirement)
 - One-on-One telephone
 - Group: may include in-person; telephone; or eye-to-eye electronic media, while maintaining visual contact.
(Group supervision is limited to 6 supervisees.)
- Supervision must **not** be provided by e-mail.

Types of Supervision (Clinical):

- Mandatory One-on-One Supervision (50 % required, or 100 hours per 200 hour requirement)
 - In-Person: minimum of 50 hours per 200 hour requirement
 - Eye-to-Eye electronic media, while maintaining visual contact (up to 50 hours permitted)
- Other Types of Supervision Permitted (limit of 50% or 100 hours per 200 hour requirement)
 - One-on-One telephone
 - Group: may include in-person; telephone; or eye-to-eye electronic media, while maintaining visual contact.
(Group supervision is limited to 6 supervisees.)
- Supervision must **not** be provided by e-mail.

Content of Supervision:

Supervision must be received in the following content areas:

- development of professional values and responsibilities;
- practice skills;
- authorized scope of practice;
- ensuring continuing competence; and
- ethical standards of practice.

Documentation of Supervised Practice:

The Board requires documentation of supervised practice on the forms noted below at the time specified. The forms are available on the Board's website.

Required Supervision Plan: Licensees who require supervision **must** submit a Supervision Plan form after becoming licensed and within 60 days of beginning a social work position. Please submit the correct

Supervision Plan form. Submit the **Non-Clinical Supervision Plan form** if you are an LSW or LGSW engaged in non-clinical social work practice, and submit the **Clinical Supervision Plan form** if you are an LGSW or LISW engaged in clinical social work practice. LGSW licensees, if engaged in clinical practice, must also submit a Detailed Description of Clinical Practice, as outlined on the Clinical Supervision Plan form. If the Supervision Plan meets the requirements, completion of the supervised practice will apply toward the supervised practice requirement, provided there is no substantial change from the approved supervision plan.

Licensees must submit a *revised* Non-Clinical or Clinical Supervision Plan form within 60 days of any of the following changes: 1) the licensee secures a new supervisor; 2) the licensee begins a new social work position; 3) a substantial change in the scope or content of the licensee's practice occurs; or 4) the number of practice or supervision hours, or type of supervision changes substantially.

If a licensee fails to submit a Supervision Plan as required, a supervision plan late fee of \$40.00 will be assessed at the time of license renewal.

Verification of Supervised Practice: When a licensee submits an application for license renewal, the licensee and supervisor(s) must complete and submit a **Non-Clinical Supervision Verification form** or a **Clinical Supervision Verification form** which demonstrates that the supervisee has met or has made progress on meeting the applicable supervised practice requirements as specified in the Supervision Plan submitted previously. A Supervision Verification form is also required if an LGSW applies for either the LISW or the LICSW license.

■ **Section 9: Special Licensing Provisions**

Temporary License:

There is a temporary license provision that applies to students. The temporary license provision is optional. There is a separate \$50.00 fee for a temporary license.

The "student provision" Minnesota Statutes, Section 148E.060, subdivision 1, allows students who have applied for a permanent license to begin authorized social work practice as soon as possible after passing the examination and completing **all** degree requirements, while waiting for their college or university to issue their official transcript.

If you are interested in applying for a temporary license, it is critical that you apply for licensure at least six months prior to completing your degree requirements to ensure that you can take the examination before completing degree requirements. Both the ASWB examination and degree requirements must be completed in order to qualify for the temporary license. Contact the Board office for the temporary license application form.

If you are engaged in the unlicensed practice of social work when you apply for a temporary license, you are **ineligible for a temporary license**. The Board may take disciplinary action against an applicant who is engaged in the unlicensed practice of social work. **It is unlawful to practice social work in the State of Minnesota without a temporary license or permanent license, unless you are practicing in a setting for which licensure is not required (as described on page 1).**

If you practice social work while holding a temporary license under the temporary license provision described in this section, you must obtain the required licensure supervision and submit a Supervision Plan form and a Supervision Verification form from your supervisor before your license will be granted.

Provided the supervised practice you obtain while holding a temporary license meets the Board's requirements, it will be applied to your post-licensure supervision requirements.

Requirements for a Temporary License:

Student: Not licensed in any jurisdiction or a student, and:

- a. has applied for a permanent license,
- b. has submitted a temporary license application form and a \$50 fee,
- c. has submitted a Minnesota Bureau of Criminal Apprehension (BCA) background check with the required fee,
- d. has passed the applicable Association of Social Work Board (ASWB) licensure examination,
- e. has completed requirements for a BSW or MSW degree from an academic program accredited by the Council on Social Work Education (CSWE),
- f. has not engaged in conduct that was or would be in violation of the Board's standards of practice.

This temporary license is valid for up to six months, or until the board issues or denies the license pursuant to section 148E.055, or until the board revokes the temporary license, whichever comes first.

Provisional License:

Pursuant to Minnesota Statutes, section 148D.061 to 148D.063, a provisional license is available to an applicant who 1) meets all requirements for licensure and submits an application for licensure, 2) did not obtain a passing score on the ASWB national examination, 3) was born in a foreign country, and 4) speaks English as a second language.

In lieu of passing the national examination, the applicant can demonstrate competence through practicing under licensing supervision for 2,000 hours (one year if full-time) with a provisional license. The applicant is then eligible for a permanent license if the applicant's supervisor attests to the applicant's ability to engage in the practice of social work competently and ethically.

A provisional license is valid until expiration, or until the Board issues or denies a license under section 148E.055, or until the Board revokes the provisional license, whichever comes first, and expires three years after the effective date.

The Board hopes this Handbook for Students provides you with information you need about social work licensure and regulation in Minnesota, as well as information about the licensure requirements and the application and examination process. Please contact the Board office if you have additional questions.

Good luck as you complete your social work program and move into the profession!

Board Definition of Social Work Practice

Minnesota Statutes, Section 148E.010, subdivisions 6 and 11, define social work practice as follows:

Subdivision 6. **“Clinical practice”** means applying professional social work knowledge, skills, and values in the differential diagnosis and treatment of psychosocial function, disability, or impairment, including addictions and emotional, mental, and behavioral disorders. Treatment includes a plan based on a differential diagnosis. Treatment may include, but is not limited to, the provision of psychotherapy to individuals, couples, families, and groups. Clinical social workers may also provide the services described in subdivision 11.

Subdivision 11. (a) **"Practice of social work"** means working to maintain, restore, or improve behavioral, cognitive, emotional, mental, or social functioning of clients, in a manner that applies accepted professional social work knowledge, skills, and values, including the person-in-environment perspective, by providing in person or through telephone, video conferencing, or electronic means one or more of the social work services described in paragraph (b), clauses (1) to (3). Social work services may address conditions that impair or limit behavioral, cognitive, emotional, mental, or social functioning. Such conditions include, but are not limited to, the following: abuse and neglect of children or vulnerable adults, addictions, developmental disorders, disabilities, discrimination, illness, injuries, poverty, and trauma. Practice of social work also means providing social work services in a position for which the educational basis is the individual's degree in social work described in subdivision 13.

(b) Social work services include:

(1) providing assessment and intervention through direct contact with clients, developing a plan based on information from an assessment, and providing services which include, but are not limited to, assessment, case management, client-centered advocacy, client education, consultation, counseling, crisis intervention, and referral;

(2) providing for the direct or indirect benefit of clients through administrative, educational, policy, or research services including, but not limited to:

- (i) advocating for policies, programs, or services to improve the well-being of clients;
- (ii) conducting research related to social work services;
- (iii) developing and administering programs which provide social work services;
- (iv) engaging in community organization to address social problems through planned collective action;
- (v) supervising individuals who provide social work services to clients;
- (vi) supervising social workers in order to comply with the supervised practice requirements specified in sections 148E.100 to 148E.125; and
- (vii) teaching professional social work knowledge, skills, and values to students; and

(3) engaging in clinical practice.

**ASSOCIATION OF SOCIAL WORK BOARDS (ASWB)
EXAMINATION CONTENT OUTLINE**

<i>Effective January, 2012</i>	BACHELOR	MASTERS	ADVANCED GENERALIST	CLINICAL
Human Development, Diversity, and Behavior in the Environment	27%	28%	18%	31%
Assessment	28%			
Micro Assessment and Planning			22%	
Assessment and Intervention Planning		24%		
Assessment, Diagnosis, and Treatment Planning				26%
Psychotherapy , Clinical Interventions, and Case Management				25%
Macro Practice			18%	
Direct and Indirect Practice	26%	21%		
Micro Practice and Social Work Relationships			18%	
Professional Values and Ethics			24%	
Professional Relationships, Values, and Ethics	19%	27%		18%

RESOURCES

AGENCY	CONTACT INFORMATION
Minnesota Board of Social Work	2829 University Avenue Southeast · Suite 340 Minneapolis MN 55414-3239 Phone (612) 617-2100 Toll Free (888) 234-1320 TTY (800) 627-3529 Fax (612) 617-2103 Email: social.work@state.mn.us Website: www.socialwork.state.mn.us
Association of Social Work Boards (ASWB)	400 South Ridge Parkway · Suite B Culpeper VA 22701 Toll Free (800) 225-6880 Fax (540) 829-0142 Website: www.aswb.org
Council on Social Work Education (CSWE)	1725 Duke Street · Suite 500 Alexandria VA 22314-3457 Phone (703) 683-8080 Fax (703) 683-8099 Email: info@cswe.org Website: www.cswe.org
National Association of Social Workers (NASW) MN Chapter	1885 University Avenue W · Suite 340 St Paul MN 55104 Phone (651) 293-1935 Fax (651) 293-0952 Email: email@naswmn.org Website: www.naswmn.org
National Association of Social Workers (NASW)	750 First Street NE · Suite 700 Washington DC 20002-4241 Phone (202) 408-8600 Toll Free (800) 638-8799 Website: www.socialworkers.org
Minnesota Coalition of Licensed Social Workers	Phone (651) 636-3769 Fax (651) 636-1067 Email: swcoalition@visi.com