

Title 30: Professions and Occupations

Part 1902: RULES AND REGULATIONS FOR SOCIAL WORKERS

Part 1902 Chapter 1: General Provisions

Rule 1.1 DEFINITIONS

- A. "Social Work Practice" means the professional activity directed at enhancing, protecting or restoring people's capacity for social functioning, whether impaired by physical, environmental, or emotional factors. It is the professional application of social work values, principles, skills, and knowledge directed to one or more of the following ends: helping people obtain tangible services; counseling or psychotherapy with individuals, families, and groups; helping communities or groups to provide and/or improve social and health services; engaging in consulting, research, and teaching relating to those ends and principles; and administering organizations and agencies engaging in such practice and participating in relevant legislative processes.

Social work practice is based on a specific body of knowledge and includes, but is not limited to, a special knowledge of social resources, social systems, human capabilities, and the part that past experiences play in determining present behavior. Social work practice is focused on the client's interaction with social systems and directed at helping people to achieve more adequate, satisfying, productive, and self-realizing social adjustments.

Social work practice includes, but is not restricted to, casework and the use of social work methodology of a non-medical nature with individuals, families, and groups and other measures to help people modify behavior or personal and family adjustment; providing information and referral services; explaining and interpreting the psycho-social aspects in the situation of individuals, families, or groups; helping communities to analyze social problems and human needs and the direct delivery of human services; and education and research related to the practice of social work. Engaging in activities which may overlap social work practice does not constitute social work practice.

- B. Clinical Social Work Practice means the application of social work methods and values in diagnosis and treatment and prevention of psychosocial dysfunction disability or impairment including emotional, mental, and behavioral disorders. It is directed at enhancing, protecting, or restoring people's capacity for social functioning, whether impaired by physical, environmental, or emotional factors. Clinical social work has a primary focus on the mental, emotional and behavioral well-being of individuals, couples, families and groups. It centers on a holistic approach to psychotherapy and the client's relationship with his or her environment as essential to treatment planning.
- C. "Macro social work practice" focuses on changing larger systems, such as communities and organizations. It encompasses a broad spectrum of practice, including planning, program development, community organizing, policy analysis, legislative advocacy, program evaluation, task-oriented group work, community education, and human services management.
- D. "Examination" means that test or other measurement which is endorsed and prescribed by the Association of Social Work Boards (ASWB.)
- E. "Association of Social Work Boards (ASWB)" is the national Association of Social Work Boards.
- F. "Council on Social Work Education" (CSWE) is the national entity which accredits schools, departments, and programs of social work in higher education.
- G. "Board of Examiners for Social Workers and Marriage and Family Therapists" (BOE SW/MFT) is the legislatively authorized regulatory board for practitioners in the respective disciplines of social work and marriage and family therapy.
- H. "Psychotherapy" is a specialized, formal interaction between a social worker or other mental health professional and a client (either individual, couple, family or group) in which a therapeutic relationship is established to help resolve symptoms of mental disorder, psychosocial stress, relationship problems and difficulties in coping in the social environment.

Source: Miss. Code Ann. §§73-53-3 and 73-53-11(1)(c) and (k) (Supp. 2011).

Part 1902 Chapter 2: Licenses and the Licensing Process

Rule 2.1 Types of Social Work Licenses

- A. "LSW" (Licensed Social Worker) is the license held by an individual licensed to practice social work in the state of Mississippi at the baccalaureate level. (Part 1902, Chapter 3, Rule 3.2, A: Guidelines of Practice LSW.)
- B. "LMSW" (Licensed Master Social Worker) is the license held by an individual, with a masters or doctoral degree, who is licensed to practice social work in the state of Mississippi at the masters level. (See Part 1902, Chapter 3, Rule 3.2, A: Guidelines of Practice LMSW.)
- C. "LCSW" (Licensed Certified Social Worker) is the license held by an individual who has fulfilled the requirements for LMSW and completed the requirements of the BOE SW/MFT for post-masters professional supervision. This individual is licensed at the certified level. From and after 7/1/2020, only a licensed certified social worker who has completed clinical supervision and taken the ASWB clinical exam may hold himself or herself out to the public as a "clinical social worker." A licensed certified social worker who has completed supervision and taken the ASWB advanced exam shall not present himself or herself as a "clinical social worker." All LCSWs licensed prior to 7/1/2020, may continue to practice and hold themselves out as LCSWs (Macro & Clinical). (See Part 1902, Rule 3.2, C: Guidelines of Practice, LCSW.)

Source: Miss. Code Ann. §§73-53-3, 73-53-11(1)(c) and (k) and 73-53-13.

Rule 2.2 REQUIREMENTS FOR LICENSURE

- A. Prerequisite to performance of services

All individuals not exempt from licensure are prohibited from performing services for compensation, for which licensure is required by these Regulations. They are also prohibited from holding themselves out to the public by any title or description of services set out in these Regulations or

by any title or description of services likely to cause public confusion with any title or description of services set out in these Regulations.

B. General Requirements

An applicant for social work licensure shall meet the following general requirements:

1. Is at least twenty-one (21) years of age;
2. Is of good moral character, as defined in these Rules and Regulations;
3. Has on file a fingerprint criminal history information record check acceptable to the Board.
4. Has on file a Mississippi Sex Offender Registry check acceptable to the Board;
5. Holds United States citizenship or status as a legal resident alien;
6. Is free of conviction of a felony related to the practice of social work within the last ten (10) years;
7. Is mentally competent with no decree of mental incompetence still standing in any court;
8. Is currently free from dependency on alcohol or drugs, other substances or any other type of addiction;
9. Has no pending disciplinary action;
10. Has an acceptable social work degree for level of licensure requested.

C. Specific Requirements

Application shall be made on forms provided by the Board and available on the Board's website. Payment of application fees must be included with an

initial licensure application and other supporting documentation as required. (See Schedule of Fees: Part 1902, Chapter 4, Rule 4.3, B)

1. **LSW Level**: An applicant for LSW designation must submit the following to the Board:
 - a. An Initial application;
 - b. Verification of a baccalaureate degree in social work from a college or university accredited by the Council on Social Work Education) (CSWE) or the Southern Association of Colleges and Schools (SACS);
 - c. A current fingerprint criminal history record information check conducted by the appropriate governmental authority or authorities within one-hundred eighty (180) calendar days of the completed application. This criminal history record information check must be received by the Board directly from the appropriate governmental authority or authorities, not from the applicant;
 - d. An acceptable Sex Offender Registry check conducted by the Board;
 - e. Passing scores on the examination from the ASWB basic exam;
 - f. Full licensure fee (See Part 1902, Chapter 4, Rule 4.3, B).

2. **LMSW Level**: An applicant for LMSW designation must submit the following to the Board:
 - a. An Initial application;
 - b. Verification of a master's degree from a school of social work accredited by the Council on Social Work Education (CSWE) or a doctorate in social work (D.S.W. or Ph.D.);

- c. A current fingerprint criminal history record information check conducted by the appropriate governmental authority or authorities within one-hundred eighty (180) calendar days of the completed application. This criminal history record information check must be received by the Board directly from the appropriate governmental authority or authorities, not from the applicant;
 - d. An acceptable Sex Offender Registry check conducted by the Board;
 - e. Passing scores on the examination from the ASWB intermediate exam;
 - f. Full licensure fee (Part 1902, Chapter 4, Rule 4.3, B).
3. **LCSW Level:** An applicant for LCSW designation must be a current LMSW in good standing who has completed the Supervision process as outlined in Part 1902, Chapter 2, Rule 2.3 as verified by Board records, and must submit to the Board:
- a. An Initial application for LCSW license;
 - b. Supervision Plan and Contract for Supervision as outlined by the MS Board of Examiners for Social Workers in the LMSW Guide for Supervision;
 - c. Four evaluations (1 approximately every six months for 24 months) not to exceed thirty-six (36) months for the supervision process to be completed;
 - d. Termination of Supervision Contract;
 - e. A current fingerprint criminal history record information check conducted by the appropriate governmental authority or authorities within three-hundred sixty-five (365) days of the completed application. This criminal history record information check must be received by the Board directly

from the appropriate governmental authority or authorities, not from the applicant;

- f. An acceptable Sex Offender Registry check conducted by the Board;
- g. Three (3) acceptable letters of professional reference from licensed mental health professionals who have known the applicant for at least one year within the supervision period, sent directly to the board by the professional. The persons documenting the clinical experience and supervision may NOT be used for the letters of professional reference, but at least one (1) must be from a LCSW other than the applicant's supervisor; and,
- h. Passing scores on the ASWB LCSW Clinical examination;

Note: All licensees are required to inform the Board, through submission of a Change of Status Form, of a change of address, name, and etc.

4. Licensure by Reciprocity/Endorsement:

Applicants for licensure by reciprocity/endorsement who hold a valid license from another state may be eligible for licensure in Mississippi provided:

- a. The examination completed for licensure is the same examination endorsed or prescribed by the Association of Social Work Boards (ASWB) for the license level for which reciprocity/endorsement is being requested.
- b. The applicant has a comparable license in good standing or registration from another state or territory of the United States that imposes qualifications equal to or greater than the current requirements of the Mississippi Board of Examiners. Exams administered by individual states are not considered equal.

- c. Applicants, who have complaints or disciplinary action pending against them in another state, will not be granted a Mississippi license until such complaints are resolved to the satisfaction of the Board.
- d. The applicant has the required degree for licensure according to the current Rules and Regulations of the Board.

D. Abandonment of Application

An application for licensure as a LSW or a LMSW shall be considered abandoned if the ASWB exam has not been attempted within six (6) months from the date on which the application was received by the Board.

An application for licensure as a LCSW shall be considered abandoned if the ASWB exam has not been attempted within six (6) months from the date on which termination of supervision was approved by the Board and the applicant was approved to take the ASWB exam at the Clinical level.

Any subsequent application shall be treated as a new application with all applicable fees.

E. Exemptions from Licensure

No provision in the law or these Regulations shall be construed to:

1. Prevent individuals licensed or certified by this state, whose activities overlap with the practice of social work, from carrying out the functions covered by their respective licenses or certificates, or to prevent duly ordained or licensed members of the clergy from carrying out the functions for which they have been trained, provided that such clergy or individuals shall not hold themselves out to the public by any title set out in these Regulations.
2. Apply to or in any way interfere with any office, officer, agency, or employee of the United States, while such office, officer, agency, or employee is engaging in the performance of official duties within the course and scope of such employment or duties.

3. Apply to or in any way interfere with an individual who performs services described by these Regulations solely for the benefit of a member of that individual's immediate family without compensation.
4. Apply to or in any way interfere with the activities and services of a student while pursuing a course of professional education qualifying as education under these Regulations, if these activities or services constitute a part of such student's supervised course of study and such activities are supervised by an individual licensed under these Regulations.

Source: Miss. Code Ann. §§73-53-1, 73-53-5, 73-53-7(1), 73-53-11(1)(c),(d), (k), (l), (u) and (3), 73-53-13 and 73-53-15(2) and (6).

Rule 2.3 PROFESSIONAL SUPERVISION REQUIREMENTS FOR LCSW
LICENSURE

A. Purpose

Professional supervision for the LCSW candidate is intended to enhance professional development and competency and equip the applicant for autonomous practice. Supervision means the direct review, for the purpose of training or teaching by a supervisor, of the supervisee's interaction with a client or client system. The purpose of supervision shall be to promote the development of the supervisee's social work skills. Supervision occurs through multiple methods, including live supervision, video/audiotape review and case report. It must be a process clearly distinguishable from personal psychotherapy and is conducted in order to serve professional goals.

Interactions which do not constitute supervision include: peer supervision; supervision by current or former family members or any other person with whom the nature of the personal relationship prevents or makes difficult the establishment of a professional supervisory relationship; or a primarily didactic process wherein techniques or procedures are taught in a group setting, classroom, seminar, staff development, orientation or role-playing as a substitute for current social work practice.

B. Prior Approval

All plans for professional post-Master's supervision must be approved by the Board prior to the beginning of said supervision, i.e., no retroactive approval of professional supervision will be granted.

Supervisor Approval: A LCSW who is providing post-Master's supervision to an LCSW candidate must be a Board-approved LCSW Supervisor, having met all requirements for Supervisor's and submitted the applicable fee.

LCSW Candidate Approval for Supervision: A LMSW seeking to become licensed at the LCSW level must meet all requirements, have submitted all fees and receive written approval by the Board prior to initiating the supervision experience.

Out-of-state Supervisor: An LCSW who is a board-approved Supervisor (or its equivalent) in another state, may qualify as a Mississippi supervisor if the Board finds that he or she meets qualifications substantially similar as those required by the Board. A separate application and verification by the respective boards shall be required. In addition, the applicant must be licensed in the state of Mississippi and pass the Mississippi LCSW supervisor test.

C. Approval Procedure

LMSWs wishing to apply for LCSW status must:

1. Hold an active LMSW license with no pending complaint or disciplinary action and is otherwise in good standing as evidenced in Board records throughout the duration of the supervisory process;
2. Submit an Application to Enter into the Contract for Supervision toward LCSW Status and processing costs (See Schedule: Part 1902, Chapter 2, Rule 2.3, A)
3. Submit a Plan of Supervision which meets all points required by the Board (See Part 1902, Chapter 2, Rule 2.3, B) and the Outline for the Plan for Supervision provided by the Board in the Guide for Supervision (which may be accessed on the Board's website). All

points must be covered in sufficient detail for review by the Social Work Credentials Committee and subsequent Board approval. This supervision plan must designate that the candidate intends to take the ASWB clinical exam. All supervisory efforts must be aligned with the candidates chosen track of desired expertise.

4. Licensees who have completed supervision hours in other jurisdictions may apply to have those hours count towards their LCSW supervision in Mississippi if the Board finds that the other jurisdiction processes are similar to Mississippi and appropriate verification is received from the originating jurisdiction. The applicant is responsible for ensuring that the Board receives acceptable verification from the originating jurisdictions.

D. Supervisor's Qualifications and Responsibilities

Supervision for the LCSW candidate must be provided by an LCSW who is a Board-approved LCSW Supervisor.

1. Certification as a Supervisor requires:
 - a. a minimum of two years of verifiable practice at the LCSW (clinical or macro) level,
 - b. completion of a Board approved supervision course for a minimum of sixteen (16) hours for initial approval as a supervisor and, thereafter, two (2) hours continuing education in supervision during each biennial renewal period. No supervision continuing education is required for the first renewal period. All supervision training must be approved by the Board in order to be considered for this purpose. Supervision trainers must be an approved LCSW supervisor. Effective April 1, 2009, all Board-approved supervisors must have completed the Board-approved supervision training required by this paragraph on or before July 1, 2011, in order to maintain their status as Board-approved supervisors. If supervisory training requirements were not met by July 1, 2011, approved supervisor status expired on that date and the licensee is required to meet all

requirements set forth in these Rules and Regulations to become an approved supervisor.

- c. submission of an application for supervisory designation,
 - d. an LCSW license in good standing as evidenced in Board records throughout the duration of the supervision process,
 - e. initial and ongoing approval from the Board, and
 - f. payment of the required processing costs (*See Schedule: Part 1902, Chapter 4, Rule 4.3, B*).
2. The LCSW Supervisor must maintain his/her license as a LCSW in accordance with licensure laws of the State of Mississippi. Board approved supervisor status remains in effect contingent upon the supervisor maintaining a current license in good standing with the Board and completing the Board-approved supervisor training required by these Rules and Regulations, during each license biennial renewal period.
 3. Initial supervisor approval expires on the date the licensee's regular license next expires. Thereafter, renewal of supervisor approval begins and expires on the same date for the supervisor's regular social worker's license. To renew the approved supervisor status, a supervisor must document at the time of license renewal that during the concluding license period the supervisor completed a Board approved supervision course for a minimum of sixteen (16) hours and two (2) hours continuing education in supervision.
 4. It shall be considered unethical for an LCSW without clinical expertise to supervise a LMSW candidate seeking to become a clinician.
 5. Supervisor may not supervise more than seven (7) LMSWs who are in candidacy for the LCSW at any one time. No plan of supervision will be approved if the contracted supervisor is supervising more than seven (7) licensed master social workers who are in pursuit of the LCSW licensure designation. If the supervisor provides supervision for up to seven (7) supervisees, only 50% of the

supervision can take place in a group format. Hence, 50% of supervisory interactions must take place in the form of individual, face-to-face interaction.

6. The LCSW Supervisor may provide supervision utilizing the following acceptable modes:
 - a. Individual supervision shall mean a maximum of two (2) supervisees meeting with one supervisor;
 - b. Group supervision shall consist of a minimum of three (3) and a maximum of seven (7) supervisees meeting with one supervisor.

E. The Supervisory Experience

1. Supervision must occur within an agency, institution, or group practice setting. A LMSW practicing independent of an agency, institution, or group practice setting will be practicing outside Board regulations, and therefore, will not be considered a candidate for LCSW supervision, and may face disciplinary action.
2. In order to be approved by the Social Work Discipline Specific Committee of the Board, the supervision application and experience must include the following:
 - a. A contractual agreement between social worker and supervisor;
 - b. A Plan of Supervision, approved by the Board, utilizing the plan outline provided by the Board;
 - c. The supervisee having a minimum of one hour per week face-to-face supervision with the LCSW supervisor for a minimum of one hundred (100) hours. The supervision period must be for a minimum period of twenty-four (24) months and may not exceed thirty-six (36) consecutive months.

Within sixty (60) calendar days prior to the end of the thirty-six (36) month supervision time period, the supervisor or supervisee must notify the Board in writing of any extenuating circumstances (i.e. Major Medical Issues, Loss of Employment, Family Crisis, etc), anticipated by the supervisor and/or supervisee that would require an extension of the supervisory period. Any request for an extension of the supervision period must be accompanied by supporting evidence of the extenuating circumstances. An extension will be limited to six months beyond the thirty-six (36) month maximum. Retroactive requests for extensions will be considered on a case-by-case basis.

Supervisees may receive up to four (4) hours credit for developing the supervision plan collaboratively with their prospective supervisor;

For supervisors and supervisees who are not employed within the same agency, there must be a written plan approved by the Board to address how the LCSW Supervisor will insure that the face-to-face supervision is observed or carried out. Such face-to-face supervision must include on-site visits to the supervisees practice location at least once per six (6) month supervision period;

Supervision may include alternate means of supervision by audiovisual electronic device (i.e. skype, facetime, webex, etc.) provided there is direct, interactive, live exchange between the supervisor and supervisee or provided that communication is verbally or visually interactive between the supervisor and the supervisee. It is incumbent that the supervisor and supervisee recognize the risks of sharing confidential information of clients and ensure that measures are in place that protect confidentiality through electronic encryption or related methods. No more than one-fourth (1/4) of the required hours may be by alternate means to direct face-to-face contact for a total of twenty-five (25) hours;

- d. During the supervision period, the LMSW must complete a minimum of one-thousand (1,000) hours of face-to-face client contact;
 - e. Evaluations should document personal growth and improvement in specific areas from one evaluation period to the next evaluation period. See Instructions for Supervisors, Supervision Evaluation For Post-Master's Professional Supervision. Written evaluations from the supervisor must be submitted to the Board for review at six (6) month intervals and approved by the Board before beginning the next six (6) month supervision and evaluation period. A copy of each evaluation must be maintained in the LCSW Supervisor's file for a period of three (3) calendar years.
3. The applicant seeking LCSW designation must submit with the final evaluation forms, three (3) form letters of reference from appropriate professionals which indicate that the applicant's conduct is congruent with social work law and ethics and that there are no violations of standards of practice as set forth in the statute and the regulations. Forms are available on the Board's website.

F. How To Change Supervisors

1. If it is necessary for supervision to be terminated, prior to the completion of the supervision experience between an LCSW candidate and their LCSW supervisor, the terminating supervisor is responsible for completing a current evaluation form and a Termination of Supervision Form on which the LCSW supervisor shall verify the total number of supervised hours. The documents must be submitted to the Board for review within thirty (30) calendar days of the termination of supervision.
2. The Board shall review the supervision record along with the termination contract to determine the extent to which the supervision process is completed up to the date submitted to the Board.
3. If supervision is to be continued with another LCSW supervisor, the LMSW in candidacy for the LCSW must submit to the Board:

- a. a new Application to Enter Into Contract for Supervision toward LCSW status, listing the prospective LCSW Board approved supervisor;
- b. the supervisory contract signed by the new LCSW Board approved supervisor; and
- c. any revisions necessary to the plan under the new supervision agreement.

G. Termination of Supervision Agreement

The Board, on its own motion or on the complaint of any party, and after notice and an opportunity to be heard, may terminate or suspend a supervision agreement/contract for cause.

Source: Miss. Code Ann. §§73-53-11(1)(c),(d), (k) and (l) and 73-53-13(c)(ii).

Rule 2.4 EXAMINATIONS

A. Applications for Exams

The ASWB requires verification by the Board of Examiners for applicants to sit for the ASWB exam for each licensure level. Therefore, applicants must receive written approval from the Board to sit for the ASWB examination. The approval to sit for the ASWB examination expires one (1) year from the date of the Board's approval.

1. **Student Applications:**

Baccalaureate social work majors, who have been certified as having already attained senior standing, in colleges or universities accredited by the Council on Social Work Education (CSWE) and/or the Southern Association of Colleges and Schools (SACS) in accordance to the standards of the particular college or university, may apply to take the licensure exam. Certification must be provided by the social work program director on forms provided by

the Board on the Board's website. Verification of the social work degree is required before the license can be issued.

Graduate MSW students, who have been certified as being in the final year of the program, in colleges or universities accredited by the Council on Social Work Education (CSWE), and certified by the director of the social work program, may apply to take the licensure exam. Certification must be provided on forms provided by the Board. Verification of the social work degree is required before the license can be issued.

Students in social work doctoral programs in colleges or universities accredited by the Council of Social Work Education (CSWE) may take the exam in the final year of school, if not already licensed with the LMSW. Verification of the social work degree is required before the license can be issued.

2. **Applications from Degreed Persons:**

Persons holding a degree in social work from institutions as specified in MS Code annotated, 1972, Sections 73-54-1 et. seq. may apply to take the basic exam at any time following graduation. The Verification of Degree form must be submitted with the application for license.

B. Application Process

The candidate may download a copy of the ASWB Candidate Handbook for the ASWB website at www.aswb.org (as this will not be sent by the Board). All necessary information about application for the examination is contained in the Handbook, along with a 1-800 number for information and registration.

C. Cost of Exams

Cost is determined by the ASWB and the testing service. The Candidate Handbook will contain all information about costs. Testing costs are paid directly to the ASWB at the time of registration.

D. Frequency of Examinations

The Board will accept the exam score from its designee, the Association of Social Work Boards and its subcontractors, which schedule the exam weekly.

Licensed Social Worker (Basic) and Licensed Master Social Worker (Masters): Applicants for LSW and LMSW licenses may take the exam every ninety (90) calendar days.

Licensed Certified Social Worker (Clinical): Effective 7/1/2020, LCSW applicants must take the Clinical Exam. Applicants for LCSW status may take the exam every ninety (90) calendar days. However, the applicant may continue to practice under the LMSW license provided all requirements for renewal have been met.

Note: Applicants who are unable to attain a passing score within one (1) year of the initial application date must reapply for licensure with all applicable fees. After four (4) failed exam attempts, the candidate may appeal to the Board to be able to continue to take the exam and the Board may recommend remedial techniques to assist with continuing competency.

E. Examination Levels

1. LSW applicants are examined at the BACHELORS level. This examination has been developed for use as a licensure requirement by member boards that issue to BSWs, upon entry to practice, licenses for basic generalist practice of Baccalaureate Social Work.
2. LMSW applicants are examined at the MASTERS level. This examination has been developed for use as a licensure requirement by member boards that issue to MSWs, upon entry to practice, licenses for Master's Social Work practice. The practice of Master's Social Work includes the application of specialized knowledge and advanced practice skills.
3. LCSW applicants are examined at the CLINICAL level. As of 7/1/2020 only the CLINICAL exam will be accepted for "licensed certified social worker" LCSW status in Mississippi. The practice of Clinical Social Work requires the application of specialized

clinical knowledge and advanced clinical skills including macro-level practice.

F. Scores

1. Official notice of examination scores will be provided to the Board by the ASWB. Applicants will be notified if they passed or failed at the exam site.
2. An applicant must pass the exam at each of the three levels of licensure - LSW, LMSW, LCSW.
3. The Board reserves the right to accept the decision of the testing service regarding the validity of any test score or scores.

Note: Licensees are encouraged to check the status of their application to ensure applications are being processed accordingly.

Source: Miss. Code Ann. §§73-53-11(1)(c), (g), (k) and (l) and 73-53-15(4).

Rule 2.5 Issuance of Licenses

Professional licenses may be issued by the Board during any regular meeting at which there is a quorum present. Board staff may not issue licenses independently of Board action.

Change in Name: It is the responsibility of the licensee to notify the Board promptly, no later than thirty (30) calendar days following the change of name, of any change in their name and to request a new certificate of licensure showing the appropriate name. All requests for a name change must be made in writing, signed and notarized, and accompanied by a certified copy of the legal document which changed the name, and the appropriate fee or administrative cost. Licensees will be in violation of the standards of practice if they practice using a name different from the one appearing on their license certificate, and will be subject to disciplinary action by the Board.

Source: Miss. Code Ann. §§73-53-1 and 73-53-11(1)(c), (g) and (k) (Rev. 2011).

Rule 2.6 Status of License

- A. **Active or in Good Standing:** The licensee has met all requirements for licensure, has renewed before the license expiration date and paid all fees and administrative costs on time, has maintained the necessary requirements for his/her license and there are no disciplinary actions against the licensee. Licensees on active status and in good standing may utilize the Board's online renewal system.
- B. **Probationary:** The probationary status is issued to a licensee who is non-compliant with social work regulations, whether it be failure to acquire and verify continuing education or an appropriate end to a disciplinary procedure.

When probation is the result of a continuing education deficiency, Probationary Status will continue until the next regular renewal cycle.

No probationary license will be renewed unless all continuing education deficiencies are collected AND current renewal requirements are met. For example, if a probationer lacks 15 continuing education hours, the probationer would require 55 continuing education hours to renew at the next renewal cycle. No licensee may go through a second renewal cycle without bringing all educational requirements up to date.

- C. **Emergency-** The Board provides for licensure for volunteer social workers entering the State that are licensed to practice in other states. Social workers actively licensed in other states who assist others that have been affected by a hurricane or other natural disasters can practice in Mississippi for a maximum of ninety (90) calendar days, without applying for a regular license. Volunteers who take paid positions in the practice of social work in the State of Mississippi must be licensed by the Board. Any applicant seeking emergency certification must submit an application to the Board using forms located on the Board website.

Emergency Provisional Permit for Social Workers. During a lawfully declared local, state or national disaster or emergency, the Board may grant a social worker who holds a license to practice such profession in another state or territory of the United States an emergency temporary social worker permit to practice in Mississippi *to the extent authorized by this rule as if the individual were licensed in this state.* To qualify for an emergency provisional permit, an individual must meet the requirements described below:

1. The individual seeking an emergency provisional permit must:
 - a. hold a current license in good standing as a social worker in another state or territory of the United States;
 - b. possess a license that is equivalent to that of the Mississippi license and have no existing or history of disciplinary action against any license held in any jurisdiction;
 - c. be sponsored by a social worker with an active license in good standing in Mississippi; and
 - d. adhere to the scope of practice for a similarly licensed individual established by the licensing provisions, practice acts, or other laws, rules or regulations of the State of Mississippi.

2. The individual seeking an emergency provisional permit must:
 - a. Submit a complete, signed and notarized Application for Emergency Provisional Permit and proof of his or her identity, which must include a copy of a drivers' license, passport, or other photo identification issued by a governmental entity;
 - b. Submit an application fee of \$50.00, payable by cashier's check or money order and made payable to MBOE;
 - c. Submit verification of licensure for each state or territory in which licensure has been issued;
 - d. Provide the Board with the location where he or she will practice; and
 - e. Provide any other information required by the Board.

3. An emergency provisional permit shall be valid for a period as determined by the Board or its designee not to exceed ninety (90)

calendar days. The Board or its designee may renew the provisional permit for an additional ninety (90) calendar days, if the lawfully declared disaster or emergency still exists. Provided however, that an emergency provisional permit shall expire at the time designated by the Board or whenever the lawfully declared disaster or emergency no longer exists, whichever comes first.

4. A holder of an emergency provisional permit (i) may only practice in the location on file at the Board's office; and (ii) must notify the Board in writing prior to beginning employment in another location.
5. An emergency provisional permit may be immediately suspended or revoked upon discovery of any falsification, omission, or withholding of information.
6. An individual wishing to practice as a social worker beyond the expiration of an emergency provisional permit or any extension thereof must apply for and obtain a social worker or marriage and family therapist license in accordance with the laws, rules and regulations governing said license *in the State of Mississippi*.

D. **Inactive:** Upon written request and submission of the annual renewal application and renewal fee, the Board may grant inactive status to a licensee who:

1. Holds a license which is current and in good standing. All requirements for licensure must be met, including continuing education requirements.
2. Does not practice as a social worker for compensation in the State of Mississippi.
3. Does not hold himself or herself out as a social worker or by any title set out in these Regulations that is likely to cause public confusion.

Social Workers may request in writing on forms provided by the Board that their licenses be placed on inactive status. The Board will consider the request and will notify the licensee of its decision in

writing within 60 days of receiving the written request for inactive status.

Those granted inactive status shall be excused from paying renewal fees until they notify the Board in writing of their intention to resume active practice. If a licensee fails to return to active status within two (2) years of being placed on inactive status, the licensee may request an extension in writing on forms provided by the Board (this form is available on the Board's website) for an additional two (2) years. If the licensee does not request an extension in writing on forms provided by the Board or no extension has been granted by the Board, the license will be considered as lapsed at the end of the renewal period following the end of the inactive status period, and be subject to the requirements for lapsed licenses.

All licensees on inactive status must provide evidence of having obtained the acceptable continuing education hours that would have been required had they been licensed in an Active status before returning to active status. At the Board's discretion, the continuing education requirements may be waived up to half the amount required per license period.

The regular active license and ID card must be surrendered to the Board within thirty (30) calendar days from the date of approval for inactive status. A return to active status will call for adherence to all rules and regulations for regular license as set forth in this document.

Disciplinary action will be taken against a licensee on inactive status who performs social work services for compensation or presents him/herself as a licensed social worker. One may continue to use academic indicators of degrees such as B.S.W., M.S.W., Ph.D., etc. Disciplinary action may include revocation of a license for a period to be determined by the Board.

- E. **Retired:** Licensees who are in good standing, may request retirement status designation from the Board. Retired, in this instance, means no longer receiving monetary compensation as a practitioner in the field of social work. Upon approval of such status, the licensee must surrender his/her regular license for a license bearing a status of "Retired". The retiree must complete and submit to the Board a signed affidavit of retirement as

supplied by the Board on the Board's website or by contacting the Board office. Note: Individuals who hold a Retired license may not engage in social work practice for compensation.

In order to receive "Retired" status, an individual must meet all licensing requirements, including continuing education and pay the processing fee. If a licensee does not meet these requirements, then a "Retired" license will not be granted.

All re-licensure requirements are waived for a "Retired" license, but processing costs will be charged for issuing the retired license. The Retired license may stay in this status indefinitely with all applicable fees paid every six (6) years and provided that the retiree does not engage in social work practice. (See schedule in Part 1902, Chapter 4, Rule 4.3, B)

- F. **Retiree Reinstatement:** Retirees who wish to reinstate within four (4) years of their retirement may follow the reinstatement process.

Licensees holding a "Retired" status who wish to return to the active practice of social work within four (4) years of obtaining "Retired" status must comply with the following:

1. Submit an application for reinstatement to the MS BOE SW/MFT.
2. A request must be made in writing to the Board in order to return to active status. The request must include the following:
 - a. An explanation of the circumstances of the new practice setting;
 - b. A description of the practitioner's proposed duties;
 - c. A description of the agency's environment;

If the request for re-instatement is granted by the Board, the licensee will be expected to earn at a minimum forty (40) continuing education hours for the licensure period in question.

Note: Failure to complete all steps in the retiree reinstatement process will result in the surrender of the applicant's license.

- G. **Denied:** An applicant will be denied a license or renewal license when the Board: (1) determines the applicant does not meet the requirements for licensure; (2) has substantial evidence the applicant has violated the standards of conduct, the Code of Ethics or is not of good moral character; (3) has pending disciplinary action against the licensee; (4) has not received a criminal history records information check and a report based on a check of the Mississippi Sex Offender Registry; (5) has not received a complete and correct application or renewal application within the timeframe allowed; (6) has received documentation the licensee has a current (active) addiction to alcohol or drugs, other substances, or any other type of addiction; or (7) has received a declaration of mental incompetence by the court or licensed qualified professional for the licensee.
- H. **Revoked:** The Board may revoke or suspend a license on grounds set forth in these regulations. The person may not practice social work during the time the license is revoked.
- I. **Lapsed:** Licensees who fail to renew their license biennially before the expiration date shall have the licenses lapsed. A licensee may not practice social work during the lapsed period. The licensee may be reinstated within a two (2) year period by following the reinstatement process. A license that has lapsed for more than two (2) years cannot be renewed or reinstated. The licensee must apply for a new license under the requirements set forth in the Rules and Regulations that are in effect at the time the new application is received by the Board.
- J. **Re-instatement:** Licensees, who have had licenses placed in lapse or inactive status, may apply for reinstatement within two (2) years for a lapsed license or within four (4) years for inactive status by completing the following steps:
1. Making application for reinstatement on Board prescribed forms available on the Board's website.
 2. Paying all applicable costs.

3. Providing the Board with a fingerprint criminal history records information check and a check of the Mississippi Sex Offender Registry
4. Satisfactory documentation of completion of all continuing education requirements specified by the Board Rules and Regulations that would have been required to maintain a current license for the entire period the license has been lapsed or inactive;

K. Reinstatement after revocation

If the revocation or lapse has lasted more than two (2) years or the inactive status lasted more than four (4) years, a completely new application is required, including retaking the exam and the application is subject to the Rules and Regulations in effect at the time of the new application.

Providing documentation that previous infractions have been addressed/corrected, i.e., treatment for mental illness, alcohol and/or drug addiction or abuse or other substance addiction or type of abuse.

Source: Miss. Code Ann. §§73-50-1§73-53-11(1)(c), (d), (e), (k), (n) and (2), 73-53-15 and 73-53-23(1)(f) and (4).

Part 1902 Chapter 3 Professional Standards of Practice and Code of Conduct

Rule 3.1 PROFESSIONAL IDENTIFICATION

A. Titles and Abbreviations

Persons issued a license to practice social work in Mississippi may use the title as appropriate to each level of licensure:

- "Licensed Social Worker",
- "Licensed Master Social Worker",
- "Licensed Certified Social Worker" and "Clinical Social Worker".

Academic titles such as B.S.W., "M.S.W., M.S.S.W., "D.S.W.," and Ph.D. denote academic degrees and not levels of licensure.

B. Production and Display of License

A person issued a license to practice social work by the Board of Examiners will be issued a licensure ID card which should be in his/her possession at all times. The certificate of licensure shall be displayed at all times in the licensee's place or places of practice. Duplicates are available from the Board. (See Schedule: Part 1902 of this title).

Source: Miss. Code Ann. §§73-53-11(1)(c) and (k) and 73-53-13 (Supp. 2011).

Rule 3.2 GUIDELINES OF PRACTICE (*See also MS Code Annotated, 1972, Sections 73-54- 1 et seq.*)

It is the legal and ethical responsibility of each licensed social worker to limit the scope of professional practice to the parameters of the licensee's competencies. Client systems for all levels of licensure may be individuals, groups, families, organizations, and communities.

A. Licensed Social Worker (LSW)

The entry level of social work practice usually includes a wide range of direct services under the supervision of a Licensed Master Social Worker or other qualified professional. The LSW generally provides basic problem solving interventions. Professional tasks may include data gathering, assessment, planning and contracting, various generalist interventive methodologies, conducting educational and supportive groups and evaluation of own practice. LSWs should not provide clinical social work services, psychotherapy, or engage in autonomous practice.

B. Licensed Master Social Worker (LMSW)

The LMSW may provide services to individuals, couples, families, organizations and communities. Such services shall be guided by knowledge of social work theory, social resources, social systems, human behavior, ethics, and methods to restore or enhance social, psychosocial or bio-psychosocial functioning. Scope of practice includes, but is not limited

to, assessment, treatment implementation and evaluation, case management, information and referral, mediation, education, psychotherapy, advocacy, supervision of employees, consultation, research, community organization and development, administration of social policies, programs and activities.

A LMSW may provide clinical social work services within a recognized setting such as social, medical and governmental agencies and organizations only when under the supervision of a LCSW or other licensed or certified clinical professions such as a psychiatrist, or PhD, or PsyD level clinical psychologist. A LMSW may only work as an employee in an agency or organizational setting and cannot engage in autonomous practice.

Supervision of a LMSW for LCSW certification can only be provided by a LCSW as specified in Section IV. LMSWs must not provide unsupervised clinical services and cannot hold him/her self out as a Licensed Clinical Social Worker.

C. Licensed Certified Social Worker (LCSW)

The LCSW is qualified to perform all services included in the LMSW scope of practice in Section B above and those specified for the LCSW herein. The LCSW shall be qualified to function independently and shall demonstrate special knowledge and skill in his/her practice areas.

Clinical Social Work Practice means the application of social work methods and values in diagnosis and treatment and prevention of psychosocial dysfunction disability or impairment including emotional, mental, and behavioral disorders. It is directed at enhancing, protecting, or restoring people's capacity for social functioning, whether impaired by physical, environmental, or emotional factors. Clinical social work has a primary focus on the mental, emotional, and behavioral well-being of individuals, couples, families, and groups. It centers on a holistic approach to psychotherapy and the client's relationship with his or her environment as essential to treatment planning. Clinical social workers are qualified to use the current versions of the Diagnostic and Statistical Manual of Mental Disorders (DSM), the International Classification of Diseases (ICD), and other diagnostic classification systems in assessment, diagnosis, and other activities related to mental health issues.

The LCSW specializing in clinical practice may independently engage in the use of a variety of psychotherapeutic techniques. The clinician is legally and ethically bound to practice only in the parameters of his/her expertise, based on education, training, experience, and competency. The LCSW in macro practice shall demonstrate skill in supervision and management at the macro level. Macro Social Work Practice focuses on changing larger systems, such as communities and organizations. It encompasses a broad spectrum of practice, including planning, program development, community organizing, policy analysis, legislative advocacy, program evaluation, task-oriented group work, community education, and human services management. The Clinical social worker encompasses macro practice skills as long as the person is practicing within their scope of expertise, based on education, training, experience, and competency.

Source: Miss. Code Ann. §§73-53-1, 73-53-11(1)(c), (k), (2) and (3) and 73-53-13

Rule 3.3 Standards of Ethical Conduct (*See also Section 73-53-17 ff, MS Code Annotated, 1972.*)

- A. The social worker's primary responsibility is to clients.
- B. The social worker must respect the privacy of clients and hold in confidence all information obtained in the course of professional services except as required by law.
- C. Social work fees must be fair, reasonable, considerate, and commensurate with the services performed.
- D. The social worker must uphold and advance the values, ethics, knowledge, and mission of the profession.
- E. The social worker must assist the profession in making social services available to the general public.
- F. The social worker must strive to become and remain proficient in professional practice.

- G. The social worker must distinguish clearly between statements and actions made as a private individual and those made as a representative of the social work profession.
- H. The social worker must not practice beyond the parameters of his/her competencies.
- I. The social worker must retain ultimate responsibility for the quality and extent of the services he/she performs.
- J. The social worker must not exploit professional relationships for personal gain.
- K. The social worker engaged in research must protect participants from unwarranted physical or mental discomfort, distress, harm, danger, or deprivation.

Source: Miss. Code Ann. §73-53-11(1)(c) and (j) (Supp. 2011).

Rule 3.4 Standards for Use of Technology in Practice

A. Definitions

Client — means the individual, couple, family, group, organization, or community that seeks or receives social work services from an individual social worker or organization. Client status is not dependent on billing or payment of fees for such services.

Electronic social work services — mean the use of computers (including the Internet, social media, online chat, text, and email) and other electronic means (such as smartphones, landline telephones, and video technology) to

- (a) provide social work information to the public,
- (b) deliver social work services to clients,
- (c) communicate with clients,
- (d) manage confidential information and case records,
- (e) store and access information about clients, and
- (f) arrange payment for professional services.

In-person — refers to interactions in which the social worker and the client

are in the same physical space and does not include interactions that may occur through the use of technology.

Remote — refers to the provision of a service that is received at a different site from where the social worker is physically located. Remote includes no consideration related to distance and may refer to a site that is near to or far from the social worker.

- B. **Electronic Practice Social Work Services:** The practice of LSW, LMSW, or Clinical or Certified Social Work to an individual in this state or another state through telephonic, electronic social work services, or other means, regardless of the location of the practitioner, shall constitute the practice of social work and shall be subject to Rules and Regulations of the state where they are providing services and where the client is receiving services. Social workers providing electronic social work services shall take all necessary measures to ensure compliance with relevant practice standards and ethics.

- C. **Social workers who choose to provide electronic social work services shall:**
 - 1. Inform clients about risks associated with disclosure of confidential information on the Internet, social media sites, text-messaging sites, and videoconferencing sites, and the potential consequences.
 - 2. Use proper safeguards, including encryption, when sharing confidential information using digital or other electronic technology. Social workers shall protect clients' stored confidential information through the use of proper safeguards, including secure firewalls, encryption software, and password. Adhere to statutes and regulations regarding the secure use of digital and other electronic technology both within Mississippi and within the location where the client is located.
 - 3. Inform clients that clients are advised not to disclose or post digital or other electronic communications from social workers or other recipients of services without proper consent.
 - 4. Take steps to ensure that confidential digital communications are protected. Social workers shall use proper safeguards, including

encryption, when using digital communications such as email communications, online posts, online chat sessions, mobile communication, and text communications. Social workers shall develop and disclose policies and procedures for notifying clients as soon as possible of any breach of confidential information.

5. Take reasonable steps to prevent client access to social workers' personal social networking sites to avoid boundary confusion and inappropriate dual relationships. Social workers shall maintain separate professional and personal social media and websites in order to establish clear boundaries and to avoid inappropriate dual relationships.

Part 1902 Chapter 4: Continuing Education and Licensure Renewal; Reinstatement

Rule 4.1 CONTINUING EDUCATION

A. Philosophy

Continuing education means instruction and learning which fosters the enhancement of general or specialized social work practice, values, knowledge, and skills.

B. Definitions

1. Continuing Education: The continuing education offerings for each discipline (social workers and marriage and family therapists) are approved independently. Licensees should NOT assume that an approved offering for one discipline is also approved for the other discipline. The Board website maintains separate lists of approved continuing education offerings for social workers and marriage and family therapists. The Board shall credit continuing education for social workers as follows. Parts of programs which meet the criteria set forth in these rules and regulations (relating to Types of Continuing Education and Criteria for Approval of Continuing Education Activities) shall be credited on a one-for-one basis with one clock-hour credit for each one clock-hour spent in the continuing education activity, unless otherwise designated by the Board or the Board's designee. Time devoted to registration,

organizational business, breakfasts, luncheons, dinners, or other refreshments shall not be counted as instructional or continuing education credit time. When there is a luncheon speaker, only the time of the speaker's presentation may be calculated for continuing education credit. Forty (40) clock hours are required each renewal period.

2. DESIGNATED PROVIDERS (DPs): are organizations or institutions determined by the MS Board of Examiners SW Continuing Education Committee (SWCEC) to meet the standards for continuing education. These organizations hold standing by application, review and approval for a two (2) year period of time, during which they must consistently comply with all requirements. Complaints and random audits by Board members or their designees may result in removal from the status at any time and may prohibit renewal. Organizations who are approved for this status shall have their DP number and dates of approval on all documentation, and will be listed with this information for public review and continuing education resources on the Board website (www.swmft.ms.gov) and any publications therein.

Only those organizations that have previously held three successful programs approved for social worker continuing education by the Board, SWCEC, or its designee may apply for DP status. Applications for DP status may be obtained from the Board's office or through the Board's website at www.swmft.ms.gov.

The following organizations are automatically approved for social worker continuing education and do not need to complete DP application process for program approval:

- a. Any program approved by the national NASW office, or any NASW Chapter;
- b. American Association for Marriage & Family Therapy or any of its state chapters;
- c. Any state chapter of Council on Social Work Education approved schools of social work (In order for continuing education offerings to be approved by this type of

designated provider, the school of social work must be actively engaged in the planning and presentation of the offering);

- d. Association of Social Work Boards or any state licensing board affiliated with;
- e. International Association of Social Workers or any program approved by member countries; or
- f. International Federation of Schools of Social Work and member schools.

SWCEC reserves the right to void approval of a specific program that has been previously granted approval by any of the above listed organizations or the current DP listing, should content and speaker be determined upon review to contain content that is not post-baccalaureate level or is in serious conflict with social work values and education.

Organizations that are approved for Designated Provider status must be actively engaged in the planning, development and presentation of the continuing education programs they provide. Co-Sponsorship will not be accepted.

C. Continuing Education Requirements for Renewal

Forty (40) hours of approved continuing education is required for each renewal period. The applicant will submit a listing of that period's earned hours with an attestation statement that the list is true and correct. (See Part 1902, Chapter 4, Rule 4.2, B)

- 1. LSWs will not submit continuing education at the first renewal.
- 2. LMSWs holding no previous license will not submit at the first renewal. LMSWs upgrading from LSW will submit at the first renewal period.

3. LCSWs will submit at first renewal as they are upgrading from LMSW status.
4. Unused hours: Continuing Education (CE) hours that were completed within the 3 years prior to the current expiration date of a license that have not been submitted for previous license renewal may be carried over from one renewal to the next. Provided however, ethics and cultural diversity hours may not be carried over. All unused CE hours must be maintained by the licensee and not by the Board.
5. Four (4) hours of approved professional ethics are required for each licensee for each renewal period.
6. Two (2) hours of cultural diversity/multicultural issues/cultural competency awareness are required.
7. Beginning 7/1/2020, one (1) hour of training in Mandated Reporting for all client populations will be required each renewal period.
8. Probationary Status: Part 1902, Chapter 2, Rule 2.6, B.
7. A minimum of twenty (20) approved CE hours each renewal period must be in-person learning. Approved CE offerings that are live and transmitted over the internet using interactive audiovisual platforms (example - Zoom, WebEx, etc.), are accepted as “in person” CE hours.
8. No more than twenty (20) approved CE hours each renewal period may be remote learning including self-directed learning, distance learning, or online courses. CE approved online courses that are prerecorded webinars, workshops, or conferences of live offerings that are CE approved but no longer interactive will be accepted as remote online courses.

D. Acceptable Formats for Continuing Education

Continuing education offerings must consist of subjects relevant to social work practice and not related to the specific administrative procedures of any single agency or organization.

All offerings, except those from designated providers, must be pre-approved PRIOR to the offering. For information about pre-approval, see Part 1902, Chapter 4.

Acceptable ways of acquiring continuing education credits include the following:

1. Academic courses taken from a regionally accredited college or university or a school in candidacy for CSWE status, related to the licensee's social work practice, may be submitted for review and consideration for approval to the SWCEC. These course materials must be submitted prior to taking the course or immediately after enrollment. If approved, documentation of successful completion of the course must be submitted for final approval. One graduate academic semester hour successfully completed (a grade of "B" or better) shall be equivalent to five (5) continuing education hours.
2. Social Work academic courses taken from a CSWE accredited school of social work at a level beyond the licensee's current academic status are acceptable for continuing education. These courses do not need to be submitted to the SWCEC for prior approval. One graduate academic semester hour successfully completed (a grade of "B" or better) shall be equivalent to five (5) continuing education hours.
3. Instructors teaching a class at a CSWE accredited school of social work may submit documentation to be calculated at ten (10) hours per hour of class credit. This approval will only be honored for classes taught the first time.
4. Continuing Education programs provided by organizations listed in Part 1902, Chapter 4, Rule 4.1, B (2) shall be considered an acceptable mode of acquiring continuing education hours.
5. Approved workshops, institutes, conferences, or other continuing education programs sponsored by official national, regional, state

social work or social welfare related organizations shall be considered an acceptable mode of acquiring continuing education hours. Note: Provider organizations are responsible for obtaining approval for credit PRIOR TO conducting the activity. (See Part 1902, Chapter 4, Rule 4.1, F)

6. Staff Development: Approved public or private agency staff development programs that contribute to the enhancement of social work practice, skills, or knowledge and are not primarily procedural or administrative, shall be considered an acceptable format for acquiring continuing education credits. (See information about prior approval, Part 1902, Chapter 4, Rule 4.1, F)
7. Individual Activities: Activities, including workshops and presentations, planned by an individual must be approved by SWCEC in advance. No more than twenty (20) approved continuing education hours of this type will be accepted in a given licensure renewal period.
 - a. Publication of a Professional Social Work Paper: The initial publication shall be acceptable for twenty (20) continuing education hours. Presentation of a professional social work paper for the first time at an approved professional conference shall be acceptable for five (5) continuing education hours or twice the approved continuing education hours for the session, provided the written paper is submitted with the request. The published paper must be submitted to the SWCEC within six (6) months of publication accompanied by copy of the publication medium (journal, book, professional magazine) and a completed CE application form.
 - b. Presenter: Participation as the sole presenter, leader, or teacher of an approved workshop or conference shall be acceptable for three times the approved continuing education hours for the session.

- c. Panelist: Participation as a panel member for an approved workshop or conference shall be acceptable for two times the approved continuing education hours for the session.
- d. Facilitator: Facilitating, moderating, or presiding over an approved workshop or conference shall be acceptable for the approved continuing education hours for the session.
- e. Self-Directed Learning Projects and/or Distance Learning/Internet (Online) Learning Courses: Continuing education hours for distance learning/internet learning courses will only be granted for courses offered by Designated Providers, Board-exempt providers or by prior approval by the SWCEC on a per case basis. The SWCEC will grant continuing education hours only after completion of the course and proof of successful completion of post-test, course examination, and/or evaluation from the online course provider.

Self-directed learning projects are projects intended to increase knowledge and shall be documented by means of a paper, annotated bibliography, etc. Projects intended to increase skill development shall be documented by means of audio or audiovisual tapes. Self-directed learning projects may be granted provided the project is completed and approved PRIOR TO the current license expiration date. Projects not completed and approved by the license expiration date can be considered for the licensee's next renewal period. Self-directed learning project proposals should be submitted nine (9) months prior to the expiration date of licensure to allow sufficient time for review, project completion and approval. Reading a book, preparing a paper in a graduate course, case, or consultation shall not meet the requirements for this activity. No more than twenty (20) continuing education hours may be accrued per renewal period as a result of self-directed learning projects.

- 8. Instructors of Field Education who have student interns may receive five (5) hours of Continuing Education per student with a

maximum of four students per renewal period for field instructors (maximum of twenty (20) CE hours per renewal period). Field instructors must receive CE verification certificates from CSWE School of Social Work, whether inside or outside the State of Mississippi.

Board Approved LCSW Supervisors may receive up to five (5) hours of Continuing Education for twelve (12) months of supervision per supervisee per renewal period for serving in that capacity (maximum of twenty (20) CE hours per renewal period). The SWDSC will send this verification to the supervisor upon request using the BALCSWS CE Form.

LMSWs in supervision for LCSW status may receive up to five (5) hours of continuing education for twelve (12) months of supervision each renewal period for participation in the supervision process. The SWDSC will send this verification to the supervisee upon request using the BALCSWS CE Form.

E. Approval Procedures for Continuing Education

Application for prior approval of workshops, staff development, individual activity, self-directed learning projects, or other categories requiring prior approval must be made, in writing, to the Board. The SWCEC must review all continuing education activities for approval, except for those of the designated providers, or those approved or sponsored as indicated in section B above.) All applications for review should be received by the Board Office sixty (60) calendar days prior to the date the event will be held.

**Mississippi BOE for Social Workers & Marriage and Family Therapists
Social Work Discipline Specific Committee (SWDSC)**

Continuing Education Sub-Committee

P.O. Box 4508

Jackson, MS 39296-4508

601-987-6806

www.swmft.ms.gov

Licensees should contact SWCEC for specifics about applications submitted for approval.

Note: Retroactive Approvals will not be considered by SWCEC after any provider offering.

F. Reporting Procedures for Continuing Education

Provider Responsibility: It is the responsibility of each provider of continuing education to: 1) verify attendance of attendees at all conference sessions when credit is being requested, 2) provide the Board or the Board's designee with a verified list of participants, and 3) provide the attendee with a written statement, verification, or certificate of attendance at the conclusion of an offering.

The attendee's verification must include the following information:

- a. Name of attendee
- b. Name of offering
- c. Date of offering
- d. Provider's name
- e. Location of offering
- f. Signature of organizer/sponsor or designee
- g. Amount of approved continuing education hours awarded

Licensee Responsibility: It is the sole responsibility of the licensee to: 1) obtain verification of attendance documenting continuing education offerings; 2) provide proof of participation in approved continuing education offerings to the Board; 3) provide attestation of having completed continuing education; and 4) maintain for four (4) years their own records and official verification of the continuing education files for the licensees. Failure to substantiate the number of approved credits submitted or to submit documentation for a sufficient number of approved continuing education credits will result in a license not being renewed.

G. Random Audit of Continuing Education Documents

1. The Board may annually audit or cause to be audited a minimum of ten percent (10%) of the continuing education reports accompanying the renewal applications. Licensees whose reports are audited will be required to provide a copy of the official documentation of their continuing education activities. If a licensee fails to provide the Board in a timely manner (not to exceed thirty (30) calendar days

from the date of the notice informing the licensee) with official documentation of the total hours listed on their renewal application, the license will be subject to suspension following written notification from the Board and will remain suspended pending further Board action.

2. If, during the audit, the Board finds unacceptable any of the documented continuing education hours and the licensee does not have sufficient acceptable hours remaining for that renewal period, the Board, at its discretion, may renew the license under the conditions that the continuing education hours will be obtained within six (6) months of the notice of deficiency. Continuing education hours acquired to meet the deficiency may not be applied to any other renewal period. If the licensee does not rectify the deficiency within that six (6) month period, the licensee will be subject to disciplinary action.

H. Re-evaluation of Continuing Education

A licensee, who feels that evidence of continuing education was appraised incorrectly by the Board, may make a written request for re-evaluation to the Board within thirty (30) calendar days of the Board's finding. Verbal requests will not be honored.

I. Waiver of Continuing Education Requirements and Request for Extension of Time to Complete Continuing Education Requirements

1. The Board may waive continuing education requirements to a licensee who was not engaged in the practice of social work during a given continuing education renewal period on an individual basis for reasons of hardship, such as severe illness, disability, military service or other good cause. Any waiver will be granted solely in the discretion of the Board.
2. The Board may extend the time within which to fulfill continuing education requirements to a licensee during a given continuing education renewal period on an individual basis for reasons of hardship, such as severe illness, disability, military service or other good cause. Any waiver or extension of time will be granted solely

in the discretion of the Board.

3. A licensee must submit a written request for a waiver of, or extension of time within which to fulfill, continuing education requirements. The request must be made in writing, under penalty of perjury, and must set forth with specificity the reasons for requesting the waiver or extension and, in the case of the waiver request, the portion of the renewal period during which the licensee was not engaged in the practice of social work. The licensee shall submit to the Board all documentation in support of the request for waiver or extension and such additional information or documentation as the Board may request in support of the waiver or extension.
4. Waivers of the minimum continuing education requirements may be granted for up to one-half of the forty (40) hours of continuing education required for any two (2) year (biennial) renewal period. Extensions of time may be granted by the Board for a period not to exceed one (1) calendar year. The grant of an extension by the Board will result in the renewal of a license based on the condition that the licensee completes the continuing education requirement by the deadline established by the Board.
5. A waiver of continuing education requirements granted pursuant to this section shall be effective only for the biennial period in which such waiver is granted. If the condition(s) which necessitated the waiver continues into the next biennial period, a licensee who seeks another waiver must apply to the Board for a renewal of such waiver for the new biennial period.
6. If an extension of time is granted, the license will be placed on active status but the license shall be automatically changed to inactive status at the end of the extension period unless the licensee satisfies the continuing education requirement prior to that time. When the license is placed on inactive status, the licensee shall cease all activity requiring a license.
7. A licensee shall apply for a waiver or extension of continuing education requirements no later than thirty (30) calendar days prior

to the end of the biennial licensing period for which the waiver or extension is requested. All requests shall be sent to the office of the Board, by certified mail, return receipt requested.

8. An extension of time shall not be granted to any licensee who obtained an extension in the immediately preceding renewal or reporting period in which the licensee held an active license, except in the case of a licensee who is unable to complete the requirements due to military service commitment pursuant to a combat or national emergency assignment.
9. The Board may, as a condition of any extension or waiver granted, require the licensee to make up a portion of the continuing education requirement in the manner determined by the Board.

Source: Miss. Code Ann. §73-53-11(1)(c), (k), (m), (n).

Rule 4.2 RENEWAL OF SOCIAL WORK LICENSE

A. Biennial Renewal of Licenses

1. Odd numbered licenses are due for renewal in odd numbered years.
2. Even numbered licenses are due for renewal in even numbered years.
3. LSWs renew in September.
4. LMSWs and LCSWs renew in April.

B. Requirements for Renewal

1. All licenses must be renewed by submitting a renewal application to the Board prior to the expiration date on the license.
2. Notice of Renewal: The Board will send a reminder of renewal to all licensees at the latest address of record on file with the Board. Failure to receive a renewal notice from the Board will not relieve the license holder from the renewal requirement. It is the

responsibility of the licensee to maintain an accurate mailing address in his or her file by promptly notifying the Board in writing of a change of address.

3. Renewal application forms are available on the Board's website or by contacting the Board.
4. Licensees in good standing are encouraged to renew using the online format available for social workers beginning the April 30, 2008 renewal period. Renewal windows will be available from March 1 to April 30 for the April renewal period and August 1 to September 30 for the September renewal period.
5. In order to complete license renewal, social workers are required to submit:
 - a. A renewal application (available on the Board's on-line renewal application, on the Board's website in a printer friendly version, or by contacting the Board office to request one);
 - b. A list of approved continuing education hours along with an attestation by the applicant that the information submitted is true and correct and original proof of same is available for inspection, if licensee is chosen for audit. (See Part 1902, Chapter 4, Rule 4.1, C below for more information concerning continuing education credits.); and
 - c. The required renewal fee (see Schedule: Part 1902, Chapter 4, Rule 4.3, B).
 - d. If the licensee does not have a fingerprint Criminal History Record Information Check on file with the Board, beginning 7/1/2020, the licensee must submit to a current fingerprint criminal history record information check conducted by the appropriate governmental authority or authorities at the time of license renewal within one hundred-eighty (180) calendar days prior to the expiration of their license. This criminal history record information check

must be received by the Board directly from the appropriate governmental authority or authorities, not from the applicant.

C. Determination of Submission Date

All applications must be received by the close of business on the due date for renewal. On-line renewals must be submitted by 11:59 p.m. to be processed. The date of submission is the date stamped received by the Board.

D. Reinstatement of Lapsed License

1. **General Instructions:**

License renewals that are received in the Board's office after the license expiration date are considered "Lapsed". A lapsed license may be reinstated by the Board, at its discretion, by the submission of a reinstatement application, payment of the renewal costs, and submission of the required continuing education hours, provided said application for reinstatement is made within twenty-four (24) months after its last expiration date. (All lapsed licenses, including grandfathered or provisional licenses, will be considered as new applications, and will have to meet current initial licensing laws and regulations, including the appropriate ASWB exam(s)).

2. **Specific to Lapsed LCSWs:**

LCSWs with a lapse of any duration will be required to submit three (3) current letters of reference when renewal is requested, along with meeting the qualifications and guidelines which exist at the time the application for reinstatement is made.

Source: Miss. Code Ann. §§73-53-11(1)(c), (d), (e), (g) and (k) and 73-53-15 (Supp. 2011).

Rule 4.3 FEES AND COSTS

A. Method of Payment

All fees and costs are to be paid by cashier's check, money order and credit card (only for on-line renewals) to the Board, with the appropriate form or request attached, unless otherwise specified. All fees and costs are *non-refundable*.

B. Schedule of Costs and Fees

Initial License Fee: LSW.....	\$75.00
Initial License Fee: LMSW & LCSW.....	\$110.00
Upgrade from LSW to LMSW	\$32.00
Upgrade from LMSW to LCSW,	\$32.00
Copying fee: (\$1.00 per page plus cost of retrieving information)	
Renewal Fee:	
LSW	\$75.00
LMSW	\$110.00
LCSW	\$110.00

Administrative/Processing Costs:

Application fee.....	\$27.00
Inactive status (plus renewal cost).....	\$35.00
Retired status	\$35.00
Reinstatement (plus renewal cost)	\$38.00
Duplicate license card or seal.....	\$ 5.00
Replacement license	\$25.00
Certification to become LCSW Supervisor	\$55.00
Post-graduate Supervision Plan Approval.....	\$80.00
for LCSW candidates	
Electronic copy of SW licensee address list	\$110.00
Application Packet (available on-line at no costs).....	\$10.00
Licensure verification for another state.....	\$25.00
Name Change fee.....	\$10.00

Copy of rules and regulations (available on-line at no cost)..... \$22.00
(all initial applicants will be issued one copy free of charge upon request)

Late Renewal Fee..... \$55.00

LCSW Supervisor Test..... \$25.00

Continuing Education Costs:

Designated Provider initial application.....\$550.00

Designated Provider status renewal (every 2 years).....\$275.00

Individual application (Less than or equal to 8 CE hours).....\$55.00

Individual application (Greater than 8 CE Hours).....\$110.00

Review of online CE program.....\$55.00

C. Examination Fee

Fees for examination are to be paid directly to the appropriate testing organization. (See Part 1902, Chapter 2, Rule 2.4, C and ASWB.)

Amended: _____ Effective: _____

Source: Miss. Code Ann. §§73-53-11(1)(c), (g) and (0) and 73-53-15.