

Division 20

PROCEDURE FOR CERTIFICATION AND LICENSING

(Reader's Note: Wording in regular type is in the current rule and will remain unchanged. Underlined wording is new wording that is being added to the rule with this rule change. Wording in *[Italics and brackets]* is wording that is in the current rule and will be deleted.)

OAR 877-020-0000

Definitions

[(1) Persons represent themselves to be Licensed Clinical Social Workers within the meaning of this Act if they state or imply they are Licensed Clinical Social Workers, or use the letters LCSW as part of their professional identification in conjunction with their name.

(2) The term "Licensed Clinical Social Worker" includes acts or behaviors within the purview of the practice of Clinical Social Work as defined in Chapter 675, Oregon Laws, 1979.

(3) The term "Clinical Social Work Associate" means a person who holds a master's degree from a college or university accredited by an accrediting body recognized by the Board, whose Plan of practice and supervision has been approved by the Board, and who is working toward licensure in accordance with ORS 675.510 to 675.600 and Rules adopted by the Board and includes any person who has completed a Plan of practice and supervision, but who has not yet completed the licensing requirements of OAR 877-020-0008.

(4) The term "Independent Practice of Social Work" is defined as that practice in which an individual who, wholly or in part, practices social work autonomously, with responsibility for his/her own practice and sets up his/her own contractual conditions of payment with the client, agency, or institution.

(5) "Full-time Clinical Social Work Practice" is defined as a minimum of 20 hours face-to-face contact with clients per week. Report writing, charting, written evaluations, telephone conversations, collateral contacts, and supervision, etc., are in addition to the 20 hours.

(6) "Agency" is defined as a setting providing clinical social work services as defined in ORS 675-510(2)(a) through (c) where cases are assigned by a central intake person or process; billing is centralized and done in the agency's name; the agency collects all fees including deductibles and co-payments; the agency controls clinical records including storage and destruction of clinical records; the agency controls office space by renting, owning, or leasing it; the agency displays its name on the premises so as to be clearly visible to clients; the agency name is on all forms given to the client; the agency maintains the responsibilities of hiring and firing of staff; the agency pays the staff for clinical services; supervision is provided on a regular basis; evaluation of a social worker's competence is provided on a regular basis; and policies and procedures are available in written form for the staff and clients.

(7) "Client" is defined as anyone who consents to evaluation and/or treatment from a Clinical Social Work Associate or a Licensed Clinical Social Worker or a person to whom the Clinical Social Worker has at anytime within the previous three years rendered clinical social work practice.]

An “agency” is an organization that, through its employees, engages in clinical social work (defined in ORS 675.510(2)) and in which:

- (1) cases are assigned through a central process;
- (2) billing is centralized and done in the organization's name;
- (3) the organization collects all fees including deductibles and co-payments;
- (4) the organization controls client records and is responsible for their proper storage and destruction;
- (5) the organization controls office space by renting, owning, or leasing it;
- (6) the organization displays its name on the premises so as to be clearly visible to clients;
- (7) the name of the organization is on all forms given to the client;
- (8) the organization maintains the responsibilities for hiring and firing of staff;
- (9) the organization pays the staff for clinical services;
- (10) supervision of clinical social work associates is provided on a regular basis;
- (11) evaluation of the competence of social workers who provide social work services at the organization is provided on a regular basis; and
- (12) policies and procedures of the organization are available in written form for the staff and clients.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.590

OAR 877-020-0005

Rules Applicable to Certification and Licensing

[The application process for Certificate of Clinical Social Work Associate and Licensed Clinical Social Worker shall be governed by the following rules:

- (1) An individual shall make application on a form prescribed by the State Board of Clinical Social Workers.*
- (2) The State Board of Clinical Social Workers shall notify the applicant of its decision on each application by written communication and, in the event of denial, shall state the reasons.]*

This division of rules contains:

- (1) The requirements to obtain and renew a certificate of social work associate.

(2) The requirements to obtain and renew a clinical social work license.

(3) The rules regarding the surrender and reissuance of a license.

(4) The rules regarding the surrender and reissuance of a certificate.

(5) The process of de-activating and re-activating a license.

Stat. Auth.: ORS 675.510 – ORS 675.600

Stats. Implemented: ORS 675.530

OAR 877-020-0008

Licensing Requirements

[All persons applying for licensing as a Clinical Social Worker shall furnish evidence satisfactory to the Board that the applicant:

(1) Has satisfactorily completed the requirements of Certificate of Clinical Social Work Associate and paid the required fees, and performed to the satisfaction of the Board in the examination prescribed by the Board.

(2) The subjects upon which an applicant may be examined are:

(a) The contents of ORS 675.510 to 675.600 and OAR Chapter 877, which are the Oregon Statutes and Administrative Rules governing the practice standards and responsibilities of a Licensed Clinical Social Worker.

(b) Oregon Revised Statutes relating to mental health practice that may be relevant to clinical social work practice.

(c) Human Development and Behavior.

(d) Issues of Diversity.

(e) Diagnosis and Assessment.

(f) Psychotherapy and Clinical Practice.

(g) Communication.

(h) The Therapeutic Relationship.

(i) Professional Values and Ethics.

(j) Clinical Supervision, Consultation, and Staff Development.

(k) Practice Evaluation and the Utilization of Research.

(l) Service Delivery.

(m) Clinical Practice and Management in the Organization Setting.

(3) The applicant must be fit to practice clinical social work. A lack of an applicant's fitness to practice may be established by references to acts or conduct that would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, and respect for the rights of others and for the laws of the state and nation. The conduct or acts in question must be rationally connected to the applicants' fitness to practice.]

To be eligible for an initial license, except when the provisions of OAR 877-020-0017 apply, a person must meet the requirements in sections (1) through (5) of this rule:

(1) The person must complete the requirements in OAR 877-020-0009 to receive a certificate of social work associate and must hold a current certificate in good standing.

(2) The person must be fit to practice social work in Oregon. The board uses the following standard and procedure to make a fitness determination:

(a) To be fit to practice social work in Oregon, the person must have demonstrated and must currently have:

(A) good moral character. For purposes of this rule, lack of "good moral character" may be established by reference to acts or conduct which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, and respect for the rights of others and for the laws of the state and the nation. The conduct or acts in question should be rationally connected to the applicant's fitness to practice clinical social work; and

(B) a personal history of conduct that is consistent with the standards contained in division 30 of this chapter of rules.

(b) In the event the person's history includes conduct that may call into question the person's fitness, the board will consider, if made available by the person, the amount of time elapsed since the conduct and the person's relevant conduct since the questioned conduct, including remedial or compensatory actions taken by the person, if appropriate.

(3) The person must not be the subject of a pending investigation or disciplinary action by a regulatory board.

(4) The person must complete the requirements of an approved plan of practice and supervision in accordance with the rules in this division of rules.

(5) The person must meet the following requirements for taking and passing written examinations:

(a) Within two years following the board's authorization to take the exams, the person must pass both the examination administered by the board on the subjects listed in section (6)(a) of this rule and a national examination for clinical social workers administered by an organization approved by the board on the subjects listed in section (6)(b) of this rule.

(b) An applicant who fails either portion of the examination a second time must obtain special permission from the board to take any subsequent examination. The board may approve the request if the last report required by OAR 877-020-0012(2)(d)(A) has been received by the board and shows the associate is meeting the requirements of the plan and that the associate otherwise meets the requirements for licensure.

(c) To pass the two required examinations, the candidate must score not less than the following:

(A) For the examination on the Oregon statutes and rules – a score of 90 percent.

(B) For the national examination – a score of 70.

(6) The subjects tested on the exam are:

(a) For the portion of the examination on the Oregon statutes and rules:

(A) The contents of ORS 675.510 to 675.600 and OAR chapter 877, which are the Oregon statutes and administrative rules governing the practice standards and responsibilities of a licensed clinical social worker.

(B) Oregon Revised Statutes relating to mental health practice that may be relevant to clinical social work practice.

(b) For the national portion of the examination:

(A) Human Development and Behavior.

(B) Issues of Diversity.

(C) Diagnosis and Assessment.

(D) Psychotherapy and Clinical Practice.

(E) Communication.

(F) The Therapeutic Relationship.

(G) Professional Values and Ethics.

(H) Clinical Supervision, Consultation, and Staff Development.

(I) Practice Evaluation and the Utilization of Research.

(J) Service Delivery.

(K) Clinical Practice and management in the Organizational Setting.

OAR 877-020-0009

Requirements for Certification of Clinical Social Work Associate

[Upon application and payment of the required fee, the Board shall issue a Certificate of Clinical Social Work Associate to any applicant who furnishes evidence satisfactory to the Board that the applicant:

- (1) Holds a master's degree in social work from a college or university accredited by a credentialing body recognized by the Board.*
- (2) Has developed a Plan of Supervision approved by the Board for completion of the practice and supervision requirements. The two-year requirement begins at the time the Plan is approved by the Board.*
- (3) The Board may refuse to renew the Certificate of any Clinical Social Work Associate who fails to file the required forms in a timely manner.]*

To be eligible for an initial certificate of social work associate, a person must:

- (1) Submit a complete and accurate application on a form provided by the board.
- (2) Hold a master's degree in social work from a college or university accredited by a credentialing body approved by the board.
- (3) Submit to the board for approval and, following approval, satisfactorily work toward completing an approved plan of practice and supervision that:
 - (a) Shows that the person will meet the requirements in OAR 877-020-0010(3) while working in an agency that:
 - (A) provides the associate with sufficient support to progress toward licensure;
 - (B) screens patients who are served by the agency and by the associate; and
 - (C) either:
 - (i) is licensed by the Oregon Department of Human Services; or
 - (ii) if not required to be licensed by the Oregon Department of Human Services, is in compliance with the requirements to conduct business in Oregon.
 - (b) Requires a minimum of 3,500 practice hours of which at least 2,000 hours must involve direct contact with a client of the agency.

(c) Provides for supervision of the associate that meets the requirements of OAR 877-020-0012.

(d) Provides that the associate meet with the plan supervisor for a minimum of one hour not fewer than two times a month. This requirement of the supervision is not met through a training or administrative activity. The associate may meet alone with the supervisor (individual supervision) or may meet with the supervisor and as many as four other mental health professionals (group supervision).

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.537

OAR 877-020-0010

[Practice Requirements for Certificate of Clinical Social Work Associate

(1) Clinical social work practice acceptable to the Board to meet certification requirements for Certificate of Clinical Social Work Associate shall consist of direct face-to-face contact with clients and the application of psycho-social principles and methods with individuals, couples, families, children, and groups, as defined in ORS 675.510(2)(a-e).

(2) Completion of Certificate of Clinical Social Work Associate requires a minimum of 3,500 practice hours of which at least 2,000 must be client contact hours post-masters supervised clinical social work practice to be completed in a minimum of two years or a maximum of five years unless an extension is granted by the Board. The Board may accept previous supervised clinical practice as part of a Supervised Plan.

(a) Independent practice hours will be allowed to fulfill practice requirements in the certification process if applicant can document previous post-masters clinical practice of at least 3,500 supervised practice hours of which at least 2,000 must be client contact hours in a private or public agency.

(b) Volunteer clinical social work may satisfy this requirement.]

Plan of Practice and Supervision

(1) After a person submits an application described in OAR 877-020-0009, the board will inform the person whether the application, including the plan of practice and supervision, is approved.

(2) After an application has been approved, an associate may request a change to a plan of practice and supervision by submitting a request to the board that provides a justification for the change and ensures that the plan, as modified, will meet the requirements of this division of rules.

(3) For the associate to satisfactorily complete a plan of practice and supervision, the following requirements must be met while the associate is working under an approved plan of practice and supervision:

(a) The contact with clients described in OAR 877-020-0009(3)(b) must be direct contact during which the associate practices social work, which is defined in ORS 675.510(2).

(b) The associate must meet with a supervisor identified in the plan, as required in OAR 877-020-0009(3)(d):

(A) for a total of 100 hours over a period of not less than 24 consecutive months nor more than 60 consecutive months, of which a minimum of 50 hours must be individual supervision. The associate must meet at least twice each month with a plan supervisor for a minimum of one hour. If there is a second supervisor for group supervision, the requirement in this paragraph is met by a single one-hour meeting with each supervisor.

(B) at least once each month with a plan supervisor for a minimum of one hour after the associate is authorized to take the examination identified in OAR 877-020-0008(5)(b).

(c) All supervision must be accomplished directly, in a professional setting.

(d) The associate must submit to the board, on a form provided by the board, each evaluation by the supervisor (or supervisors in the event two are authorized) required by OAR 877-020-0012(2)(e)(A) of the progress by the associate toward completion of the plan.

(e) The associate must pass the national examination required by OAR 877-020-0008(4) by achieving a score of not less than 70.

(f) The associate must work with each supervisor identified in an approved plan for not less than six months unless a change in supervision is required by the agency in which the associate is working and the board approves the change.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.537

OAR 877-020-0012

[Supervision Requirements]

[(1) Requirements consist of a minimum of 100 hours of clinical supervision. Documentation of the dates and content of supervision meetings may be required by the Board in order to verify that requirements for appropriate supervision have been met.

(2) All supervision must take place concurrently with practice hours.

(3) At all times ethical behavior must be a significant consideration in supervision. The relationship between the supervisor and the applicant is to be of a professional nature with professional ethical standards applying. The Supervisor is not to exploit the relationship with the Applicant for personal advantage and shall avoid a dual relationship or one which might impair professional judgment or increase risk of exploitation. This requirement specifically excludes family members from providing supervision.

(4) The Board views the supervision requirement as a professional relationship between a Board-approved qualified Supervisor and an Associate. Supervisors in contrast to consultants, carry the authority to direct caseload and treatment plans. Supervision, in contrast to treatment, will identify counter-transference issues and develop a plan for the Associate to work through those issues independently.

(5) In order to fully meet the supervision requirements, discussion between the Supervisor and Associate are based on case notes, charts, records, and available audio or visual tapes of clients. Associates present assessments, diagnoses, and treatment plans of clients being seen. The focus is on the appropriateness of these treatment plans and the supervisee's therapeutic skill in promoting change in the client. The Supervisor has the authority to decide the appropriateness of the Associate's client population to the Associate's level of expertise.

(6) The Board values an ongoing long-term relationship between the Associate and Supervisor. Weekly supervision meetings are encouraged. The following are limits to the Supervision Plan:

(a) All supervision must be face-to-face in a professional setting.

(b) A minimum of two meetings per month with the same Supervisor.

(c) A minimum of one hour for each session.

(d) A minimum of six months with one Supervisor.

(e) The Applicant takes full responsibility for ensuring client confidentiality as required in OAR 877-030-0070(14).

(7) Up to 50 hours of the 100 hour supervisory requirement may be met by group supervision based on the following criteria:

(a) The supervision meets all the criteria of 877-20-0012(6)(a-e), as stated above;

(b) Associate for licensure participates in a group organized and led by a Supervisor who is an LCSW;

(c) Leadership in the group may not shift from one Supervisor to another;

(d) The applicant participates in a group which has no more than five supervisees at one time;

(e) Group supervision requirements may not be met by staff or team meetings; administration; support, reading, or discussion groups; intensive long- or short-term training seminars; consultation, continuing education, quality assurance, or peer review groups.

(8) Supervision must be provided by an Oregon LCSW. The only exception the Board may consider would be based on a geographic hardship, where there is no LCSW within a 50-mile radius. For this exception, professionals who may be considered by the Board as meeting equivalent qualifications include clinical social workers who meet LCSW requirements, Licensed Clinical Psychologists, or Board Certified Psychiatrists. This exception to supervision by a non-Oregon LCSW must be justified to the Board and receive its approval.

(9) All prospective LCSW supervisors described in the Plan submitted to the Board for approval must have completed at least two years post-LCSW practice experience. In addition, prospective Supervisors must have completed and documented at least six hours of formal continuing education hours in the areas of ethics, techniques of supervision, confidentiality, and other topics related to supervision, within the five years preceding the assumption of an Associate's supervision plan. Documentation may be requested. If documentation is requested, it may be in the form of copies of continuing education certificates or copies of previous Continuing Education Reports from earlier years. The continuing education requirement must be met prior to being approved as a Supervisor in a Plan of Supervision.]

Requirements of Supervision

(1) Qualifications of supervisor.

(a) The supervisor of the associate must be a licensed clinical social worker, approved by the board at the time the applicant submits the plan of practice and supervision for approval, unless the associate works more than 50 miles from the nearest licensed clinical social worker able to serve as supervisor of the associate. In this event, upon request of the associate, the board may authorize a supervisor who is one of the following:

(A) a clinical psychologist licensed in Oregon, a psychiatrist licensed in Oregon, or a person similarly qualified.

(B) a person who meets the following requirements for licensure but has not been licensed by the board:

(i) the educational requirement in OAR 877-020-0009(2).

(ii) field experience requirement described in OAR 877-020-0009(3).

(b) The supervisor of the associate:

(A) Must have completed two years of licensed practice.

(B) Must have completed and reported to the board at least six hours of continuing education hours described in OAR 877-025-XXX6(1) or (2) in techniques of supervision within five years prior to commencing the supervision of an associate.

(2) Requirements of the supervision.

(a) The associate may have one supervisor for individual supervision and a different supervisor for group supervision.

(b) The relationship between the supervisor and the associate must be of a professional nature, and the ethical standards for social workers, including standards contained in this division of rules, are applicable to each of them.

(c) The supervisor must have the authority to direct the caseload and treatment plans of the associate.

(d) In order that the goals of the supervision are reached:

(A) The supervisor and associate are expected to discuss cases with each other based on case notes, charts, records, and audio or visual tapes of clients, if available.

(B) The associate must present to the supervisor assessments, diagnoses, and treatment plans of clients seen by the associate.

(C) The treatment plans presented by the associate must be appropriate, and the supervisor must focus on the therapeutic skill of the associate in promoting change in the client.

(D) The supervisor must have the authority to determine the appropriateness of the associate's client population to the associate's level of expertise.

(e) A licensed clinical social worker or other person authorized by the board who agrees to supervise an associate must:

(A) submit to the board at intervals not to exceed six months an evaluation of the associate's progress toward completion of the plan, on a form provided by the board.

(B) report to the board in writing immediately in the event the associate is not complying with the plan of practice and supervision.

(C) report to the board in writing immediately in the event the relationship between the supervisor and the associate ends earlier than the date provided for in the Plan.

(D) make other reports as required by the board.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.537

OAR 877-020-0015

[Evidence of Qualification]

The State Board of Clinical Social Workers shall accept as evidence of qualification for Licensed Clinical Social Worker:

[(1) A certified transcript from a school of social work accredited by a credentialing body approved by the Board which shows that a masters degree has been granted to the applicant; and

(2) Verification from the Supervisor that the Applicant has completed the Plan of Practice and supervision requirements as stated in OAR 877-020-0009, 877-020-0010, and 877-020-0012 for certification as a Clinical Social Work Associate.

(3) In lieu of sections (1) and (2) of this Rule, evidence that the Applicant is Licensed, Certified, or Registered as a clinical social worker in another state which has requirements equivalent to those adopted in Oregon. Such evidence must be in the form of a document which proves to the Board the Applicant meets the Oregon education, practice, and supervision requirements as stated in OAR 877-020-0009, 877-020-0010, and 877-020-0012. The Applicant must take and pass the Oregon examination for licensure. The decision whether the Applicant meets Oregon's education, practice, and supervision requirements remain with the Board and not with that of the agency in the other state.]

Required Documentation

The board will accept as evidence that an applicant meets the degree requirement in OAR 877-020-0009(2) only:

(1) A certified transcript from the institution awarding the degree; or

(2) A copy of a transcript from the awarding institution provided by the social work registry maintained by the Association of Social Work Boards.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.535

OAR 877-020-0016

[Applicants for Licensure]

[After completing an approved Plan of Supervision, but before being Licensed, Clinical Social Work Associates may continue without a Plan of Supervision so long as they meet all requirements for licensure except the examination required by OAR 877-020-0008.

(1) Clinical Social Work Associates must take the examination within six months after completing an approved Plan of Supervision. Upon receipt of a written request, the Board may grant an extension to the six-month requirement.

(2) Applicants may retake the examination. They must take the examination within the next six months if they fail the examination. An applicant who has failed the examination two times must petition the Board to retake the examination.

(3) If the Clinical Social Work Associate has not successfully passed the examination within 12 months of completing an approved Plan of supervision, the Clinical Social Work Associate shall submit a revised Plan of Supervision to the Board for approval.

(4) Those Clinical Social Work Associates who do not pass the examination within two years of completing their original Plan of Supervision must start over with a new Plan of Supervision approved by the Board.]

Licensing of People Qualified in Another Jurisdiction

A person licensed, certified, or registered as a clinical social worker in another jurisdiction is eligible to be licensed in Oregon if:

(1) The person meets the education requirement in OAR 877-020-0009(2);

(2) The person is fit to practice social work in Oregon and is not subject of an investigation or disciplinary action by a licensing board;

(3) As a condition of licensure, certification, or registration in the other jurisdiction, the person was required to meet requirements for supervised practice substantially equivalent to those set out in this division of rules; and

(4) The person successfully completes the exam on Oregon law and the national exam for clinical social worker described in and subject to the limitation in OAR 877-020-0008(4).

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675,990
Stats. Implemented: ORS 675.535(4)

OAR 877-020-0020

[Fees for Associate Certification and Licensing]

[The Board shall collect the following fees for application, certification, licensing, annual renewal of Certificates and Licenses, and delinquent renewal fees. Applicants for licensing shall pay a fee for the written examination to the organization that administers the examination.

- (1) The application fee for Certificates and Licenses shall be \$100.*
- (2) The fee for initial certification as a Clinical Social Work Associate shall be \$48, prorated for the length of time of the first Certificate.*
- (3) The fee for annual renewal of the Associate Certificate shall be \$60. For renewals filed and accepted by the Board from October 1, 2005 to March 31, 2006, the fee for this Certificate shall be prorated based on the renewal period being for other than one year.*
- (4) The fee for initial licensing as a Licensed Clinical Social Worker shall be determined based on an annual fee of \$66, prorated for the length of time of the first License.*
- (5) The fee for annual renewal of a License shall be \$90. For renewals filed and accepted by the Board from October 1, 2005 to March 31, 2006, the fee for this License shall be prorated based on the renewal period being for other than one year.*
- (6) The annual renewal fee for Inactive Status shall be \$48. If a person returns to Active Status they shall pay the prorated difference between the Inactive and Active renewal fees.*
- (7) The Board may impose a delinquent renewal fee of \$50 for Certificates and Licenses renewed after January 1, 2006 and prior to March 31, 2006.*
- (8) After April 1, 2006, the Board may impose a delinquent renewal fee of \$50 for each renewal that is not filed with and accepted by the Board by the last day of the licensee's birth month.*
- (9) All fees under ORS 675.510 through 675.600 and OAR Chapter 877 are non-refundable.]*

Fees for Certification and Licensing

Following are the fees due, without pro ration, in connection with obtaining and retaining a certificate or license under this division of rules:

(1) With an application for a certificate – \$100

(2) With an application for a license – \$100

(3) For the initial certificate – \$60

(4) For the renewal of a certificate – \$60

(5) For the initial license – \$96

(6) For the renewal of a license – \$96

(7) For a renewal of an inactive license – \$48

(8) For a request for renewal of a certificate or license received by the board after the certificate or license has expired – \$50 in addition to the fee required by this rule for renewal.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.571

OAR 877-020-0030

[Renewal of Certificate and License]

[(1) Clinical Social Work Associates who have completed a Plan of Supervision must renew their Certificate until licensed under OAR 877-020-0015. Renewal of a Certificate of Clinical Social Work Associate may be obtained:

(a) Upon payment of the appropriate fee.

(b) All evaluation reports are current with the dates of the approved Plan.

(2) Renewal of a License may be obtained:

(a) Upon payment of the appropriate fee and submission of a sworn statement by the licensee, on a form provided by the Board, that the licensee has been actively engaged in clinical social work during the licensing period and that there exists no reason for denial of the renewal.

(b) The Board shall require evidence of continuing education as a requirement for renewal of License in order to ensure the highest quality of professional services to the public.

(3) Prior to April 1, 2006, if a License or Certificate holder has not completed the renewal process by March 31, 2006, the License or Certificate is lapsed and reapplication is necessary.

(4) After April 1, 2006, if a License or Certificate holder has not completed the renewal process within 30 days of the last day of the licensee's birth month, the License or Certificate is lapsed and reapplication is necessary.]

Renewals of Certificates and Licenses

(1) The holder of a certificate or license may renew it by timely submitting the following to the board:

(a) A completed application for renewal.

(b) The fee required by OAR 877-020-0020.

(2) The board will act on an application only if, not later than 30 days after the person's birth month, the complete application and required fee are received by the board.

(3) The board will issue a certificate upon renewal only if the last report required by OAR 877-020-0012(2)(e)(A) has been received by the board and demonstrates that satisfactory progress is being made toward completion of the associate's current board-approved plan of practice and supervision.

(4) The application for renewal of a license must show that the licensee:

(a) Has been actively engaged in clinical social work during the effective period of the current license; and

(b) Has met the requirement for continuing education in division 25 of this chapter of rules.

(5) If the application for renewal of a certificate or license fails to meet the requirements of this rule, the application is incomplete and will not be acted upon by the board.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.560

877-020-0031

[Surrender of License]

[(1) Voluntary surrender. A Licensed Clinical Social Worker or Clinical Social Work Associate may at anytime voluntarily offer to surrender his or her License or Certificate for any reason.

(a) Surrendered Licenses or Certificates may be delivered to the Board by any method chosen by the Licensed Clinical Social Worker or Clinical Social Work Associate.

(b) If no complaint is pending, the Board may accept the surrender and void the License or Certificate.

(2) Surrender During Disciplinary Action. When a Licensed Clinical Social Worker or Clinical Social Worker Associate offers the surrender of his or her License or Certificate after a complaint has been filed or the Board has initiated disciplinary action, the Board shall consider whether to accept the surrender of the License.

- (a) *When the Board accepts a surrender after a complaint has been filed or the Board has taken disciplinary action, the surrender is deemed to be the result of formal disciplinary action and the Board shall prepare an order accepting the surrender.*
- (b) *The Board may require the Licensed Clinical Social Worker or Clinical Social Work Associate to agree to certain findings of fact and conclusions of law, including the making of admission to violations of Law or Administrative Rule.*
- (c) *Surrender of a License or Certificate without acceptance thereof by the Board, or the failure of a Licensed Clinical Social Worker or Clinical Social Work Associate to renew the License or Certificate shall not deprive the Board of jurisdiction to continue disciplinary action under Division 40 of this Chapter.*
- (3) *A License or Certificate which has been surrendered and accepted shall not be reinstated, however, a person may apply for a new license three years after the date the surrendered License or Certificate was accepted by the Board.]*

Surrender of License or Certificate

- (1) A licensed clinical social worker or clinical social work associate may offer to surrender his or her license or certificate at any time.
- (2) No complaint pending. If no complaint is pending at the time an offer to surrender is received, the board may accept the surrender and void the license or certificate.
- (3) Complaint pending:
- (a) A licensed clinical social worker or clinical social worker associate may offer to surrender his or her license or certificate after a complaint has been filed with the board or after the board has initiated disciplinary action. Such an offer to surrender may be accepted by the board, and the board may make acceptance contingent upon terms of a final order in a contested case.
- (b) If the surrender of a license or certificate is required by a final order in a contested case, the final order may specify whether and under what conditions the holder of the license or certificate may apply for a new license or certificate and may attach conditions that restrict the use of the license or certificate.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.595

877-020-0036

[Reinstatement of Certificate or License]

[The Board may reinstate a Certificate of Clinical Social Work Associate if:

- (1) The applicant's Plan of Supervision is reviewed and approved by the Board and fees are current.*

(2) *The Board may reinstate a License if:*

(a) The applicant submits a letter to the Board indicating the reason(s) for returning to practice and, together with the Board, develops a plan for licensing. This plan may involve participating in continuing education programs or clinical supervision.

(b) If the applicant has not previously passed the written examination, the applicant must take and pass the Oregon written examination.]

Reissuance of Certificate or License

(1) Following the voluntary surrender of a certificate or license under OAR 877-020-0031(2), the board may reissue it if:

(a) The applicant submits a letter to the board explaining the reasons for returning to practice;

(b) The board approves the applicant's proposal to demonstrate competence to hold the certificate or licensee. The plan may involve participation in continuing education programs or clinical supervision; and

(c) The applicant takes and passes the examinations described in OAR 877-020-0008.

(2) If the board accepts a voluntary surrender of a certificate or license after a complaint was filed with the board against the holder while the complaint is pending, the board may reissue the certificate or license under conditions that take into account the circumstances of the surrender and may attach conditions to the certificate or license, including conditions contained in a final order if one was served in connection with the surrender. The board will not reinstate a license or certificate that has been surrendered. A person who surrenders a certificate or license may apply for a new license three years after the date the surrender was accepted by the board.

(3) If the board revokes or refuses to renew a certificate or license, other than for the holder's failure to timely apply for renewal, the former holder may request reissuance at the expiration of three years from the time it was revoked. The board may reissue the license upon finding the applicant is fit to practice social work and otherwise meets the requirements for licensure and may attach conditions to the certificate or license, including conditions contained in a final order if one was served in connection with the revocation.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.595

877-020-0046

Inactive Status for Licensees

[(1) Inactive Status describes a Licensed Clinical Social Worker who does not practice clinical social work for an extended period of time. Licensed Clinical Social Workers who qualify for Inactive Status may be:

- (a) Retired;*
- (b) On maternity leave;*
- (c) On military duty and not in clinical practice;*
- (d) Suffering from a major illness and not working;*
- (e) On sabbatical from active clinical social work practice.*
- (f) Not practicing clinical social work in the State of Oregon.*

(2) Licensed Clinical Social Workers who have attained Inactive Status may retain their License without fulfilling the annual continuing education requirement. At the time of License renewal, a Licensed Clinical Social Worker may request Inactive Status by submitting the fee and a signed statement on a prescribed form declaring that he/she will not use the title of Licensed Clinical Social Worker for that Licensed Clinical Social Worker's renewal period. This statement must be submitted annually with each renewal for the period of the Inactive Status.

(3) A Licensed Clinical Social Worker on Inactive Status must comply with all provisions under ORS 675.510 et. seq. and OAR Chapter 877, except ORS 675.567 and OAR 877-025-0000.]

(1) Upon written request and certification by a licensed clinical social worker who plans not to practice clinical social work in Oregon for an extended period of time, the board may place a license in inactive status.

(2) A licensed clinical social worker whose license is in inactive status is subject to the requirements imposed on licensed clinical social workers except for the requirement to submit annual reports of continuing education.

(3) At the time a request to be placed on inactive status is submitted, a licensed clinical social worker must be current on the fees required by OAR 877-020-0020. At the time of the request, and at the time of each renewal of the license while it is inactive, the licensee must certify on a form provided by the board that the licensee will not use the title of licensed clinical social worker while the license is inactive.

Stat. Auth.: ORS 675.510 – ORS 675.600 & 675.990
Stats. Implemented: ORS 675.560

877-020-0055

Return to Active Status for Licensees

[Licensed Clinical Social Workers wanting to reactivate their License must submit a letter to the Board indicating the reason for returning to Active practice and develop a Plan with the Board to return to Active Status. This plan may involve participation in continuing education and/or clinical supervision.

(1) Continuing education required will be based on the number of years a Licensee has been Inactive and the reason for going on Inactive Status:

(a) Under two years, no continuing education is required unless defined in the Plan with the Board.

(b) 2-5 years, 20 hours of continuing education.

(c) 5-10 years, 40 hours of continuing education and supervision as designated by the Board.

(d) Over 10 years, will be determined in the Plan with the Board.

(2) The CE requirement to reactivate a License may be considered for meeting the needs of License renewal of 877-025-0000.

(3) The need for clinical supervision will be determined when developing a Plan with the Board based on the following:

(a) The Licensee has not been practicing clinical social work for more than five years, the Board may require supervision.

(b) The Licensee did not annually renew their License while on Inactive Status and their License has lapsed.]

(1) The holder of an inactive license may submit a written request to the board to return to active status.

(2) As a condition of approving the request, the board may require the applicant to complete continuing education in specified topics. Normally, the board will not impose a requirement to complete continuing education if the period of inactive status is less than two years.

(3) As a condition of approving the request, the board may require the applicant to work under a plan of practice and supervision, or to meet other requirements that demonstrate the candidate's fitness before re-activating the license. The requirement to work under a plan of practice and supervision is based on the candidate's circumstances, including the candidate's practice experience and the duration of the inactive period. Normally, the board will not impose a requirement to work under a plan of practice and supervision if the period of inactive status is less than five years.

(4) The holder of an inactive license must take the exam described in OAR 877-020-0008(4) if the request to return to active status is received by the board more than 36 months after the board notified the licensee that the license was inactive.