

**State Board of Clinical Social Workers**

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# Renewal Time!!!

That's right! It's that wonderful time of year when you get to renew your License or Certificate. In a couple weeks the Board will be sending out Renewal Notices. If you haven't received yours by November 10<sup>th</sup>, please contact the Board office **immediately** so they can get a renewal to you.

A few tips for a great renewal experience:

1. Complete and return your renewal within one week,...especially you procrastinators!
2. Read the renewal instructions carefully.
3. Pay special attention to your renewal form, it will tell you exactly how much your renewal will cost you this time.
4. Fill out the forms completely and legibly.
5. If you receive a Continuing Education Form complete it. If you don't receive a form, you aren't required to report CE's this time.
6. Please remember that if your renewal is not completed and accepted by the Board by December 31, 2005, you will owe a \$50 late fee in addition to your renewal fee.
7. Don't wait until December, especially the last half of December, to complete and send in your renewal.
8. Avoid hassle, anxiety, and additional costs, complete and return your renewal within one week of when you receive it. (Oh yeah, that's been mentioned before,...hmmmm is there a theme developing here!?!)

# ***CE Reports***

For those of you whose License ends in an odd number, you will (probably) need to complete a CE report with your renewal this year. For those of you whose License ends in an even number, skip this article and go have a cup of coffee.

OK, you odd-numbered License folks, here's the drill:

- If you've been licensed for more than two years, you will need to report at least 40 hours of accredited CE.
- If you were licensed sometime between October 1, 2003 and September 30, 2004, you will need to report 20 hours of CE credits.
- If you were licensed as an Oregon LCSW for the first time anytime since October 1, 2004, you need not report any CE hours, and in fact your renewal packet won't even contain a CE Report Form.
- For those (most of you odd-numbered licensees) who need to complete a CE Report, please write very legibly. If your writing can not be read, it will be returned for clarification and you run the very real risk of having to pay a \$50 late fee.
- If the course title doesn't sound clinical in nature, be proactive and send along a small course description so that the Board can easily understand that the course was clinical.

November, '05 through March, '06 are "Be Kind to Board Staff" months. At a recent meeting of the Board, Mark Oldham, Chair, stated that licensees "have historically been very understanding of the staff's workload challenges." He went on to say "Especially during this year's renewal season it's important for people who call the Board office with questions or requests to remember that the staff are just the 'messengers' of Board Rules, policies, and procedures." Even though the Board and staff have been planning for the change to birth-month renewal for some time, no major transition like this ever comes off perfectly. It is highly probable that by the first of December it will take 4-6 weeks to process a fully completed renewal. Renewals that have problems will take longer to complete and issue a renewed License or Certificate. Your patience in the upcoming months will be very helpful.

## **Temporary Rules Adopted**

At their meeting on September 13, 2005, the Board unanimously adopted the Temporary Rules necessary to implement the change to birth-month renewal and the increase in renewal fees for active licensees and a decrease in the fees for licensees on Inactive Status.

At their meeting on November 15, 2005, the Board will hold a public hearing on several additional changes to the Rules. Some of the more significant proposed changes include the substance abuse reporting criteria and some other changes to the Impaired Professional Program, a reduction to the number of non-credentialed CEU's a licensee can report, implementing the law to require all applicants and some licensees to participate in a nationwide fingerprint-based criminal records check, the amount of time a Candidate has to successfully pass the licensure exams before being placed on a Plan of Supervision, a requirement that licensees in private practice submit information to the Board for care of their client base and records in the case of untimely demise or impairment, and many other changes that implement long-standing Board Policy or clean up wording.

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