

## Contents

584-245-0300 Scope of School Social Worker Licensure .....	1
584-245-0310 School Social Worker License .....	2
584-245-0320 Professional School Social Worker License .....	4
584-245-0330 Restricted School Social Worker License.....	6
584-245-0340 Emergency School Social Worker License .....	9
584-245-0350 Reinstatement of Expired School Social Worker License .....	11

## 584-245-0300 Scope of School Social Worker License

The Social Worker License authorizes the holder to perform the following duties:

(1) **Services to students:** Providing crisis intervention. Developing intervention strategies to increase academic success. Assisting with conflict resolution and anger management. Helping the child develop appropriate social interaction skills. Assisting the child in understanding and accepting self and others. Developing positive behavioral intervention strategies. As well as:

(a) **Assessment:** Psychosocial assessments identifying barriers (at a personal, family, social or school level) to learning and engagement; risk assessments; student and family counselling; advocacy; education and resourcing, consultation; referrals; crisis interventions.

(b) **Casework:** Co-ordination of supports for students with multiple and complex needs, including liaison with external organizations, advocacy on behalf of students to outside organizations.

(c) **School-Wide Prevention Activities:** Help develop and identify lessons in classrooms, teaching as needed, social emotional skill building including drug and alcohol, abuse and violence prevention and suicide prevention. Help coordinate and facilitate school wide activities pertaining to social-emotional and cultural needs of the community, students, and families.

(d) **Group work:** Development and implementation of therapeutic group work; prevention and early intervention programs; personal or social skills education groups for students; parent education.

(e) **Special Education Services:** Participating in special education assessment meetings as well as Individual Educational Planning Meetings. Addressing issues in a child's living situation that affect the child's adjustment in school (i.e. home, school, and community). Preparing a social or developmental history on a child with a disability. Counseling (group, individual and/or family). Mobilizing family, school, and community resources to enable the child to learn as effectively as possible in his or her educational program.

(2) **Services to parents and families:** Working with parents to facilitate their support in their children's school adjustment. Alleviating family stress such as issues related to poverty

domestic violence and mental health issues in order to enable the child to function more effectively in school and community. Assisting parents to access programs available to students with special needs. Assisting parents in accessing and utilizing school and community resources.

(3) **Services to school personnel:** Providing staff with essential information to better understand factors (cultural, social, economic, family, health, etc.) affecting a student's performance and behavior. Assessing students with mental health concerns. Developing staff in-service training programs. Assisting teachers with behavior management. Providing direct support to staff. Advocacy, consultation and professional development with school staff with the aim of making schools' more inclusive environments. Supporting students to advocate for appropriate resources and procedures. Assist in, or lead, the design, delivery, and implementation of schools and/or districts Comprehensive School Counseling Plan.

(4) **School-community liaison:** Obtaining and coordinating community resources to meet students' needs. Helping school districts receive adequate support from social and mental health agencies. Advocating for new and improved community/school service to meet the needs of students and families. Helping the system respond effectively to each child's needs.

(5) **Services to districts:** Assist in developing and implementing educational programs for children for exceptional children. Developing alternative programs for students with attendance concerns or involvement with the law. Identifying and reporting child abuse and neglect. Providing consultation regarding school law and school policy including IDEA and Section 504. Providing case management for students and families requiring multiple resources.

(6) **Critical incident management:** Emergency management and critical incidents response; interventions to reduce the negative impacts of traumatic incidents; planning for school responses; provision of psychological first aid, counselling and support; referrals and service coordination; monitoring recovery.

## 584-245-0310 School Social Worker License

(1) **Purpose of the License:** The School Social Worker License qualifies its holder to provide counseling support services in Oregon schools. The School Social Worker License is issued to new school social workers who have: sufficient personal qualifications, successfully completed a master's program, and completed a qualifying school social worker program, or who have entered the state as a licensed Social Worker. The School Social Worker license signifies that the licensee is a school social worker who has not acquired the advanced competencies and experience to qualify for a Professional School Social Worker License.

(2) **Term of Licensure:** The School Social Worker is valid for three years and is renewable as provided in section (5) of this rule. The first license will be issued for three years plus time to the applicant's birthday.

(3) **Assignments:** The School Social Worker License is valid for:

- (a) School social work at all age or grade levels; and
- (b) Substitute counseling at any level.

(4) **Applying for License:** To be eligible to apply for a School Social Worker License, an applicant must:

(a) Possess the personal qualifications for licensure, including:

(A) Attainment of at least eighteen years of age;

(B) Good moral character; and

(C) The mental and physical health necessary for employment as a School Social Worker.

(b) Hold a master's degree or higher from an Approved Institution in the United States, or the foreign equivalent of such degree approved by the Commission;

(c) Complete a School Social Worker License Preparation Program.

(A) Completers of Oregon Programs: Provide evidence of admission to and completion of a Commission-approved School Social Worker License preparation program; or

(B) Completers of Out-of-State Programs: Provide evidence of:

(i) Completion of an approved out-of-state school social worker program;

(ii) An active and valid non-provisional school social worker license from a NASDTEC jurisdiction; and

(iii) Meet the requirements for knowledge of U.S. and Oregon civil rights laws and professional ethics.

(C) Verification of Equivalency and Program Completion provided by an Oregon-approved program.

(d) Complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223;

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and

(e) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in 584-200-0050.

(5) **Renewal:** To be eligible to apply for renewal of the School Social Worker License, the applicant must:

(a) Complete professional development requirements in accordance with OAR 584-255-0010; and

(b) Report on completion of any continuing education regarding suicide risk assessment, treatment and management;

(c) Submit a complete and correct renewal application in the form and manner required by the Commission, including payment of all required fees as provided in 584-200-0050.

(6) Persons holding a School Social Worker License may not:

(a) Substitute as a School Counselor for a period greater than three consecutive months without obtaining the School Counselor License;

(b) Substitute as a School Psychologist; or

- (c) Accept any full or part-time position as a School Counselor or as a School Psychologist; or
- (d) Go by the title of School Counselor or School Psychologist.

(7) Violations of section (6) above may result in referral to the Commission for violation of professional practices.

## 584-245-0320 Professional School Social Worker License

(1) **Purpose:** The Professional School Social Worker License qualifies its holder to provide counseling support services in in prekindergarten through grade 12 Oregon public school districts, education service districts, and charter schools. The Professional School Social Worker License signifies that the educator is an experienced professional who has successfully demonstrated an advanced level of student support knowledge, skills, and dispositions.

(2) **Term of Licensure:** The Professional School Social Worker License is issued for five years and is renewable repeatedly as provided in section (7) of this rule. The date of the first expiration of the license is five years from the date of issue plus time until the applicant's birthday.

(3) **Assignments:** The Professional School Social Worker License is valid for:

- (a) School social work at all age or grade levels; and
- (b) Substitute counseling at any level.

(4) **Advanced Professional Education Programs:** Pursuant to ORS 342.138, the Commission has approved the following advanced professional education programs to develop advanced level competencies required for promotion to the Professional School Social Worker License:

(a) **Advanced Degree Programs:** Admission to and completion of an educational specialist or doctoral degree program that is reasonably related to improving the social work skills of the educator. The program must be a nationally accredited program graduate degree in social work from a nationally accredited program approved by the Council on Social Work Education (CSWE) at an Approved Institution or foreign equivalent.

(b) **National Certification:** National Association of Social Worker (NASW) credential.

(c) Other advanced degrees, coursework, or assessments which demonstrate competency in the standards and responsibilities of the Professional School Social Worker License approved by the Executive Director or the Director of Licensure as provided in OAR 584-200-0100, Waiver of Licensure Requirements by the Commission.

(5) **Licensed Experience:** To qualify for the Professional School Social Worker License, an applicant must sufficient qualifying licensed experience:

- (a) **Sufficient Experience:** Sufficient experience consists of:
  - (A) Three (3) full years of qualifying licensed experience in a 1.0 FTE assignment; or
  - (B) Six (6) full years of qualifying licensed experience in a .50 FTE or more assignment.
- (C) The years of licensed school experience do not have to be earned consecutively.

- (b) Qualifying Experience: To qualify as a year of licensed experience, the experience must:
- (A) Include working directly with preK-12 students while holding any license, charter school registration or school nurse certificate appropriate for the assignment;
  - (B) Equal a minimum of 135 days within an academic year (July 1 to June 30); and
  - (C) Be completed in one, or a combination of, the following employment settings:
    - (i) A public prekindergarten through grade 12 school, including public charter schools;
    - (ii) A regionally accredited private school in any state or other U.S. jurisdiction; or
    - (iii) An education service district school;
    - (iv) A state-operated or state-supported school;
    - (v) A federal school;
    - (vi) A private elementary or secondary school registered by the state Department of Education;
    - (vii) A private proprietary career school licensed by the superintendent of public instruction; or
    - (viii) Alternative education, post-secondary or other similar settings closely-related to prekindergarten through grade 12 education, as approved by the Director of Licensure.

**NOTE:** *Experience while holding licenses issued by professional licensing boards other than TSPC may be considered as qualifying experience if all requirements are met in sections of this rule.*

- (6) **Applying for License:** To be eligible to apply for a Professional School Social Worker License, an applicant must:
- (a) Possess the personal qualifications for licensure, including:
    - (A) Attainment of at least eighteen years of age;
    - (B) Good moral character; and
    - (C) The mental and physical health necessary for employment as a School Social Worker.
  - (b) Meet or complete all requirements of the School Social Worker license issued previously by the Commission or issued by another National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction;
  - (c) Demonstrate advanced competencies as provided in section (4) of this rule;
  - (d) Complete the experience requirements as provided in section (5) of this rule;
  - (e) Complete a background clearance that includes:
    - (A) Furnishing fingerprints, as required by ORS 342.223;
    - (B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and

(f) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050.

(7) **Renewing:** To be eligible to apply for renewal of the Professional School Counselor License, the applicant must:

(a) Complete professional development requirements in accordance with OAR 584-255-0010;

(b) Report on completion of any continuing education regarding suicide risk assessment, treatment and management; and

(b) Submit a complete and correct renewal application in the form and manner required by the Commission and the payment of all required fees, as provided in OAR 584-200-0050.

(7) Persons holding a Professional School Social Worker License may not:

(a) Substitute as a School Counselor for a period greater than three consecutive months without obtaining the School Counselor License;

(b) Substitute as a School Psychologist; or

(c) Accept any full or part-time position as a School Counselor or as a School Psychologist; or

(d) Go by the title of School Counselor or School Psychologist.

## 584-245-0330 Restricted School Social Worker License

(1) **Purpose:** The purpose of the Restricted School Social Worker License is to allow a teacher, administrator, school counselor, or school psychologist to serve as a school Social Worker while they complete the requirements for the School Social Worker License. The Restricted School Social Worker License requires school district sponsorship.

(2) The Restricted School Social Worker License is issued jointly to an applicant and a district.

(3) **Terms of Licensure:** The Restricted School Social Worker License may be reissued up to two times and is valid for a length of term, as provided:

(a) For applications received from July 1 through December 31, the first Restricted School Social Worker License is valid through June 30 of the school year for which it is issued.

(b) For applications received from January 1 through June 30, the first Restricted School Social Worker License is valid through June 30 of the following school year, unless otherwise requested by the sponsoring district;

(c) The second and third (final) term is issued for a maximum of one year and with an expiration date of the next June 30.

(d) Upon expiration of the final term (after the second reissue) of the Restricted School Social Worker License, the educator must qualify for the School Social Worker License.

(4) The Restricted School Social Worker License will be restricted for use within a district that has applied for it jointly with the social worker and may not be used for substitute teaching unless the educator also holds another license valid for regular or substitute teaching issued by the Commission.

(5) **District Sponsorship:** The Restricted School Social Worker License requires district sponsorship. The sponsoring district must submit a statement:

(a) Describing the extenuating circumstances preventing the district from hiring a School Social Worker holding a non-provisional School Social Worker license appropriate for the assignment and how the issuance of the restricted license will protect the district's programs or students;

(b) Explaining how the qualifications of the applicant will resolve the extenuating circumstances;

(c) Assuring the Commission that the district will obtain the license for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure;

(d) Describing the district's plan to provide a mentor for the teacher.

(A) The district must identify that mentor in the letter of application.

(B) For purposes of the Restricted School Social Worker license, a mentor shall be:

(i) A person with a professional counseling license, or

(ii) When a professional counselor is not available at the assigned work site, a principal may serve as a mentor, so long as the school district provides the counselor with support from a professional school counselor as noted by the sponsor.

(e) Describing the plan for how the school counselor will make progress toward qualifying for non-provisional state licensure within the first term of the Restricted School Social Worker License.

(6) **Renewal of District Sponsorship:** Upon application for a reissue of the Restricted School Social Worker License, the sponsoring district must provide a new statement confirming that:

(a) The extenuating circumstances necessitating the Restricted School Social Worker License still exists;

(b) The applicant is still qualified and needed to remedy the situation;

(c) The plan for mentoring remains in place. The statement must update the name of the mentor, if appropriate; and

(d) The teacher is on track to meet the qualifications for the School Social Worker License by the end of the final term (after second reissue) of the Restricted School Social Worker License.

(7) **Applying for License:** To be eligible to apply for a Restricted School Social Worker License, an applicant must:

(a) Possess the personal qualifications for licensure, including:

(A) Attainment of at least eighteen years of age;

(B) Good moral character; and

(C) The mental and physical health necessary for employment as a School Social Worker.

(b) Meet one of the following qualifications:

(A) Hold a bachelor's degree or higher from a regionally accredited institution in the United States, or the foreign equivalent of such degree approved by the Commission and be enrolled in a school social worker program approved for school social worker licensure by any state and have completed approximately one-half of the program; or

(B) Has completed a Master's in Social Work; or

(C) Has a master's degree in a counseling or social worker related field.

(D) The candidate must submit an official transcript and/or any other evidence that the Commission requires to determine the candidate has met the qualifications of this section.

(d) Meet the requirements for knowledge of U.S. and Oregon civil rights laws and professional ethics;

(e) Complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223;

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission;

(f) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in 584-200-0050.

(g) Submit a District Sponsorship statement from the sponsoring district as provided in section 5 of this rule; and

(h) Have never held any type of Restricted School Social Worker License.

(8) **Reissue:** Restricted School Social Worker Licenses are subject to special reissuance conditions:

(a) **First Reissue.** To be eligible to apply for the first reissue of a Restricted School Social Worker License, an applicant must submit:

(A) A complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050;

(B) A statement from the co-applicant district, as provided in section (6) of this rule; and

(C) Evidence of progress toward completion of the School Social Worker License program. The evidence of progress toward completion must be verified by the educator preparation program to which the educator is enrolled;

(b) **Second Reissue.** To be eligible to apply for the second reissue of a Restricted School Social Worker License, an applicant must submit:

(A) A complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in OAR 584-200-0050;



(B) A statement from the co-applicant district, as provided in section (6) of this rule; and

(C) Evidence the educator has completed more than 50 percent of the program to complete the School Social Worker License requirements. The completion of more than 50 percent of the program must be verified by the educator preparation program in which the educator is enrolled. The school social worker program must be approved by the Commission pursuant to OAR chapter 584, Division 420.

(c) **Non-issuance:** The Director of Licensure may not approve the application for reissue of the Restricted School Social Worker License upon failure to show progress in the licensure program.

(d) Prior to or upon expiration of the final term (after second reissue) of the Restricted School Social Worker License, recipients of this license must meet all the requirements of the School Social Worker License.

(9) The Restricted School Social Worker License is not transferable to another district. However, another district may co-apply for a Restricted School Social Worker License for any time remaining in the original terms, starting from the date the first Restricted School Social Worker License was first issued by the Commission. A complete and correct application in the form and manner required by the Commission, including payment of required fees, as provided in OAR 584-200-0050, must accompany the request.

## 584-245-0340 Emergency School Social Worker License

(1) **Purpose:** An Emergency School Social Worker License qualifies its holder to provide student support services in Oregon schools. The Emergency School Social Worker License is issued to persons who demonstrate adequate qualifications to receive a school social worker license on an emergency basis. An Emergency School Social Worker License may be issued when a school district demonstrates extenuating circumstances that merit the issuance of the license in order to protect the district's programs or students. The Emergency School Social Worker License is designed for short-term licensure only and may not continue once the emergency situation has been remedied.

(2) **District Sponsorship:** The Emergency School Counselor License requires district sponsorship. The sponsoring district must submit a statement:

(a) Describing the extenuating circumstances preventing the district from hiring a School Social Worker holding a non-provisional School Social Worker license appropriate for the assignment and how the issuance of the restricted license will protect the district's programs or students;

(b) Explaining how the qualifications of the applicant will resolve the extenuating circumstances;

(c) Assuring the Commission that the district will obtain the license for the educator prior to assignment within the district or prior to the 91st day after the date of application for licensure;

(d) Describing the district's plan to provide a mentor for the teacher.

(A) The district must identify that mentor in the letter of application.

(B) For purposes of the Emergency School Social Worker license, a mentor shall be:

(i) A person with a professional counseling license, or

(ii) When a professional counselor is not available at the assigned work site, a principal may serve as a mentor, so long as the school district provides the counselor with support from a professional school counselor as noted by the sponsor.

(e) Describing the plan for how the school counselor will make progress toward qualifying for non-provisional state licensure within the first term of the Emergency School Social Worker License.

(3) **Granting of a License:** Upon filing an application and full fee in the form and manner required by the Commission, an Emergency School Social Worker License may be issued in any increment of time at the Executive Director's discretion, but generally will be limited to the least amount of time reasonably necessary to complete non-provisional licensure requirements or to bridge the actual emergency generating the district's request.

(a) An Emergency School Social Worker License shall be issued solely at the discretion of the Executive Director or designee for any length of time deemed necessary to protect the district's programs or students.

(b) The Executive Director may consider efforts the educator has made in meeting licensure requirements. Additionally, the Executive Director will consider academic preparation or experience the proposed educator has had in the area in which the district is requesting the license.

(c) Generally, failure to meet renewal requirements does not constitute an emergency or extenuating circumstances.

(d) In most cases, an Emergency School Social Worker License will expire on June 30 of the academic year in which the license was granted regardless of the term for licensure. Extending the license beyond the June 30 expiration date is at the discretion of the Executive Director after considering all extenuating circumstances.

(e) The Executive Director is authorized to deny application for an Emergency School Social Worker License if the request exceeds more than one year beyond the expiration of a Restricted Transitional School Social Worker License.

(4) **Applying for License:** To be eligible to apply for an Emergency School Social Worker License, an applicant must:

(a) Possess the personal qualifications for licensure including attainment of at least eighteen years of age and possessing good moral character and mental and physical health necessary for employment as a School Social Worker;

(b) Hold a bachelor's degree or higher from an Approved Institution in the United States, or the foreign equivalent of such degree approved by the Commission;

(c) Provide a statement from the sponsoring district in accordance with section (2) of this rule;

(d) Meet the requirements for knowledge of U.S. and Oregon civil rights laws and professional ethics;

(e) Complete a background clearance that includes:

(A) Furnishing fingerprints, as required by ORS 342.223;

(B) Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and

(f) Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees as provided in 584-200-0050.

(5) The Emergency School Social Worker License will be issued solely at the discretion of the Executive Director or their designee, for any length of time deemed necessary to protect the district's programs or students. The Executive Director may consider the following:

(a) Whether the educator has had any academic preparation or experience in the area of social work;

(b) Efforts the educator has made in meeting the Initial School Social Worker License requirements; and

**(6) Continuing Applicant Licensure:**

(a) The Emergency School Social Worker License is not subject to the 120 days allowed for licensure renewal purposes under ORS 342.127. A new application and fee is required for the license the applicant must qualify for once the Emergency License has expired.

(b) It is the applicant's responsibility to apply for the subsequent license in a timely manner in order to ensure that the applicant remains licensed.

## 584-245-0350 Reinstatement of Expired School Social Worker License

(1) **Purpose:** The Commission has adopted reinstatement provisions to allow qualified applicants to reinstate eligible, expired Oregon School Social Worker licenses.

(2) **School Social Worker and Professional School Social Worker Licenses:** School Social Worker and Professional School Social Worker Licenses are eligible to be reinstated if the applicant meets the requirements of section (4).

(3) **District-Sponsored School Social Worker Licenses:** District-sponsored school social worker licenses and registrations may not be reinstated. A holder of an expired district-sponsored school social worker license or registration may be issued a new district-sponsored license or registration based on a new application.

(a) District-sponsored school social worker licenses include, but are not limited to, emergency and restricted licenses.

(b) Applicants must meet the requirements in effect for the district-sponsored license at the time of the new application.

(c) Applicants are not required to pay reinstatement fees.

(d) Applicants are not required to complete reinstatement PDUs.

(4) **Applying for Reinstatement:** To be eligible to apply for the reinstatement of an eligible Oregon school social worker license, an applicant must:

(a) Meet the renewal or advancement requirements that would have been required if the Oregon license had not lapsed;

(b) Meet the requirements for reinstatement of Oregon suspended or revoked licenses as provided in Chapter 584, Division 50, if applicable; and

(c) Meet the professional development requirements for reinstatements as provided in section (5) of this rule, if required.

(d) Submit a complete and correct application in the form and manner required by the Commission, including payment of the required fees as provided in OAR 584-200-0050;

(e) If an applicant holds an emergency school social worker license, they can reinstate the regular license after one year of service after application and positive review of the school district.

(5) To qualify as continuing PDUs for Oregon reinstatement requirements, the PDUs must have been completed within three (3) years of the date of application for the reinstatement of the school social worker license and within five (5) years of the date of application for reinstatement of the professional school social worker license.

(6) All PDUs for reinstatement must be verified as provided in 584-255-0030 Verification of Professional Development.