
Rules of Department of Economic Development

Division 263—State Committee for Social Workers Chapter 2—Licensure Requirements

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 263—State Committee for
Social Workers
Chapter 2—Licensure Requirements**

4 CSR 263-2.020 Educational Requirements for Licensed Clinical Social Workers

PURPOSE: This rule defines the educational requirements for an applicant for clinical social work licensure, provisional clinical social work licensure, registration of supervision and reciprocity.

(1) An applicant for registration of supervision, provisional clinical social work license or clinical social work license must have one (1) of the following graduate degrees from a professional social work program in an acceptable educational institution according to section 337.615, RSMo:

(A) A master's degree from a college or university program of social work accredited by the Council on Social Work Education (CSWE) or its successor organization, or an equivalent accreditation program, acceptable to the committee, in countries outside the United States;

(B) A doctoral degree in social work from a college or university that also has a master's program of social work accredited by the CSWE or its successor organization, or an equivalent accreditation program, acceptable to the committee, in countries outside the United States; or

(C) A doctoral degree from a school of social work which does not offer the master's degree accredited by the CSWE but which is recognized by Missouri CSWE accredited schools which offer the master's degree as equivalent to those defined under subsection (B) above.

(2) Verification of the degree is required by means of an official transcript sent directly to the committee by the educational institution.

AUTHORITY: sections 337.612 and 337.615, RSMo Supp. 2001 and 337.627, RSMo 2000. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 26, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001; and 337.627, RSMo 1989, amended 1993, 1995, 1997.*

4 CSR 263-2.022 Education Requirements for Licensed Baccalaureate Social Workers

PURPOSE: This rule defines the educational requirements for an applicant for baccalaureate level social work licensure, provisional baccalaureate level social work licensure, and registration of supervision and reciprocity.

(1) An applicant for registration of supervision, provisional baccalaureate social work license or baccalaureate social work license, must have a baccalaureate degree from an accredited social work degree program approved by the council on social work education.

(2) Verification of the degree is required by means of an official transcript sent directly to the committee by the educational institution.

AUTHORITY: sections 337.665 and 337.677.1, RSMo Supp. 2001. Original rule filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.665, RSMo 2001 and 337.677, RSMo 2001.*

4 CSR 263-2.025 Examination Requirements

(Rescinded July 30, 1999)

AUTHORITY: sections 337.612 and 337.627, RSMo 1994. Original rule filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.

4 CSR 263-2.030 Supervised Licensed Social Work Experience

PURPOSE: This rule defines supervised licensed social work experience and sets out the supervised experience requirements for licensed clinical social workers and licensed baccalaureate social workers.

(1) The supervisor must have met the requirements for an acceptable supervisor at the time the supervision was performed. Supervision of the applicant for licensure shall not begin, and will only be acceptable to the committee, after the satisfactory completion of the educational requirements as set forth in the rules promulgated by the committee.

(2) Acceptable supervised licensed social work experience has the following characteristics:

(A) A minimum of two (2) hours every two (2) weeks of individual face-to-face

supervision by the supervisor at the rate of no fewer than forty-eight (48) weeks per calendar year. However, individual face-to-face supervision may be consolidated for up to four (4) weeks for a total of four (4) hours of individual face-to-face supervision per four (4)-week period. These hours shall be included in the total number of supervised hours required in subsection (2)(B). Fifty percent (50%) of supervision may be group supervision. For the purpose of this rule, group supervision may consist of a least three (3), and no more than six (6) supervisees. The use of electronic communications is acceptable for meeting supervision requirements of this rule only if the ethical standards for confidentiality are maintained, and communication is verbally and visually interactive between the supervisor and the supervisee;

(B) The minimum acceptable supervised experience shall be three thousand (3,000) hours obtained in no less than twenty-four (24) and no more than forty-eight (48) consecutive calendar months. The forty-eight (48)-month time frame may include periods of nonemployment and/or part-time employment. The total time frame is calculated in consecutive months, not the employment within that period. Supervised experience toward the three thousand (3,000) required hours which is not within a consecutive forty-eight (48)-month period, is not eligible for submission toward licensure; and

(C) The practice of clinical of baccalaureate social work of the supervisee shall be performed under the oversight, guidance, control and full professional responsibility of the supervisor, preapproved by the committee, in compliance with all laws and regulations relating to the practice of social work. In the event the applicant fails to pre-approve their supervisor(s), or are applying through reciprocity, the committee may review the supervision for compliance and consideration for licensure.

(3) Upon completion of twenty-four (24) months and three thousand (3,000) hours of supervised social work experience, an application for licensure must be submitted pursuant to the rules promulgated by the committee. All applicants for licensure must remain under approved supervision until the license is approved by the committee.

AUTHORITY: sections 337.600, 337.627, RSMo 2000 and 337.612, 337.615, 337.650, 337.662, 337.665 and 337.677, RSMo Supp. 2001. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective May 14, 1992. Amended: Filed March 1, 1994, effective Aug. 28,*



1994. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.

*Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; 337.650, RSMo 2001; 337.662, RSMo 2001; 337.665, RSMo 2001; and 337.677, RSMo 2001.

4 CSR 263-2.031 Acceptable Supervisors and Supervisor Responsibilities

PURPOSE: This rule defines an acceptable supervisor and supervisor responsibilities.

(1) An acceptable supervisor for clinical social worker licensure is a Missouri licensed clinical social worker or licensed clinical social worker from another state whose licensure laws, as determined by the committee, are equivalent to Missouri. An acceptable supervisor for baccalaureate social worker licensure is a Missouri licensed clinical social worker or licensed clinical social worker from another state, or a Missouri licensed baccalaureate social worker or licensed baccalaureate social worker from another state, whose licensure laws, as determined by the committee, are equivalent to Missouri. The acceptable supervisor cannot be a relative of the supervisee.

(A) A relative is defined as spouse, parent, child, sibling of the whole or half-blood, grandparent, grandchild, aunt or uncle of the supervisee or one who is or has been related by marriage.

(B) A licensed clinical social worker or licensed baccalaureate social worker whose license has been subject to probation, suspension or revocation may be prohibited from providing supervised social work experience in Missouri. The licensed social worker shall not supervise during the period the license is under discipline.

(C) A licensed clinical social worker holding an equivalent license in another state may supervise Missouri provisional licensed clinical social workers, registrants and applicants for licensure in that state but may not do so in Missouri since supervision is the practice of clinical social work according to sections 337.600–337.639, RSMo

(D) A licensed clinical social worker, or a licensed baccalaureate social worker holding an equivalent license in another state may supervise Missouri provisional licensed social workers, registrants and applicants for

baccalaureate licensure in that state but may not do so in the state of Missouri.

(2) The practice of clinical or baccalaureate social work of the supervisee shall be performed under the supervisor's control, oversight, guidance and full professional responsibility. This shall include all applicable areas of practice including but not limited to:

(A) General orientation of the setting's policies and procedures;

(B) Providing strategies for professional social work practice;

(C) Preliminary screening of all potential clients of the supervisee to determine if the supervisee is capable of successful assessment, intervention and referral;

(D) Thorough knowledge of the supervisee's entire workload;

(E) Thorough knowledge of each assignment or case, including assessment, diagnosis and intervention;

(F) Ongoing evaluation and modification of the supervisee's workload as necessary;

(G) A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor at the rate of no fewer than forty-eight (48) weeks per calendar year. However, individual face-to-face supervision may be consolidated for up to four (4) weeks for a total of four (4) hours of individual face-to-face supervision per four (4)-week period. These hours shall be included in the total number of supervised hours required as set forth in the rules promulgated by the committee. Fifty percent (50%) of supervision may be group supervision. For the purpose of this rule, group supervision may consist of at least three (3), and no more than six (6), supervisees. The use of electronic communications is acceptable for meeting supervision requirements of this rule only if the ethical standards for confidentiality are maintained, and the communication is verbally and visually interactive between the supervisor and the supervisee;

(H) A contract will be negotiated by supervisor and supervisee and a copy furnished to the Missouri State Committee for Social Workers within thirty (30) days of the beginning of supervision. Should the contract be terminated before completion of the minimum number of hours required, the supervisee is responsible for negotiating a new contract and obtaining all evaluation and termination forms required to document prior supervision;

(I) Such a contract shall not be valid if the supervisor and supervisee have a relationship that could affect the employment or benefits of the supervisor, and the relationship could,

in any way, bias or compromise the supervisor's evaluation of the supervisee;

(J) When the proposed supervisor is not a staff member of the supervisee's agency, social work ethics demand that the proposed supervisor insure that the agency administration (or its representative) is in accord with the arrangements for supervision by a qualified licensed social worker supervisor. This is essential whether these arrangements are made by the agency or the supervisee and regardless of whether the agency contributes to financial compensation of the supervisor. The supervisor is responsible for securing agreement from the agency administration as to the purpose and content of the desired supervision and the supervisor's specific role, responsibilities and limitations. The supervisor is also responsible for learning agency functions and policies so that any supervisory suggestions are constructive and realistic within agency purposes and resources; and

(K) If supervision is terminated by either party, the supervisor is responsible for notifying the committee and submitting a termination form to the committee. Such termination form must be received by the Missouri State Committee for Social Workers within fourteen (14) days of termination.

(3) Upon completion of the supervised experience, the supervisor shall complete an Attestation of Supervision Form, provided by the committee, attesting to the supervisee's performance and level of compliance with the requirements for supervised social work experience.

(4) A licensed social worker assuming the role of supervisor may employ the supervisee in the supervisor's private practice setting. In those instances, the supervisor may bill clients for services rendered by the supervisee but under no circumstances shall the supervisee bill the clients directly for services rendered by the supervisee. The professional setting shall not include private practice in which the supervisee operates, manages or has an ownership interest in the private practice.

AUTHORITY: sections 337.600, 337.627, RSMo 2000 and 337.612, 337.615, 337.665 and 337.677, RSMo Supp. 2001.* Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective May 14, 1992. Emergency amendment filed March 25, 1992, effective April 4, 1992, expired Aug. 1, 1992. Amended: Filed March 25, 1992, effective Sept. 6, 1992. Amended: Filed March 1, 1994, effective Aug. 28,

1994. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.

*Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; 337.665, RSMo 2001, and 337.677, RSMo 2001.

4 CSR 263-2.032 Registration of Supervised Social Work Experience

PURPOSE: This rule outlines the requirements for registering clinical social work experience.

(1) Supervised social work experience shall be registered for approval by the committee. This will ensure that the supervision is acceptable to the committee prior to applying for licensure.

(2) Registration of supervision for social workers beginning the practice of clinical social work experience under supervision in another state and intending to apply for licensure in Missouri is accepted by the committee if the supervisor holds a license in the other state, determined by the committee, to be equivalent to Missouri's.

(3) The applicant for registration of supervision shall—

(A) Have an official transcript of his/her social work education sent directly from the educational institution(s) to the committee;

(B) Submit a completed registration of supervision form provided by the committee as soon as supervision has commenced; and

(C) Pay the one (1)-time registration of supervision fee as prescribed by the committee.

(4) The applicant for registration of supervision shall provide clinical or baccalaureate social work under the order, control, oversight, guidance, and full professional responsibility of the approved registered supervisor at the setting(s) approved by the committee.

(5) Whenever a supervisee changes a supervisor or adds a supervisor or new setting, a new Registration of Supervision form, provided by the committee, shall be submitted to the committee.

(6) A supervisee may be employed in the supervisor's private practice setting or in the

private practice of another. In those instances, the supervisor may bill clients for services rendered by the supervisee but under no circumstances shall the supervisee bill the clients directly for services rendered. The professional setting shall not include private practice in which the supervisee operates, manages or has an ownership interest in the private practice.

(7) Supervisees shall report any change of supervisor, setting, or both, in writing on a new Registration of Supervision form, provided by committee. There is no fee for updating a change of supervision and/or setting. The committee shall notify both the supervisee and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision.

(8) Supervised social work experience of the supervisee in an exempt setting (any agency or department of Missouri) shall meet the requirements as set forth in the rules promulgated by the committee.

(9) Approval of the proposed social work experience and/or the proposed supervisor shall be withdrawn if circumstances change so that the experience, supervisor, or both, do not qualify as supervised social work experience as that term is defined in the rules promulgated by the committee.

AUTHORITY: sections 337.600 and 337.627, RSMo 2000 and 337.612, 337.615, 337.665 and 337.677, RSMo Supp. 2001.* Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999. Readopted: Filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.

*Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.665, RSMo 2001; and 337.677, RSMo 2001.

4 CSR 263-2.040 Renewal of License (Rescinded July 30, 1999)

AUTHORITY: sections 337.612 and 337.618, RSMo Supp. 1989 and 337.627, RSMo Supp. 1993. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.

4 CSR 263-2.045 Provisional Licensed Clinical Social Worker

PURPOSE: This rule outlines the requirements for provisional licensed clinical social workers.

(1) Application for provisional clinical social work licensure shall be made on the forms provided by the committee. Application forms shall be obtained from the State Committee for Social Workers, P.O. Box 1335, Jefferson City, MO 65102.

(2) An application for licensure as a provisional licensed clinical social worker is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete and the application is submitted on the form(s) provided by the committee. The application must be typewritten or printed legibly in black ink, signed, notarized and accompanied by the application fee as set forth in the rules promulgated by the committee.

(3) The following documents must be on file for an application for provisional clinical social work licensure to be considered complete and officially filed:

(A) Completed application;

(B) Official transcript(s) sent directly from the educational institution(s);

(C) Completed Registration of Supervision form provided by the committee;

(D) Verification of a passing score, as determined by the committee, on the clinical examination administered by the Association of Social Work Boards (ASWB). Verification of score(s) must be sent directly to the committee office by the ASWB; and

(E) An applicant for provisional clinical social work licensure who answers "yes" to any question in the application which relates to possible grounds for denial of licensure under section 337.630, RSMo, shall submit a sworn affidavit setting forth in detail the facts that explain the answer and shall submit copies of appropriate documents related to that answer, if requested by the committee, which shall include but is not limited to the following:

1. Certified copies of final orders/judgments;

2. If no final order—A certified copy of clerk's docket sheet and copy of complaint; and

3. If criminal conviction—A certified copy of final order and sentence or commutation of sentence.



(4) Following the committee's review process, the applicant will be informed by letter of licensure approval or denial. The denial letter will identify the reasons for denial and the appeal process.

(5) The applicant for provisional clinical social work licensure shall provide clinical social work as defined in section 337.600(1), RSMo, under the order, control, oversight, guidance, and full professional responsibility of the approved registered supervisor at the setting(s) approved by the committee.

(6) A provisional licensed clinical social worker may be employed in the supervisor's private practice setting or in the private practice of another. In those instances, the supervisor may bill clients for services rendered by the provisional licensed clinical social worker but under no circumstances shall the provisional licensed clinical social worker bill the clients directly for services rendered. The only exception to this section shall be when reimbursement for services is provided under Title XIX (Medicaid) through the Missouri Department of Social Services Medicaid Services Division. A provisional licensed clinical social worker may accept a Medicaid reimbursement number and services may be billed through that number, provided such reimbursement is administered through the professional setting employing the provisional licensed clinical social worker, and not directly paid to the provisional licensed clinical social worker. The professional setting shall not include private practice in which the provisional licensed clinical social worker operates, manages or has an ownership interest in the private practice.

(7) Provisional licensed clinical social workers shall report any change of supervisor, setting, or both in writing on a new Registration of Supervision form provided by committee. There is no fee for updating a change of supervision and/or setting. The committee shall notify both the provisional licensed clinical social worker and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision.

AUTHORITY: sections 337.600, 337.627 and 337.630, RSMo 2000 and 337.612 and 337.615, RSMo Supp. 2001. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001;*

337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.630, RSMo 1989, amended 1997.

4 CSR 263-2.047 Provisional Licensed Baccalaureate Social Worker

PURPOSE: This rule outlines the requirements for provisional licensed baccalaureate social workers.

(1) Application for provisional baccalaureate social work licensure shall be made on the forms provided by the committee. Application forms shall be obtained from the State Committee for Social Workers, PO Box 1335, Jefferson City, MO 65102.

(2) An application for licensure as a provisional baccalaureate social worker is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete and the application is submitted on the form(s) provided by the committee. The application must be typewritten or printed legibly in black ink, signed, and notarized.

(3) The following documents must be on file for an application for provisional baccalaureate social work licensure to be considered complete and officially filed:

- (A) Completed application;
- (B) Official transcript(s) sent directly from the educational institution(s);
- (C) Completed Registration of Supervision form provided by the committee;
- (D) Verification of a passing score, as determined by the committee, on the basic or higher examination, administered by the Association of Social Work Boards (ASWB). Verification of score(s) must be sent directly to the committee office by the ASWB; and
- (E) If an applicant for provisional baccalaureate social work licensure answers "yes" to any question in the application which relates to possible grounds for denial of licensure under section 337.680, RSMo, he/she shall submit a sworn affidavit setting forth in detail the facts that explain the answer and shall submit copies of appropriate documents related to that answer, if requested by the committee, which shall include but is not limited to the following:

- 1. Certified copies of final orders/judgments;
- 2. If no final order—A certified copy of clerk's docket sheet and copy of complaint; and
- 3. If criminal conviction—A certified copy of final order and sentence or commutation of sentence.

(4) Following the committee's review process, the applicant shall be informed by letter of licensure approval or denial. The denial letter shall identify the reasons for denial and shall explain the appeal process.

(5) The applicant for provisional baccalaureate social work licensure shall provide baccalaureate social work as defined in section 337.653.1, RSMo, under the order, control, oversight, guidance, and full professional responsibility of the approved registered supervisor at the setting(s) approved by the committee.

(6) A provisional licensed baccalaureate social worker may be employed in the supervisor's private practice setting or in the private practice of another. In those instances, the supervisor may bill clients for services rendered by the provisional licensed baccalaureate social worker but under no circumstances shall the provisional licensed baccalaureate social worker bill the clients directly for services rendered. The professional setting shall not include private practice in which the provisional licensed baccalaureate social worker operates, manages or has an ownership interest in the private practice.

(7) Provisional licensed baccalaureate social workers shall report any change of supervisor, setting, or both in writing on a new Registration of Supervision form provided by committee. There is no fee for updating a change of supervision and/or setting. The committee shall notify both the provisional licensed baccalaureate social worker and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision.

AUTHORITY: sections 337.653, 337.665.4 and 337.677, RSMo Supp. 2001. Original rule filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.653, RSMo 2001; 337.665, RSMo 2001; and 337.677, RSMo 2001.*

4 CSR 263-2.050 Application for Licensure as a Clinical Social Worker

PURPOSE: This rule outlines the procedures for application for licensure as a clinical social worker.

(1) Application for clinical social work licensure shall be made on the forms provided by the committee. Application forms shall be obtained from the Executive Director, State

Committee for Social Workers, P.O. Box 1335, Jefferson City, MO 65102.

(2) An application for licensure is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete and the application is submitted on the form(s) provided by the committee. The application must be typewritten or printed legibly in black ink, signed, notarized and accompanied by the application fee as set forth in the rules promulgated by the committee.

(3) The following documents must be on file for an application to be considered complete and officially filed:

- (A) Completed application;
- (B) Official transcript(s) sent directly from the educational institution(s);
- (C) Completed Attestation of Clinical Supervision form(s) sent directly from the attesting supervisor(s); and
- (D) Verification of a passing score as determined by the committee on the clinical examination administered by the Association of Social Work Boards (ASWB). Verification of score(s) must be sent directly to the committee office by the (ASWB).

(E) An applicant for licensure who answers “yes” to any question in the application which relates to possible grounds for denial of licensure under section 337.630, RSMo, shall submit a sworn affidavit setting forth in detail the facts that explain the answer and shall submit copies of appropriate documents related to that answer, if requested by the committee, which shall include but is not limited to the following:

1. Certified copies of final orders/judgments;
2. If no final order—Certified copy of clerk’s docket sheet and copy of complaint; and
3. If criminal conviction—A certified copy of final order and sentence or commutation of sentence.

(4) Following the committee’s review process, the applicant will be informed by letter of licensure approval or denial. The denial letter will identify the reasons for denial and the appeal process.

AUTHORITY: sections 337.600, 337.627 and 337.630, RSMo 2000 and 337.612, and 337.615, RSMo Supp. 2001. Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Dec. 2, 1991, effective May 14, 1992. Amended: Filed Jan. 11, 1995, effective June 30, 1995. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30,*

1999 Amended: Filed Oct. 30, 2002, effective June 30, 2003.

**Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.630, RSMo 1989, amended 1997.*

4 CSR 263-2.052 Application for Licensure as a Licensed Baccalaureate Social Worker

PURPOSE: This rule outlines the procedures for application for licensure as a baccalaureate social worker.

(1) Application for baccalaureate social work licensure shall be made on the forms provided by the committee. Application forms shall be obtained from the State Committee for Social Workers, PO Box 1335, Jefferson City, MO 65102.

(2) An application for licensure is not considered officially filed with the committee until it has been determined by the committee or division staff to be complete and the application is submitted on the form(s) provided by the committee. The application must be typewritten or printed legibly in black ink, signed, notarized and accompanied by the application fee as set forth in the rules promulgated by the committee.

(3) The following documents must be on file for an application to be considered complete and officially filed:

- (A) Completed application;
- (B) Official transcript(s) sent directly from the educational institution(s);
- (C) Completed Attestation of Supervision form(s) sent directly from the attesting supervisor(s);
- (D) Verification of a passing score as determined by the committee on the basic examination or higher examination administered by the Association of Social Work Boards (ASWB). Verification of score(s) must be sent directly to the committee office by the ASWB; and
- (E) An applicant for licensure who answers “yes” to any question in the application which relates to possible grounds for denial of licensure under section 337.680, RSMo, shall submit a sworn affidavit setting forth in detail the facts that explain the answer and shall submit copies of appropriate documents related to that answer, if requested by the committee, which shall include but is not limited to the following:

1. Certified copies of final orders/judgments;

2. If no final order—Certified copy of clerk’s docket sheet and copy of complaint; and

3. If criminal conviction—A certified copy of final order and sentence or commutation of sentence.

(4) Following the committee’s review process, the applicant shall be informed by letter of licensure approval or denial. The denial letter shall identify the reasons for denial and shall explain the appeal process.

AUTHORITY: sections 337.665 and 337.677.1, RSMo Supp. 2001. Original rule filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.665, RSMo 2001 and 337.677, RSMo 2001.*

4 CSR 263-2.060 Licensure by Reciprocity as a Licensed Clinical Social Worker

PURPOSE: This rule provides information to those desiring licensure by reciprocity.

(1) The committee may issue a license by reciprocity to individuals who meet the licensure requirements as set forth in the rules promulgated by the committee and provide the following:

(A) Completed application for Licensure by Reciprocity form provided by the committee;

(B) A reciprocity application fee as set forth in the rules promulgated by the committee;

(C) Verification form provided by the committee to be completed by the regulatory entity verifying that the individual holds a valid, unrevoked, undisciplined, unrestricted, unexpired license as a clinical social worker in that state, territory, province or country whose licensing or certification requirements are substantially similar to those in Missouri, as determined by the committee. The applicant has the burden of providing the information necessary for determination of this issue.

1. The applicant for licensure by reciprocity shall furnish to the committee true and accurate copies of the licensure law from the state in which s/he is licensed and/or certified.

(2) Following the committee’s review process, the applicant for licensure by reciprocity shall be informed by letter that licensure by reciprocity has been approved or denied. The denial letter shall identify the reasons for denial and the appeal process.



AUTHORITY: sections 337.600, 337.627 and 337.630, RSMo 2000 and 337.612 and 337.615, RSMo Supp. 2001.* *Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Nov. 13, 2002, effective June 30, 2003.*

**Original authority:* 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.615, RSMo 1989, amended 1995, 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.630, RSMo 1989, amended 1997.

4 CSR 263-2.062 Licensure by Reciprocity as a Licensed Baccalaureate Social Worker

PURPOSE: This rule establishes a procedure for reciprocity applicants to practice baccalaureate level social work in Missouri.

(1) The committee may issue a license by reciprocity to individuals who meet the licensure requirements as set forth in the rules promulgated by the committee and provide the following:

(A) Completed application for Licensure by Reciprocity form provided by the committee;

(B) A reciprocity application fee as set forth in the rules promulgated by the committee;

(C) Verification form provided by the committee to be completed by the regulatory entity verifying that the individual holds a valid, unrevoked, undisciplined, unrestricted, unexpired license as a baccalaureate social worker in that state, territory, province or country whose licensing or certification requirements are substantially similar to those in Missouri, as determined by the committee. The applicant has the burden of providing the information necessary for determination of this issue.

1. The applicant for licensure by reciprocity shall furnish to the committee true and accurate copies of the licensure law from the state in which s/he is licensed and/or certified.

(2) Following the committee's review process, the applicant for licensure by reciprocity shall be informed by letter that licensure by reciprocity has been approved or denied. The denial letter shall identify the reasons for denial and shall explain the appeal process.

AUTHORITY: sections 337.665 and 337.677.1, RSMo Supp. 2001.* *Original rule filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority:* 337.665, RSMo 2001 and 337.677, RSMo 2001.

4 CSR 263-2.070 Temporary Permits for Licensed Clinical Social Workers

PURPOSE: This rule establishes a procedure for reciprocity applicants to practice clinical social work in Missouri pending licensure.

(1) Individuals who have a valid, unrevoked, unexpired, undisciplined, unrestricted license or certificate as a clinical social worker from a state, territory, province or country whose licensing or certification requirements are substantially the same as the current Missouri requirements for licensure, as determined by the committee, may apply for a temporary permit to practice clinical social work in Missouri pending committee approval for licensure by reciprocity.

(2) Temporary permit applicants must submit to the committee the application for reciprocity form and fee, along with the verification form, provided by the committee, completed by the regulatory entity verifying that the individual holds a valid, unrevoked, undisciplined, unrestricted, unexpired license as a clinical social worker in that state, territory, province or country whose licensing or certification requirements are substantially similar to those in Missouri, as determined by the committee. The applicant has the burden of providing the information necessary for determination of this issue.

(3) Upon receipt of the application for licensure by reciprocity and verification of a valid, unrevoked, unexpired, undisciplined, unrestricted license from another state, territory, province or country, the committee may issue a temporary permit.

(4) Temporary permits shall be valid for a maximum of three (3) months after issuance. The temporary permit must be returned to the committee upon receipt of a regular license or upon the determination that the individual does not qualify for licensure by reciprocity in Missouri.

(5) Individuals who have temporary permits are subject to the statutes and regulations promulgated by the committee governing the practice of clinical social work.

(6) Individuals who have temporary permits shall use the title Licensed Clinical Social Worker.

AUTHORITY: sections 337.600, 337.621, 337.627 and 337.630, RSMo Supp. 2000.* *Original rule filed Sept. 18, 1990, effective Feb. 14, 1991. Amended: Filed Jan. 11, 1995,*

effective June 30, 1995. Rescinded and readopted: Filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.

**Original authority:* 337.600, RSMo 1989, amended 1995; 337.621, RSMo 1989, amended 1997; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.630, RSMo 1989, amended 1997.

4 CSR 263-2.072 Temporary Permits for Licensed Baccalaureate Social Workers

PURPOSE: This rule establishes a procedure for reciprocity applicants to practice baccalaureate level social work in Missouri pending licensure.

(1) Individuals who have a valid, unrevoked, unexpired, undisciplined, unrestricted license or certificate as a baccalaureate social worker from a state, territory, province or country whose licensing or certification requirements are substantially the same as the current Missouri requirements for licensure, as determined by the committee, may apply for a temporary permit to practice baccalaureate level social work in Missouri pending committee approval for licensure by reciprocity.

(2) Temporary permit applicants must submit to the committee the application for reciprocity form and fee, along with the verification form, provided by the committee, completed by the regulatory entity verifying that the individual holds a valid, unrevoked, undisciplined, unrestricted, unexpired license as a baccalaureate social worker in that state, territory, province or country whose licensing or certification requirements are substantially similar to those in Missouri, as determined by the committee. The applicant has the burden of providing the information necessary for determination of this issue.

(3) Upon receipt of the application for licensure by reciprocity and verification of a valid, unrevoked, unexpired, undisciplined, unrestricted license from another state, territory, province or country, the committee may issue a temporary permit.

(4) Temporary permits shall be valid for a maximum of three (3) months after issuance. The temporary permit must be returned to the committee upon receipt of a regular license or upon the determination that the individual does not qualify for licensure by reciprocity in Missouri.

(5) Individuals who have temporary permits are subject to the statutes and regulations promulgated by the committee governing the practice of baccalaureate social work.

(6) Individuals who have temporary permits shall use the title Licensed Baccalaureate Social Worker.

AUTHORITY: sections 337.665, 337.671 and 337.677.1, RSMo Supp. 2001. Original rule filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.665, RSMo 2001; 337.671, RSMo 2001; and 337.677, RSMo 2001.*

4 CSR 263-2.075 Renewal of License

PURPOSE: This rule outlines the process of renewing a license to practice as a licensed clinical social worker or as a licensed baccalaureate social worker.

(1) All licenses shall be renewed on or before the expiration of the license. Failure of a licensee to renew the license shall cause the license to lapse. Failure to receive notice shall not relieve the licensee of the obligation to renew the license to practice as a licensed social worker and to pay the required fee prior to the expiration date of the license. Renewals shall be postmarked no later than the expiration date of the license or if the expiration date is a Sunday or federal holiday then the next day to avoid the late renewal penalty fee as defined in the rules promulgated by the committee. Deposit of the renewal fee by the division does not constitute acceptance of the renewal application.

(2) Each licensed social worker shall provide the committee with a completed renewal form issued by the committee that shall contain:

(A) The licensee's residential address;

(B) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence or the entering of a plea of *nolo contendere* for any violation of any laws of a state or the United States, other than a traffic violation;

(C) Details regarding any addiction to or repetitive abuse of any drug or chemical substance, including alcohol;

(D) Information regarding being currently treated or ever having been treated through a drug or alcohol rehabilitation program;

(E) Details regarding being a party in a civil suit;

(F) Any and all details regarding any restriction or discipline for unethical behavior or unprofessional conduct;

(G) Any and all details regarding a professional license, certification, registration, permit or an application in any state, United States territory, province, or country being denied, reprimanded, suspended, restricted, revoked or otherwise disciplined, curtailed or voluntarily surrendered under threat of investigation or disciplinary action;

(H) Any and all details regarding any pending complaints before any regulatory board or agency;

(I) Details regarding a medical condition which in any way impairs or limits the ability to perform the duties of a licensed social worker with reasonable skill and safety; and

(J) Affirmation that the licensee has fulfilled the ethical standard of maintaining continued competence by the completion of at least thirty (30) clock hours of continuing education.

(3) Each licensee shall notify the committee in writing within thirty (30) days of any change relating to rules promulgated by the committee occurring during the renewal period.

(4) Any licensee who fails to timely renew shall not perform any act for which a license is required during the expired, lapsed or inactive period.

AUTHORITY: sections 337.600, 337.612, 337.618, 337.627 and 337.630, RSMo 2000 and 337.677 and 337.680, RSMo Supp. 2001. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003.*

**Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997, 2001; 337.618, RSMo 1989, amended 1997, 2001; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.630, RSMo 1989, amended 1997.*

4 CSR 263-2.080 Continuing Education (Rescinded July 30, 1999)

AUTHORITY: sections 337.612 and 337.627, RSMo 1994. Original rule Jan. 11, 1995, effective June 30, 1995. Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.

4 CSR 263-2.085 Restoration of the Clinical Social Work License

PURPOSE: This rule outlines the process for restoring a license to practice as a clinical social worker.

(1) Failure of a licensee to renew a license for a period of less than sixty (60) days after the

expiration of the license will cause the license to lapse unless the licensee submits payment of the renewal fee and late renewal penalty fee and provides the committee with a completed renewal form which shall contain:

(A) The licensee's residential address;

(B) Details regarding being found guilty, plea of guilty, receipt of a suspended imposition of sentence of the entering of a plea of *nolo contendere* for any violation of any laws of a state or the United States, other than a traffic violation;

(C) Details regarding any addiction to or repetitive abuse of any drug or chemical substance including alcohol;

(D) Information regarding being currently treated or ever having been treated through a drug or alcohol rehabilitation program;

(E) Details regarding being a party in a civil suit;

(F) Any and all details regarding any restriction or discipline for unethical behavior or unprofessional conduct;

(G) Any and all details regarding a professional license, certification, registration, permit or an application in any state, United States territory, province, or country being denied, reprimanded, suspended, restricted, revoked or otherwise disciplined, curtailed or voluntarily surrendered under threat of investigation or disciplinary action;

(H) Any and all details regarding any pending complaints before any regulatory board or agency;

(I) Details regarding a medical condition which in any way impairs or limits the ability to perform the duties of a licensed clinical social worker with reasonable skill and safety; and

(J) Affirmation that the licensee has fulfilled the ethical standard of maintaining continued competence by the completion of at least thirty (30) clock hours of continuing education.

(2) Failure of a licensee to renew a license for a period of more than sixty (60) days after the expiration of the license will cause the license to become inactive.

(3) Any licensee whose license has been inactive who, within two (2) years of the expiration date of the license, wishes to restore the license, shall make application to the committee by submitting an application for Restoration of Licensure and the restoration fee(s) as set forth in the rules promulgated by the committee.

(4) Any licensee who fails to renew his/her license shall not perform any act for which a license is required.



(5) If the license is not restored within the two (2)-year period, the individual must reapply through the current application process under the current law.

AUTHORITY: sections 337.600, 337.612, 337.618, 337.627 and 337.630, RSMo Supp. 1998. Original rule filed Dec. 30, 1998, effective July 30, 1999.*

**Original authority: 337.600, RSMo 1989, amended 1995; 337.612, RSMo 1989, amended 1997; 337.618, RSMo 1989, amended 1997; 337.627, RSMo 1989, amended 1993, 1995, 1997; and 337.630, RSMo 1989, amended 1997.*