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# Rules of Department of Insurance, Financial Institutions and Professional Registration

## Division 2263—State Committee for Social Workers Chapter 2—Licensure Requirements

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION**  
Division 2263—State Committee for  
Social Workers  
Chapter 2—Licensure Requirements

**20 CSR 2263-2.020 Educational Require-  
ments for Licensed Social Workers**

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

(1) An applicant for registration of supervision, or a social work license, must have a degree from a professional social work program in an acceptable educational institution. An acceptable educational institution is 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.

(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, 337.615, and 337.627, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.020. 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 Rescinded: Filed Dec. 30, 1998, effective July 30, 1999.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. Moved to 20 CSR 2263-2.020, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.*

*\*Original authority: 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; and 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.*

**20 CSR 2263-2.022 Education Require-  
ments for Licensed Baccalaureate Social  
Workers**

(Rescinded April 30, 2010)

*AUTHORITY: sections 337.665 and 337.677.1, RSMo Supp. 2001. This rule originally filed as 4 CSR 263-2.022. Original rule filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.022, effective*

*Aug. 28, 2006. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.*

**20 CSR 2263-2.030 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) 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) The supervisor must have met the requirements for an acceptable supervisor, as set out in 20 CSR 2263-2.031, at the time the supervision was performed.

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

(A) Allowable supervision:

1. A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor;

2. 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 (3)(B). Fifty percent (50%) of supervision may be group supervision;

3. For the purpose of this rule, group supervision may consist of at least three (3), and no more than six (6) supervisees; and

4. 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 unemployment 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 social work by the supervisee shall be performed under the oversight, guidance, control, and full professional responsibility of the supervisor approved 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.

(4) An application for licensure must be submitted pursuant to the rules promulgated by the committee upon completion of the supervised social work experience. All applicants for licensure must remain under approved supervision until the license is approved by the committee.

*AUTHORITY: sections 337.600, 337.612, 337.615, 337.627, 337.662, and 337.665, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.030. 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. Moved to 20 CSR 2263-2.030, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.662, RSMo 2001; and 337.665, RSMo 2001, amended 2004, 2007.*

**20 CSR 2263-2.031 Acceptable Supervisors  
and Supervisor Responsibilities**

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

(1) Acceptable Supervisors—

(A) An acceptable supervisor for a clinical or advanced macro social worker license shall—

1. Have a master's or degree from a college or university program of social work accredited by the Council on Social Work Education (CSWE) or a doctorate degree in social work;



2. Be licensed in Missouri as a clinical or advanced macro social worker or similarly licensed in another state whose licensure laws, as determined by the committee, are equivalent to Missouri;

3. If seeking approval of supervision on or after September 30, 2010, have completed a sixteen (16)-hour continuing education course in supervision approved in accordance with the rules of continuing education;

A. Approved course work and sixteen (16)-hour supervision training courses must contain components relative to—

(I) Supervisory Relationship and Process;

(II) Supervision of Supervisee's Practices;

(III) Professional Relationships;

(IV) Work Content;

(V) Evaluation and lifelong learning; and

(VI) Professional Responsibility;

4. Have five (5) years of post licensure experience; and

5. For ongoing currency, supervisors shall have completed at least three (3) hours of face-to-face continuing education in supervision each renewal cycle as part of the total hours required;

(B) A licensed clinical social worker (LCSW) may supervise LCSW, licensed advanced macro social worker (LAMSW), or licensed baccalaureate social worker (LBSW) independent practice registrants and may supervise a licensed master social worker (LMSW) who is under registered supervision pursuant to section (7) of this rule;

(C) A LAMSW may supervise LAMSW or LBSW independent practice registrants; and

(D) A Missouri LBSW independent practice or a LBSW from another state whose licensure laws, as determined by the committee, are equivalent to Missouri may supervise an LBSW registrant.

(2) 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 or has any other dual relationship.

(3) A licensed supervisor whose license has been subject to probation, suspension, or revocation shall not supervise without prior approval of the committee. A licensed supervisor who is currently under probation, suspension, or revocation shall not supervise.

(4) A social worker holding an equivalent

license in another state may supervise in that state but may not do so in Missouri because supervision is the practice of social work according to sections 337.600–337.689, RSMo.

(5) The practice of social work by 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) Allowable Supervision.

1. A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor.

2. 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.

3. 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.

4. 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 shall be negotiated by supervisor and supervisee and a copy furnished to the committee 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) Acceptable safeguards shall be built

into the contract 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;

(K) When there is a change in the setting or supervisor, the supervisor is responsible for notifying the committee and submitting a change of status form to the committee. Such change of status form must be received by the committee within fourteen (14) days of the change;

(L) 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 committee within fourteen (14) days of termination; and

(M) The supervisor shall provide annual reports of progress to the committee. These will be due on the anniversary date of the initial approval for the twelfth, twenty-fourth, and thirty-sixth months of supervision. The annual report will provide an overview of the licensee's practice knowledge of the licensure statutes and rules, licensure scope of practice, understanding and adherence to approved standards of professional and ethical conduct, areas of continued growth and development, and accountability of supervision hours thus far in the process.

(6) Within fourteen (14) days of the termination of the supervised experience, the supervisor shall complete the committee's Attestation of Supervision Form, summarizing the supervisee's performance and level of compliance with the requirements for supervised social work experience.

(A) If the supervisor does not recommend



the supervisee for licensure or recommends licensure with reservation, the Attestation of Supervision Form shall be supplemented with a detailed statement explaining why recommendation for licensure without reservation cannot be made. Exhibits may be attached to the statement of explanation.

(B) A copy of the statement of explanation, and any exhibits, shall be delivered to the supervisee.

(C) The supervisee may respond to the statement of explanation within fourteen (14) days, in writing or by making a request for an appearance before the committee.

(D) The supervisor and the supervisee shall promptly respond to any inquiry made by the committee or at its direction regarding the Attestation of Supervision Form or the statement of explanation.

(7) A licensed master social worker under registered supervision 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 licensed master social worker but under no circumstances shall the licensed master 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, MO Health-Net Division. A licensed master social worker under registered supervision 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 licensed master social worker, and not directly paid to the licensed master social worker. The professional setting shall not include private practice in which the licensed master social worker operates, manages, or has an ownership interest in the private practice.

*AUTHORITY: sections 337.600, 337.612, 337.627, and 337.665, RSMo Supp. 2010.\* This rule originally filed as 4 CSR 263-2.031. 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. Amended: Filed July 15, 2005, effective Jan. 30, 2006. Moved to 20 CSR 2263-2.031, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Emergency amendment filed Aug. 18, 2010, effective Aug. 28, 2010, expired Feb. 24, 2011. Amended: Filed Aug. 18, 2010, effective Feb. 28, 2011.*

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.*

### 20 CSR 2263-2.032 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 prior to the beginning of supervision. This will ensure that the supervision is acceptable to the committee prior to applying for licensure. In the event the applicant fails to pre-approve their supervisor(s), or is applying through reciprocity, the committee at its discretion may review the supervision for compliance and consideration of licensure.

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

(3) The applicant for registration of supervision shall—

(A) Have one (1) of the following licenses:  
1. Licensed master social worker (LMSW) for clinical or advanced macro path; or

2. Licensed baccalaureate social worker (LBSW) if seeking independent practice on a baccalaureate level;

(B) Submit a completed registration of supervision form provided by the committee;

(C) Submit a copy of a contract negotiated between the applicant and the proposed supervisor. However, should the contract be terminated before the completion of the minimum hours required, the supervisee is responsible for negotiating a new contract and obtaining all evaluation and termination forms required to document prior supervision. 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; and

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

(4) The applicant for registration of supervision shall practice 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 change of status form, provided by the committee, shall be submitted to the committee by the supervisee. There is no fee for updating a change of supervision and/or setting, but must be submitted in writing within fourteen (14) days. Failure to submit a change will result in supervision hours not calculated towards the three thousand (3,000) hours of supervised licensed social work experience.

(6) A supervisee may be employed in the supervisor's private practice setting or in the private practice of another. The professional setting shall not include private practice in which the supervisee operates, manages, or has an ownership interest in the private practice.

(7) The committee shall notify both the supervisee and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision. A registration of supervision will not be reviewed until all items required by section (3) of this rule are received.

(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.

(10) Because the difficulties in confirming or verifying supervision increase dramatically over time, supervision will not be recognized if it occurred more than sixty (60) calendar



months prior to the application for licensure being filed.

(11) Any termination of supervision or change of supervision site must be reported by the supervisor to the committee in writing within fourteen (14) days.

(12) The supervisor shall provide annual reports of progress to the committee. These will be due on the anniversary date of the initial approval for the twelfth, twenty-fourth, and thirty-sixth months of supervision. The annual report will provide an overview of the licensee's practice knowledge of the licensure statutes and rules, licensure scope of practice, understanding and adherence to approved standards of professional and ethical conduct, areas of continued growth and development, and accountability of supervision hours thus far in the process.

(13) If the required hours of supervision are not completed within forty-eight (48) months of the beginning of supervision, the supervisee shall submit a detailed written plan to the committee for approval specifying how the supervision will be successfully concluded, co-signed by the supervisor. The committee may approve the plan, request further information from either the supervisee or the supervisor, or require either the supervisee or the supervisor, or both, to appear before the committee or a subcommittee thereof.

*AUTHORITY:* sections 337.600, 337.612, 337.615, 337.627, and 337.665, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.032. 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. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.032, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.

\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.665, RSMo 2001, amended 2004, 2007.

**20 CSR 2263-2.045 Provisional Licenses**  
(Rescinded February 28, 2018)

*AUTHORITY:* sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo Supp.

*2010. This rule originally filed as 4 CSR 263-2.045. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Amended: Filed March 28, 2005, effective Sept. 30, 2005. Moved to 20 CSR 2263-2.045, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Emergency amendment filed Aug. 18, 2010, effective Aug. 28, 2010, expired Feb. 24, 2011. Amended: Filed Aug. 18, 2010, effective Feb. 28, 2011. Rescinded: Filed Aug. 8, 2017, effective Feb. 28, 2018.*

**20 CSR 2263-2.047 Provisional Licensed Baccalaureate Social Worker**  
(Rescinded April 30, 2010)

*AUTHORITY:* sections 337.650, 337.653, 337.665, and 337.677, RSMo Supp. 2004. This rule originally filed as 4 CSR 263-2.047. Original rule filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Amended: Filed March 28, 2005, effective Sept. 30, 2005. Moved to 20 CSR 2263-2.047, effective Aug. 28, 2006. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

**20 CSR 2263-2.050 Application for Licensure as a Social Worker**

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

(1) Application for 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, 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 staff to be complete and the application is submitted on the form(s) provided by the committee. The application shall 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) A separate application for licensure shall be made for each class of license sought.

(4) The following documents shall be on file for an application to be considered complete

and officially filed:

(A) Completed application form, specifying the type of license sought;

(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), if applicable;

(D) Verification of a passing score, as determined by the committee, on the examination administered by the Association of Social Work Boards (ASWB). Verification of score(s) shall be sent directly to the committee office by the ASWB. The required examinations are—

1. Licensed baccalaureate social worker—bachelors examination;

2. Licensed baccalaureate social worker independent practice—bachelors examination;

3. Licensed master social worker—masters examination.

A. A clinical examination taken by a person who has registered supervision before April 30, 2010, and has not been issued a provisional licensed clinical social worker license is acceptable;

4. Licensed advanced macro social worker—advanced generalist examination.

A. An examination taken before the completion of the supervised work experience is not acceptable; and

5. Licensed clinical social worker—clinical examination.

A. An examination taken before the completion of the supervised work experience is not acceptable; and

(E) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant directly to the Missouri Highway Patrol or its approved vendor. All fees are nonrefundable.

(F) 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.

(5) A person who has previously held a license as a social worker, whose license had either expired or been revoked, shall submit evidence of competency. Evidence of competency in this case shall be the same as the evidence required of an inactive licensee who desires to return to active status as stated in 20 CSR 2263-2.090.

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

*AUTHORITY:* sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo Supp. 2010.\* This rule originally filed as 4 CSR 263-2.050. 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. Moved to 20 CSR 2263-2.050, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010. Emergency amendment filed Aug. 18, 2010, effective Aug. 28, 2010, expired Feb. 24, 2011. Amended: Filed Aug. 18, 2010, effective Feb. 28, 2011.

\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009, 2010; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989, amended 1995, 1997, 2001, 2004, 2005, 2006, 2007, 2010; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.

#### **20 CSR 2263-2.052 Application for Licensure as a Licensed Baccalaureate Social Worker**

(Rescinded April 30, 2010)

*AUTHORITY:* sections 337.665 and 337.677.1, RSMo Supp. 2006. This rule originally filed as 4 CSR 263-2.052. Original rule filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.052, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

#### **20 CSR 2263-2.060 Licensure by Reciprocity**

*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. The application shall state the class of license sought by the applicant;

(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, unexpired license as a social worker in that state, territory, province, or country whose licensing or certification requirements at the time the application is submitted to the committee are substantially similar to those in Missouri. 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 he/she is licensed and/or certified;

(D) Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check. Any fees due for fingerprint background checks shall be paid by the applicant directly to the Missouri Highway Patrol or its approved vendor. All fees are nonrefundable.

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

*AUTHORITY:* sections 337.600, 337.612, 337.615, 337.627, and 337.630, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.060. 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. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.060, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.

\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.615, RSMo 1989,

amended 1995, 1997, 2001, 2004, 2005, 2006, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.

#### **20 CSR 2263-2.062 Licensure by Reciprocity as a Licensed Baccalaureate Social Worker**

(Rescinded April 30, 2010)

*AUTHORITY:* sections 337.650, 337.665, and 337.677.1, RSMo Supp. 2006. This rule originally filed as 4 CSR 263-2.062. Original rule filed Oct. 30, 2002, effective June 30, 2003. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.062, effective Aug. 28, 2006. Amended: Filed Dec. 15, 2006, effective June 30, 2007. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.

#### **20 CSR 2263-2.070 Temporary Permits for Licensed Social Workers**

*PURPOSE:* This rule establishes a procedure for reciprocity applicants to obtain a temporary permit to practice social work in Missouri pending licensure.

(1) Individuals who have a valid, unexpired license or certificate as a 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 receive a temporary permit to practice social work in Missouri pending committee approval for licensure by reciprocity.

(2) Temporary permit requests must be submitted to the committee with a completed reciprocity application.

(3) The applicant has the burden of providing the information necessary for the determination of licensure.

(4) Temporary permits shall be valid for a maximum of three (3) months after issuance.

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

(6) Individuals who have temporary permits may use the social work title for which they seek licensure.

*AUTHORITY:* section 337.621, RSMo 2000 and sections 337.600, 337.627, and 337.630, RSMo Supp. 2009.\* This rule originally filed



as 4 CSR 263-2.070. 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. Moved to 20 CSR 2263-2.070, effective Aug. 28, 2006. Rescinded and readopted: Filed Aug. 27, 2009, effective April 30, 2010.

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.621, RSMo 1989, amended 1997; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

#### **20 CSR 2263-2.072 Temporary Permits for Licensed Baccalaureate Social Workers** (Rescinded April 30, 2010)

*AUTHORITY: sections 337.665, 337.671, and 337.677.1, RSMo Supp. 2001. This rule originally filed as 4 CSR 263-2.072. Original rule filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.072, effective Aug. 28, 2006. Rescinded: Filed Aug. 27, 2009, effective April 30, 2010.*

#### **20 CSR 2263-2.075 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 Supp. 2009. \* This rule originally filed as 4 CSR 263-2.075. Original rule filed Jan. 20, 1999, effective July 30, 1999. Amended: Filed Oct. 30, 2002, effective June 30, 2003. Moved to 20 CSR 2263-2.075, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; and 337.630, RSMo 1989, amended 1997, 2007.*

#### **20 CSR 2263-2.082 Continuing Education**

*PURPOSE: This rule sets continuing educa-*

*tion requirements for renewal of licenses to practice as a licensed social worker and establishes the basic continuing education standards. The goal of continuing education is to ensure quality social work services to clients. The requirements for continuing education are grounded in the ethical principle to develop and enhance professional expertise and increase competence in service and delivery.*

(1) As a condition for renewing a license to practice, all licensed social workers shall be required to have completed thirty (30) clock hours of acceptable continuing professional education courses prior to the renewal of the license.

(2) As part of the thirty (30) continuing education (CE) hours required for each renewal cycle, each applicant for renewal or reinstatement of a license shall complete three (3) clock hours of ethics presented by a social worker who has graduated from an accredited school of social work or by a professional who has knowledge of ethics as it relates to the practice of social work.

(3) The committee shall have authority to make exceptions to the continuing professional education requirement for reasons of health, military service, foreign residency, or other good cause.

(4) The overriding consideration in determining whether a specific activity is acceptable is that it shall be a formal curriculum of learning which contributes directly to the advancement, extension, and enhancement of professional skills and scientific knowledge of a licensed individual.

(5) A licensee who becomes licensed during a renewal cycle shall be required to obtain continuing education at the rate computed by the following:

(A)





| REQUIRED CEs* |                 |
|---------------|-----------------|
| ISSUE MONTH   | CE HOURS NEEDED |
| October       | 29              |
| November      | 28              |
| December      | 26              |
| January       | 25              |
| February      | 24              |
| March         | 23              |
| April         | 21              |
| May           | 20              |
| June          | 19              |
| July          | 18              |
| August        | 16              |
| September     | 15              |
| October       | 14              |
| November      | 13              |
| December      | 11              |
| January       | 10              |
| February      | 9               |
| March         | 8               |
| April         | 6               |

\*This chart pertains to new licensees only.

Formula: Months licensed divided by the number of months in reporting cycle multiplied by total CE hours required for renewal. Total rounded up or down to the nearest whole number: four (4) or less round down; five (5) or more round up.

Example: licensed on January 1 of an odd year, reporting cycle is 24 months, 30 hours of CE required.  $8 \text{ months} \div 24 \text{ months} \times 30 = 9.9$  which rounds up to 10. Licensee must have 10 CE hours to renew.

(6) The required continuing education hours may be satisfied through any combination of the following activities:

(A) University or college courses that the licensee successfully completes for credit. Each semester hour credit shall equal fifteen (15) hours of continuing education and each quarter-hour credit shall equal ten (10) hours. Non-credit hours shall be measured in classroom hours;

(B) A maximum of fifteen (15) hours for the completion of self-study programs (i.e., audio or video recordings, electronic, computer, or interactive materials or programs);

(C) Three (3) hours for the publication of an article in a non-peer-reviewed publication;

(D) Five (5) hours for publication of an article in a peer-reviewed professional publication;

(E) Five (5) hours for the publication of one (1) chapter in a social work related professional book;

(F) Ten (10) hours for the publication of an entire book related to the practice of social work;

(G) A maximum of five (5) hours for the initial one (1)-time preparation and presentation of a social work course, seminar, or

workshop during a renewal period. Credit for preparation and presentation shall not be granted for repetitious presentations;

(H) A maximum of three (3) hours during a renewal period for supervision performed for any of the following: social work applicants, impaired licensees, licensees under disciplinary sanction, or peer review of another licensee's therapy skills which includes consultation, conference, and critique; undergraduate and graduate practicum students; or specialty applicants; or

(I) Attending workshops or seminars approved by or sponsored by the following:

1. National Association of Social Workers (NASW);

2. Social service agency and/or organizational staff development unit (i.e., hospitals, nursing homes, residential treatment facility, etc.);

3. Professional associations in the human services including but not limited to the—

A. American Psychological Association (APA);

B. Missouri Psychological Association (MOPA);

C. American Association for Marriage and Family Therapy (AAMFT);

D. Missouri Association for Marriage and Family Therapy (MAMFT);

E. American Counseling Association of Missouri (ACAM);

F. American Counselors Association (ACA);

G. American Mental Health Counseling Association (AMHCA);

H. Missouri Mental Health Counseling Association (MMHCA); and

I. Missouri Society for Clinical Social Workers (MSCSW);

4. Association of Social Work Boards (ASWB) or its successor—Approved Continuing Education (ACE);

5. Accredited college or university; or

6. Continuing education hours used to satisfy the continuing education requirements of another state may be submitted to fulfill the requirements of this state if the other state's continuing education requirements are substantially equal to or greater than the requirements of this state.

(7) Continuing education hours cannot be carried over into another or the next reporting period and shall not be awarded for regular work activities, administrative staff meetings, case staffing or reporting, membership in or holding office in, or participation on boards or committees, business meetings of professional organizations, or training specifically related to policies and procedures

of an agency.

(8) Continuing education activities shall—

(A) Be presented by a qualified individual who is an instructor, consultant, or trainer whose documented background, training, education, or experience is appropriate for leading a discussion on the subject matter;

(B) Specify the level of knowledge participants should have upon entering (basic, intermediate, advanced) and the educational objectives obtained upon completing the activity; and

(C) Provide a mechanism for evaluation by the participants. The evaluation may be completed on-site immediately following the activity or an evaluation questionnaire may be distributed to participants to be completed and returned by mail.

(9) With the exception of any of the previously mentioned organizations in section (6), any other organized group that wants to sponsor a workshop or seminar shall submit an application for approval at least thirty (30) days prior to the date of the program. Applications shall be submitted on forms provided by the committee. The committee shall notify the sponsor in writing of approval or denial. The committee will not consider requests for approval of any program submitted after it has already been presented.

(10) Once an application for approval of a course has been granted by the committee, reapproval shall not be required for each subsequent presentation of the course so long as it has not changed. If any portion of the course has significantly changed, reapplication must be made.

(11) A licensee shall be responsible for maintaining records of continuing education activities. Each licensee shall retain documentation of the continuing education verified on the renewal form for two (2) years following license renewal. The committee may conduct audits of licensees to verify compliance with the continuing education requirements.

(12) Upon request of the committee, the licensee shall provide all documentation of completion of continuing education activities. Failure to provide the committee with the proof of compliance with the continuing education requirement when requested will be considered a violation of the practice act and shall be cause for discipline. Documentation of continuing education may consist of—

(A) Certificates or affidavits provided by the program/sponsor;

(B) Receipts for fees paid to the sponsor;



- (C) Educational transcripts;
- (D) Written verification from the university practicum instructor that the licensee provided supervision of undergraduate or graduate students;
- (E) Copy of publication and letter from editor/publisher;
- (F) A written announcement of a presentation schedule and/or brochure specifically identifying the licensee as the presenter of a course/seminar/program.

(13) Continuing education required by the committee as part of discipline imposed on a licensee shall not count toward compliance with the continuing education requirement of this rule.

*AUTHORITY: section 337.627, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.082. Original rule filed June 25, 2004, effective Dec. 30, 2004. Rescinded and re-adopted: Filed Jan. 17, 2006, effective July 30, 2006. Moved to 20 CSR 2263-2.082, effective Aug. 28, 2006. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

*\*Original authority: 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007.*

**20 CSR 2263-2.085 Restoration of License**

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

- (1) A license that has expired may be renewed within sixty (60) days of the expiration date by:
  - (A) Submitting a completed renewal form;
  - (B) Proof of satisfaction of the continuing education (CE) requirements;
  - (C) The renewal fee; and
  - (D) The delinquency fee.
- (2) A license that has been expired more than sixty (60) days but less than two (2) years may be renewed by:
  - (A) Submitting a completed renewal form;
  - (B) Proof of satisfaction of the continuing education requirements;
  - (C) The renewal fee, the restoration fee; and
  - (D) Proof of completion of continuing education hours in the current renewal cycle in accordance with the following:
    - 1.

| CEs REQUIRED TO RENEW* |                 |
|------------------------|-----------------|
| MONTHS NOT RENEWED     | CE HOURS NEEDED |
| 1                      | 1               |
| 2                      | 3               |
| 3                      | 4               |
| 4                      | 5               |
| 5                      | 6               |
| 6                      | 8               |
| 7                      | 9               |
| 8                      | 10              |
| 9                      | 11              |
| 10                     | 13              |
| 11                     | 14              |
| 12                     | 15              |
| 13                     | 16              |
| 14                     | 18              |
| 15                     | 19              |
| 16                     | 20              |
| 17                     | 21              |
| 18                     | 23              |
| 19                     | 24              |
| 20                     | 25              |
| 21                     | 26              |
| 22                     | 28              |
| 23                     | 29              |
| 24                     | 30              |

\*This chart pertains to licensees who failed to renew only.  
 Formula: Number of months not renewed divided by twenty-four (24) multiplied by thirty (30) and then rounded to the nearest whole number. Total rounded up or down to the nearest whole number: four (4) or less round down; five (5) or more round up.  
 Example: license which has been expired for seven (7) months.  $7/24 = .29 * 30 = 8.7$ , rounded up to 9. Nine (9) hours of CE required to renew.

- 2. Proof of the completion of the continuing education hours during the lapse period must be submitted with the application for renewal and the required fees. These hours are in addition to the thirty (30) hours required for renewal of the license.
- 3. The number of continuing education hours completed above the number required in the current renewal cycle can be credited toward the total hours required for the next renewal cycle.
- (3) A license that has been expired for two (2) years or more may be renewed by submitting the following:
  - (A) A completed application for licensure, noting the previous license;
  - (B) Proof of current qualification for licensure that is not already in the committee's files (i.e., proof of graduation from an accredited program, completion of examina-

- tions, or completion of supervised experience);
- (C) Proof of completion of no less than thirty (30) hours of continuing education completed within the two (2) years immediately preceding the application, and the pro-rate hours for the current period calculated as under subsection (2)(A); and
- (D) The restoration fee.

*AUTHORITY: sections 337.600, 337.612, 337.618, 337.627, 337.630, and 337.662, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.085. Original rule filed Dec. 30, 1998, effective July 30, 1999. Amended: Filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.085, effective Aug. 28, 2006. Rescinded and re-adopted: Filed Aug. 27, 2009, effective April 30, 2010.*

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009; 337.612, RSMo 1989, amended 1997, 2001, 2007; 337.618, RSMo 1989, amended 1997, 2001, 2005, 2007; 337.627, RSMo 1989, amended 1993, 1995, 1997, 2007; 337.630, RSMo 1989, amended 1997, 2007; and 337.662, RSMo 2001.*

**20 CSR 2263-2.090 Inactive Status**

*PURPOSE: This rule outlines the process of requesting inactive status to maintain a license as a licensed social worker.*

- (1) A licensee shall request inactive status in writing. An inactive license shall be renewed biennially. Failure to receive a renewal notice shall not relieve the licensee of the obligation to renew the inactive license and pay the required fee prior to the expiration date of the inactive license. Renewals shall be post-marked no later than the expiration date of the license to avoid the late renewal penalty fee as defined in rules promulgated by the committee.
- (2) Each inactive licensee shall provide the committee, at the time of application for renewal of the inactive license, with a completed renewal form issued by the committee that shall contain updated information since the preceding application/renewal period.
- (3) The licensee shall not practice social work in the state of Missouri while the license is inactive, unless otherwise allowed by law.
- (4) Licensees granted an inactive license by the committee shall place the word "inactive" adjacent to their social work title on any business card, letterhead, or any other document or device, unless otherwise allowed by law.
- (5) If an inactive licensee wishes to return a



license to active status, the licensee shall complete a renewal form and pay the renewal fee as stated in the rules promulgated by the committee. In addition the licensee shall:

(A) Furnish evidence of completion of at least thirty (30) hours of continuing education within the prior two (2) years, or agree to complete thirty (30) hours within one (1) calendar year from the date of reactivation; or

(B) Successfully complete the examination required for licensure.

(6) In addition to the requirements set forth in section (5) above, a licensee whose license is inactive for five (5) years or more and has not completed sixty (60) hours of continuing education within five (5) years shall be required to successfully complete the examination required for licensure as referenced in 20 CSR 2263-2.050(4)(D).

(7) The inactive license fee is established in 20 CSR 2263-1.035.

*AUTHORITY: section 337.600, RSMo Supp. 2009.\* This rule originally filed as 4 CSR 263-2.090. Original rule filed March 15, 2004, effective Sept. 30, 2004. Moved to 20 CSR 2263-2.090, effective Aug. 28, 2006. Amended: Filed Aug. 11, 2006, effective Jan. 30, 2007. Amended: Filed Aug. 27, 2009, effective April 30, 2010.*

*\*Original authority: 337.600, RSMo 1989, amended 1995, 2003, 2005, 2007, 2008, 2009.*