

10:30 a.m. Call to Order – Canek Aguirre, Board Chairperson

- Welcome/Introductions
- Establishment of a Quorum
- Mission of the Board/Evacuation Procedures -----Page 3
- Adoption of Agenda

Public Comment

The Board will receive public comment related to agenda items at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter.

Approval of Minutes

June 16, 2023, Board Meeting* ----- Page 5

Agency Director Report (Verbal Report) - Arne Owens

Chair Report (Verbal Report) – Mr. Aguirre

Legislation and Regulatory Report – Erin Barrett, JD, Department of Health Professions (DHP) Director of Legislative and Regulatory Affairs

- Chart of Regulatory Actions -----Page 70
- Adoption of revised policy on meetings held with electronic participation based on statutory changes*-----Page 72
- Initiation of periodic review of public participation guidelines contained in 18VAC140-11*-----Page 78
- Consideration of Candidate Status for educational programs under 18VAC140-20-49-----Page 87
 - Letter to the Board-----Page 89
 - Mental Health Fact Sheet-----Page 91
 - CSWE Accreditation Process-----Page 92
 - Accreditation Status of Virginia Social Work Programs-----Page 127
 - United States Jurisdictions Accepting in Candidacy for CSWE Accreditation-----Page 146

Staff Reports

- Executive Director’s Report – Jaime Hoyle, JD, Executive Director, Boards of Counseling, Psychology, and Social Work (Verbal Report)
- Deputy Executive Director’s Report – Jennifer Lang, Deputy Executive Director, Boards of Counseling, Psychology, and Social Work (Verbal Report)
- Deputy Executive Director’s Report, Licensing - Charlotte Lenart, Boards of Counseling, Psychology, and Social Work-----Page 147

Committee Reports

- Regulatory Committee (Verbal Report)– Canek Aguirre
 - Ad Hoc Committee (Verbal Report) – Sherwood Randolph, LCSW, and Eboni Bugg, LCSW
-

Elections – Canek Aguirre

- Board of Social Work Bylaws-----Page 150
-

New Business

- Clarification of the contact information to be provided in the Supervisor Registry – Staff
 - House Bill 2231 (2023)-----Page 156
 - Code of Virginia 54.1-2400.02-----Page 159
 - Code of Virginia 54.1-2506.1-----Page 160
-

Meeting Dates

- Next Full Board Meeting: November 3, 2023
-

Meeting Adjournment

*Indicates a Board vote is required.

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the Board at the meeting. One printed copy of the agenda and packet will be available for the public to view at the meeting pursuant to Virginia Code Section 2.2-3707(F).

MISSION STATEMENT

Our mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public.

EMERGENCY EGRESS

Please listen to the following instructions about exiting these premises in the event of an emergency.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by the Security staff.

Board Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door **(Point)**, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.



Virginia Board of Social Work
Quarterly Board Meeting Minutes
Friday, June 16, 2023, at 10:00 a.m.
9960 Mayland Drive, Henrico, VA 23233
Board Room 3

- PRESIDING OFFICER:** Canek Aguirre, Citizen Member, Board Chairperson

- BOARD MEMBERS PRESENT:** Eboni Bugg, MSW, LCSW
 Elke Cox, MSW, LCSW
 Gloria Manns, MSW, LCSW
 Denise Purgold, MSW, LCSW
 Sherwood Randolph, MSW, LCSW
 Teresa Reynolds, MSW, LCSW

- BOARD MEMBERS ABSENT:** Angelia Allen, Citizen Member
 Jamie Clancey, MSW, LCSW, Board Vice-Chairperson

- BOARD STAFF PRESENT:** Latasha Austin, Licensing & Operations Manager
 Jaime Hoyle, JD, Executive Director
 Jennifer Lang, Deputy Executive Director- Discipline
 Charlotte Lenart, Deputy Executive Director- Licensing
 Gabriella Smith, Administrative Assistant
 Sharniece Vaughan, Licensing Specialist

- DHP STAFF PRESENT:** Erin Barrett, JD, Director of Legislative and Regulatory Affairs, Department of Health Professions
 James Jenkins, Agency Deputy Director, Department of Health Professions

- BOARD COUNSEL PRESENT:** none

- PRESENTATION SPEAKERS:** Stacy Hardy-Chandler, PhD, JD, LCSW, CEO, ASWB *(virtually- via webex)*
 Lavina Harless, LCSW, Senior Director of Examination Services, ASWB *(virtually- via webex)*

- PUBLIC ATTENDEES:** Emma Ford, Virginia Health Care Foundation
 Alana Jefferson, Child Development Center
 Denise Konrad, Virginia Health Care Foundation
 Debra Riggs, National Association of Social Workers (NASW)- Virginia Chapter

- CALL TO ORDER:** Mr. Aguirre called the Board Meeting to order at 10:00 a.m.

- ROLL CALL/ESTABLISHMENT OF A QUORUM:** An introduction was done of all Board members and staff. Seven members of the Board were present at roll call; therefore, a quorum was established.

- MISSION STATEMENT:** Mr. Aguirre read the mission statement of the Department of Health Professions, which was also the mission statement of the Board.

- ADOPTION OF AGENDA:** The agenda was adopted as presented.

- PUBLIC COMMENT:** No public comment was provided.

- APPROVAL OF MINUTES:** The Board reviewed the minutes from the last meeting held on December 9, 2022.

Motion: Ms. Reynolds made a motion, which Mr. Randolph properly seconded to approve the minutes from the December 9, 2022 meeting as presented.

AGENCY REPORT:

Mr. Jenkins reported that the agency continues to move smoothly and thanked the board members for their service.

Mr. Jenkins reported that planning for 2024 legislative session has started, and that behavioral health and workforce continues to remain the focus. In addition, Governor Youngkin has signed 24 bills into law with several focused on behavioral health.

Mr. Jenkins also informed the Board about Governor Youngkin's Right Help Right Now initiative to reform the current behavioral health system in Virginia and support individuals in crisis. The goal of Right Help Right Now is to support Virginian before, during and after a behavioral health crisis occurs. The Right Help Right Now plan aims to ensure that there will be same-day care delivered through mobile crisis units and crisis centers in order to reduce overcrowding at emergency departments. By doing so, there will be less strain on law enforcement who can instead better serve the communities where they are needed. This will also serve to reduce the criminalization of mental health in Virginia. The Right Help Right Now plan includes specialized resources for individuals with substance use disorders or who have high risks of overdosing.

BOARD CHAIR REPORT:

Mr. Aguirre provided the Board with a recap of the ASWB Education Conference he attended in April in New Orleans. Mr. Aguirre indicated that ASWB presented a very thorough presentation regarding the exam and recommends that other Board members attend future meetings.

PRESENTATION:

The Association of Social Work Boards (ASWB) presented a virtual PowerPoint presentation discussing the exam pass rate date published August of 2022. The presentation included information on ASWB's initiative as it collaborates with the entire social work community and develops exams for the future of social work. **(See attachment 1)**

The Board took a break at 11:14am. The meeting reconvened at 11:24am.

LEGISLATION & REGULATORY REPORT:

- **Chart of Regulatory Actions**

Ms. Barrett reviewed with the Board the current Social Work Regulatory Actions that are underway as of June 1, 2023. A copy of all the current regulatory actions was included in the agenda packet.

- **Provide definition of "generalist social work"**

The Board reviewed and discussed the proposed regulations approved by the Board in December 2022. The information was not included in the agenda packet, so a copy of the proposed regulations was provided to everyone at the meeting. **(See attachment 2)**

After discussion, the Board concluded that additional time was needed to come up with a proper definition. They concluded that it should be discussed at the next Regulatory Committee meeting.

- **Consideration of exempt regulatory changes to 18VAC140-20-50**

The Board reviewed and discussed HB2231 and changes to 18VAC140-20-50 to remove the notification requirement to the Board when an applicant changes or adds a supervisor previously approved by the Board. A copy of the recommended changes was included in the agenda packet.

Motion: Ms. Manns made a motion, which Ms. Cox properly seconded, to amend 18VAC140-20-50 as presented by exempt action effective July 1, 2023. The motion passed unanimously.

- **Consideration of exempt regulatory changes to 18VAC140-20-171**

The Board reviewed and discussed HB 1622 and changes to 18VAC140-20-171 to allow agency subordinates to hear credentials cases. A copy of the recommended changes was included in the agenda packet.

Motion: Ms. Reynolds made a motion, which Ms. Purgold properly seconded, to amend 18VAC140-20-171 as presented by exempt action effective July 1, 2023. The motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Hoyle reported on the finances for the Board of Social Work. A copy of the financial report given was included in the agenda packet. Ms. Hoyle reported that the Agency has a new Budget Director and that a more detail report will be available for the next fiscal year and going forward.

Ms. Hoyle informed the Board that Agency board member training is scheduled for October 13, 2023. She added that Ms. Clancey and Ms. Allen’s terms on the Board expire this year and that no information has been received as of date regarding re-appointment.

Ms. Hoyle thanked staff for the hard work they do every day and how they have continued to handle the increase in applications.

Ms. Hoyle provided more information about the Board about Governor Youngkin’s Right Help Right Now initiative to reform the current behavioral health system in Virginia and support individuals in crisis. The goal of Right Help Right Now is to support Virginian before, during and after a behavioral health crisis occurs. Ms. Hoyle indicated that she is co-lead with Mr. Jenkins on this program.

DISCIPLINE REPORT:

Ms. Lang reported on the disciplinary statistics for the Board of Social Work from November 12, 2022, through May 31, 2023. A copy of the report was included in the agenda packet. Ms. Lang referred board members to the discipline report and public board Orders in the agenda packet. She advised that, moving forward, copies of public Orders will be provided for reference. Although Confidential Consent Agreements cannot be released to the public, they are counted in the total violations shown in the discipline report.

Ms. Lang reported on current staffing and noted that Ms. Lang and Christy Evans are the only full-time discipline staff for the three behavioral science boards (Boards of Counseling, Psychology, and Social Work). Additionally, the boards recently hired a part-time CE Audit Specialist, and the Board of Social Work hired a part-time licensed Discipline Reviewer. Between the three boards, discipline staff received 616 cases in 2022 and 291 cases to date in 2023. Of the total cases, the Board of Social Work received 108 cases in 2022 and 61 to date in 2023.

Ms. Lang thanked Ms. Reynolds for serving as the Agency Subordinate for the board.

LICENSING REPORT:

Ms. Lenart reported on the satisfaction survey results for the Board of Social Work for the 2023 second and third quarters and the licensure statistics for the Board from January 2023- May 2023. A copy of the report given was included in the agenda packet. She referred Board members the licensing report in the agenda packet indicating that there are currently over 14,000 licensee and supervisees in social work with almost 10,00 being LCSWs. She added that the Board currently has over 800 supervisors listed on the supervisor registry and that the Board is receiving 250-300 new applications a month for persons applying for licensure or registration.

Ms. Lenart reported that staff continue to provide excellent customer service as demonstrated by the satisfaction survey from the last two quarters of 92%. She added that staff are currently reviewing applications within 10-14 days of the application being complete. She noted that there are currently two full-time and two part-time social work staff. Additionally, the Board has been approved to being advertising for one additional full-time staff person.

Ms. Lenart reported that the Board's website has been updated and has a new look. She also reported that the Board continues to utilize BOT technology and that the Board of Social work was one of the first Boards to utilize the uploading documents feature during the online application process. She added that these processes have been very successful, and that staff are looking to expand on these technologies. Staff have also requested that the Board be next in line for changes to the license that licensees use. The new licenses will have a QR code so that clients are able to quickly look up the licensee's information.

Ms. Lenart added a reminder that licensees are required to renew their licenses on or before June 30th of this year.

COMMITTEE REPORTS:

- **Regulatory Committee**

No report

- **Board of Health Professions**

No report

- **Ad Hoc Committee**

Mr. Randolph and Ms. Bugg indicated that they have been in dialogue discussing what can be done to address the issues with the ASWB exam and that their first step is to identify the Board role to ensure competency and fairness. Mr. Aguirre indicated that he would like the Committee to do some outreach to schools. Ms. Hoyle added as a reminder, that if more than two board members meet the public would have to be notified that there is a meeting.

- **Nominations Committee**

Ms. Manns and Mr. Randolph presented the following slate of candidates; their recommendation is that Mr. Aguirre be re-elected as Chair and that Ms. Bugg be elected as Vice-Chair. The Board will vote on these recommendations at its next meeting. Additional candidates can still come from the floor at the next meeting.

UNFINISHED BUSINESS:

Social Work Licensure Compact

Ms. Hoyle gave an update on the status of the Social Work Licensure Compact. She indicated that the Compact has been passed in one state already. She indicated that there is no current bill from the Department of Health Professions regarding the Compact but anticipates that it will be introduced by an outside

entity during the next legislative session.

Motion: Ms. Bugg made a motion, which Ms. Reynolds properly seconded, that the Board be in support of the Compact. The motion passed unanimously.

NEW BUSINESS:

The Use of Naloxone

Ms. Hoyle discussed with the Board a request received from the Veteran’s Health Administration (VHA) National Social Work Program who was seeking information from the Virginia Board on the ability of social workers licensed in Virginia to carry and administer Narcan/Naloxone.

The guidance from the Board was that social workers licensed in Virginia can carry and administer Narcan/Naloxone, only if the social worker has completed education and training in order to do so.

NEXT MEETING DATES:

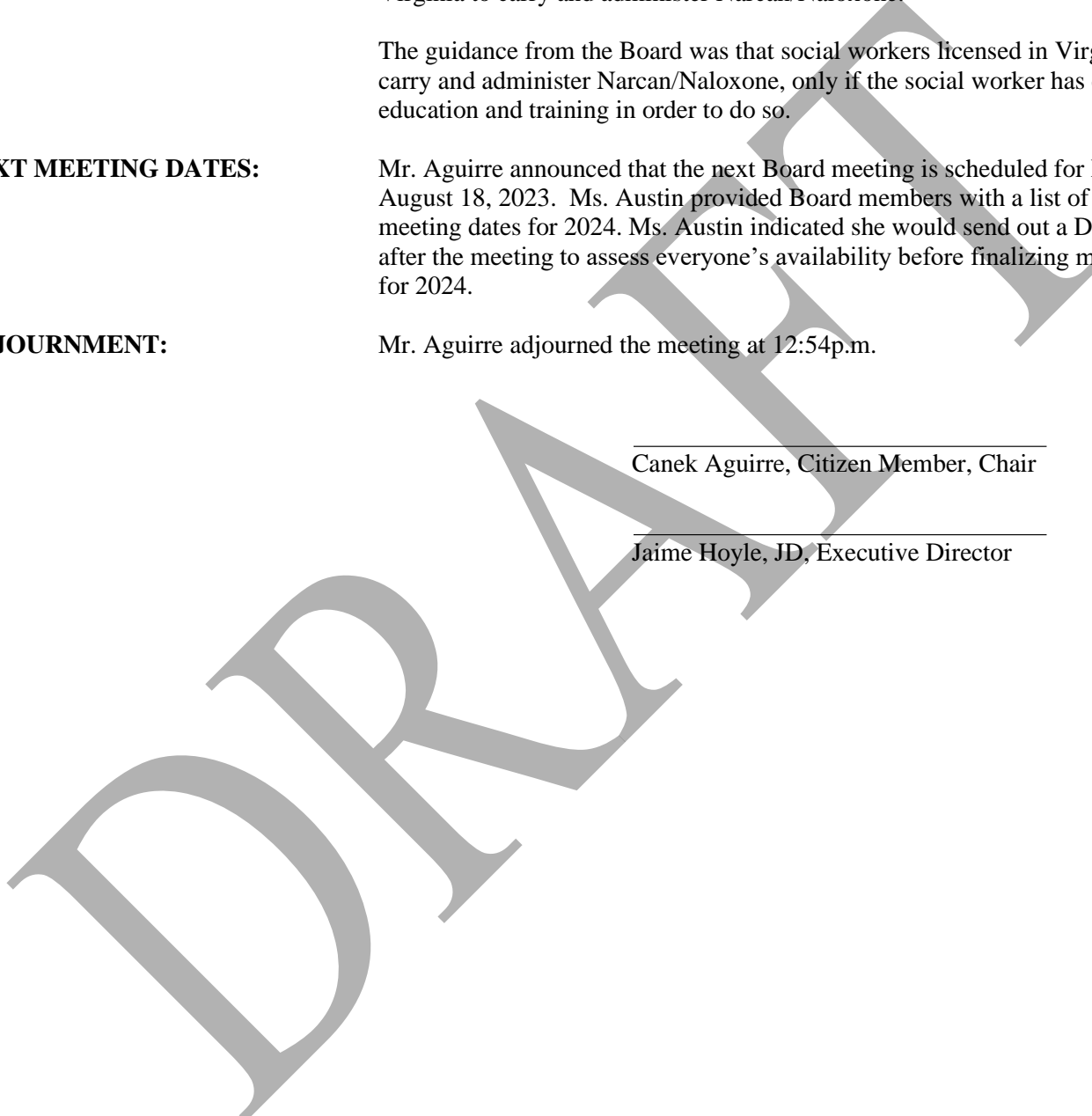
Mr. Aguirre announced that the next Board meeting is scheduled for Friday, August 18, 2023. Ms. Austin provided Board members with a list of potential meeting dates for 2024. Ms. Austin indicated she would send out a Doodle Poll after the meeting to assess everyone’s availability before finalizing meeting dates for 2024.

ADJOURNMENT:

Mr. Aguirre adjourned the meeting at 12:54p.m.

Canek Aguirre, Citizen Member, Chair

Jaime Hoyle, JD, Executive Director



The Association of Social Work Boards

Mission

Provide support and services to the social work regulatory community to advance safe, competent, and ethical practices to strengthen public protection.

Accountability

“The Public”

64 Regulatory State and
Province Boards

Board of Directors

ASWB

EVERYBODY!

When we last met (12/9/2022)

We shared an overview of:

1. **accurate** information about the exam development process including anti-bias measures, and
2. ASWB's upstream, solution-focused approach to **collaborating** across the profession on addressing disparate outcomes.

Licensure requirements



Today's Focus

UPDATES on regulatory initiatives

- Competence measures
- Member board engagement

Licensure requirements



Social Work as a Profession

A Profession is a type of job that requires special training or skill, especially one that needs a high level of applied competence of **practice standards**.

A Professional is one engaged in and qualified for a particular profession with compensation commensurate with their specialized training, education and practice competence.

Professional Regulation protects the public by verifying minimum competency, investigating complaints, and upholding professional compliance with state laws and regulations.

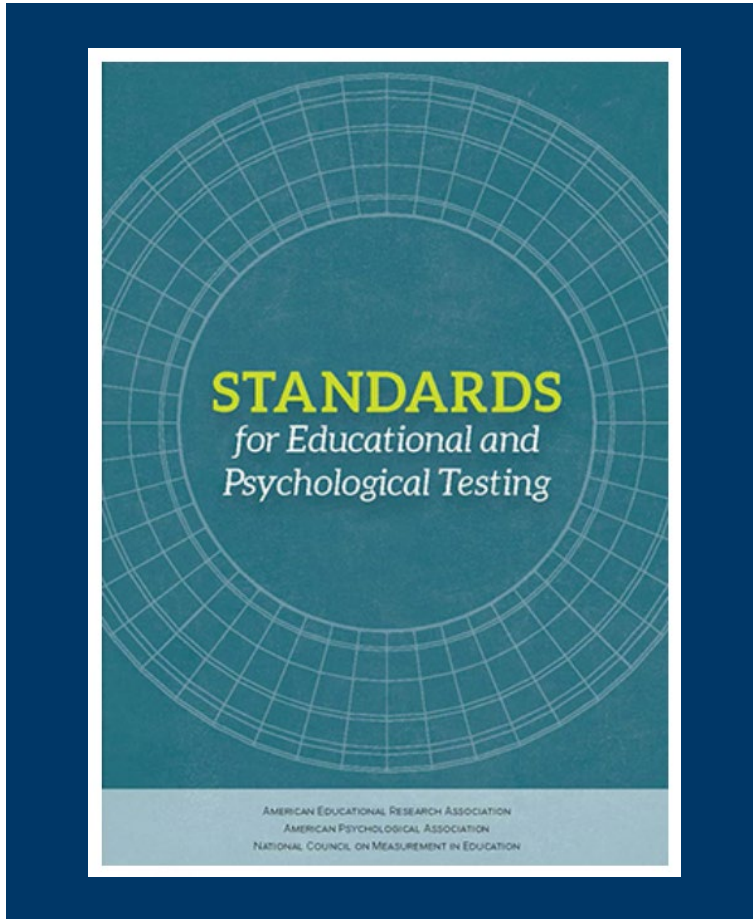
Why measure competency using an exam?

Essential to the regulatory duty to “verify minimum competency”

Objective component of licensing decisions

Continuously vetted threshold of entry-to-practice level competence

The Standards



Developed jointly and published collaboratively since 1966 by:

- [American Educational Research Association](#) (AERA)
- [American Psychological Association](#) (APA)
- [National Council on Measurement in Education](#) (NCME)

this represents the gold standard in guidance on testing in the United States and in many other countries.

[The Standards for Educational and Psychological Testing \(apa.org\)](https://www.apa.org/standards)

The ASWB exam is

DEFENSIBLE

The exams meet testing industry standards and can be defended if challenged.

RELIABLE

Under similar circumstances, scores are consistent over time.

VALID

The exam measures what was intended, as defined by the **practice analysis**.

Professional Legitimacy

Exam Levels

Category	Requirements	Purpose
Associate		For use in jurisdictions that issue licenses to applicants who do not possess a social work degree
Bachelors	Bachelor's degree in social work	Basic generalist practice of baccalaureate social work
Masters	Master's degree in social work	Practice of master's social work including the application of specialized knowledge and advanced practice skills
Advanced Generalist	Master's degree in social work; two years (or commensurate experience as defined by the jurisdiction) of experience in nonclinical settings	Practice of advanced generalist social work that occurs in nonclinical settings and may include macro-level practice
Clinical	Master's degree in social work; two years (or commensurate experience as defined by the jurisdiction) of experience in clinical settings	Practice of clinical social work requiring the application of specialized clinical knowledge and advanced clinical skills

How are the exams developed?

Personnel

 Staff: 20 (4 exam development, 16 exam administration)

 Vendors: 4

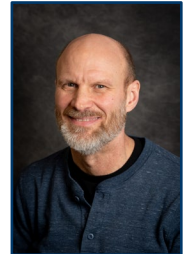
 Item development consultants: 7

 Volunteers: 65

 Item writers: 90

Total people involved in the program:

almost 200



ASWB Examination Committee 2023

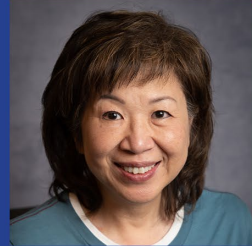
Bachelors exam



Jessica Chatman (IL)



Nikki Barfield (FL)



Nelly Chow (AB)



Christine
Escobar-Sawicki (IL)



Cole Hooley (UT)



Julia López (MO)



Benjamin Rosenberg
(NY)

Masters exam



Stephanie
Washington (TX)



Adolpha Bassett (NC)



Rikki Davlin (ID)



Chaundra Randle (MI)



Jodi Schollardt (AB)



Susanna Sung (MD)



Alejandro Zamora
(ID)

Clinical exam



Marcy Shaarda (CA)



Dianna Cooper-
Bolinsky (IN)



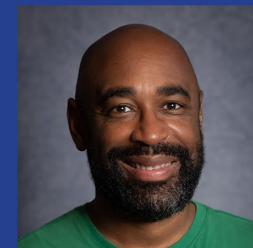
Lauren Henríquez-
Bentiné (NY)



Jean Leong (AB)



Paul Perales (WI)



Kirk Royster (NJ)



Senetra Wallace (NC)

Want a closer look at who is involved?



Homepage > Exam > Measuring social work competence > Examination Program Yearbook

Examination Program Yearbook

The success of the Association of Social Work Boards social work licensing examination program depends on the hard work of a diverse group of volunteers, consultants, and contracted item writers committed to public protection. Together, these social workers ensure that the ASWB examinations remain fair, valid, and reliable.

2022 item writers

The gallery below includes information for all item writers contracted to write for the social work licensing exams in 2022.



About the exam

170 items (questions) · 150 scored, 20 pretest

Four-option multiple choice (three-option questions launched January 2023) · Four-hour time limit

Universal passing score

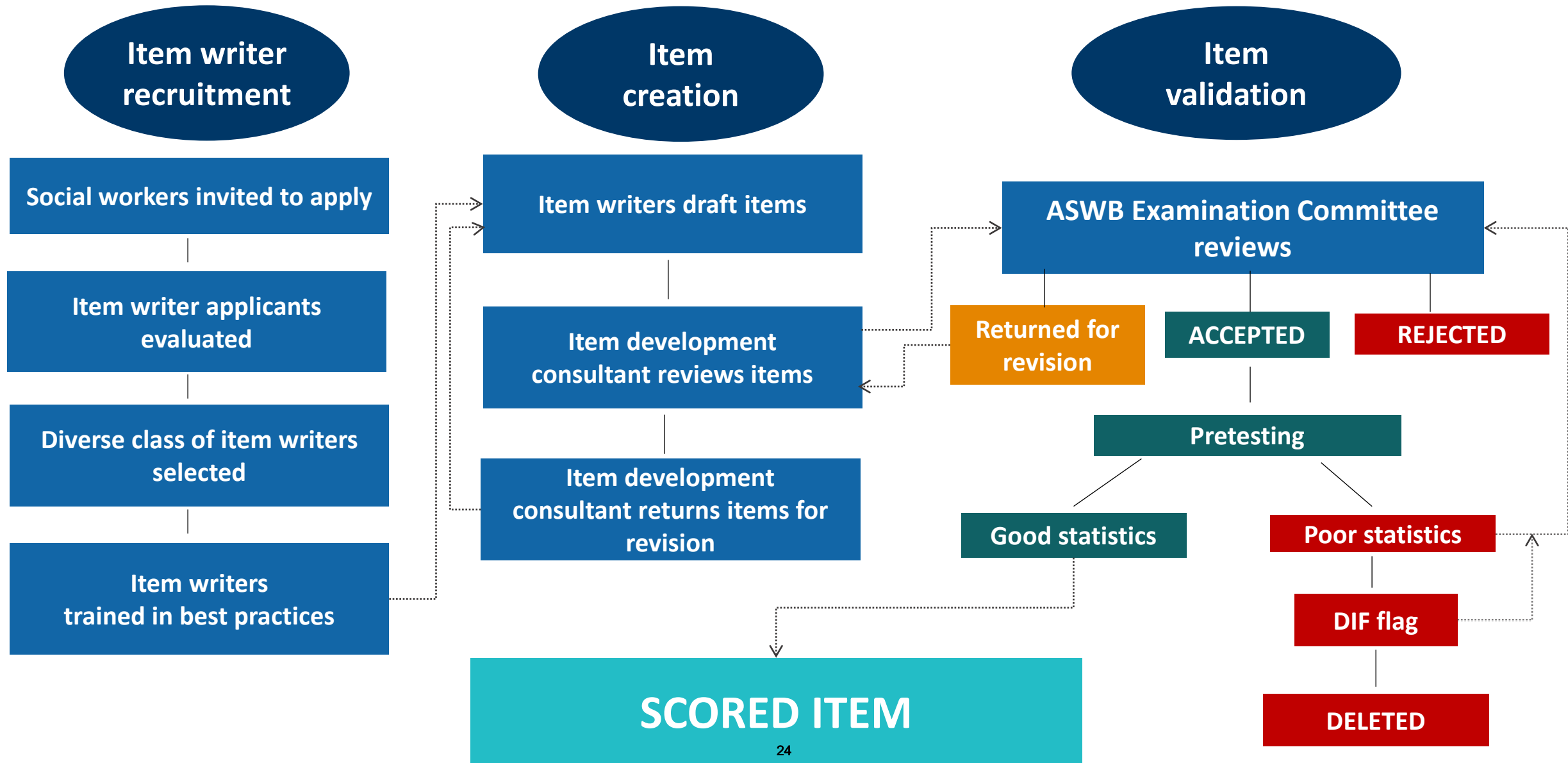
Items randomly administered

Multiple forms online · Rotated quarterly

Computer-delivered at 300+ Pearson VUE centers in the United States and Canada

Standardized administration under equal conditions

ASWB's examination item development process



ASWB meets and exceeds
testing industry standards
for creating high-stakes
licensing exams

Psychometric measurement
(*See Webinar Video)

+

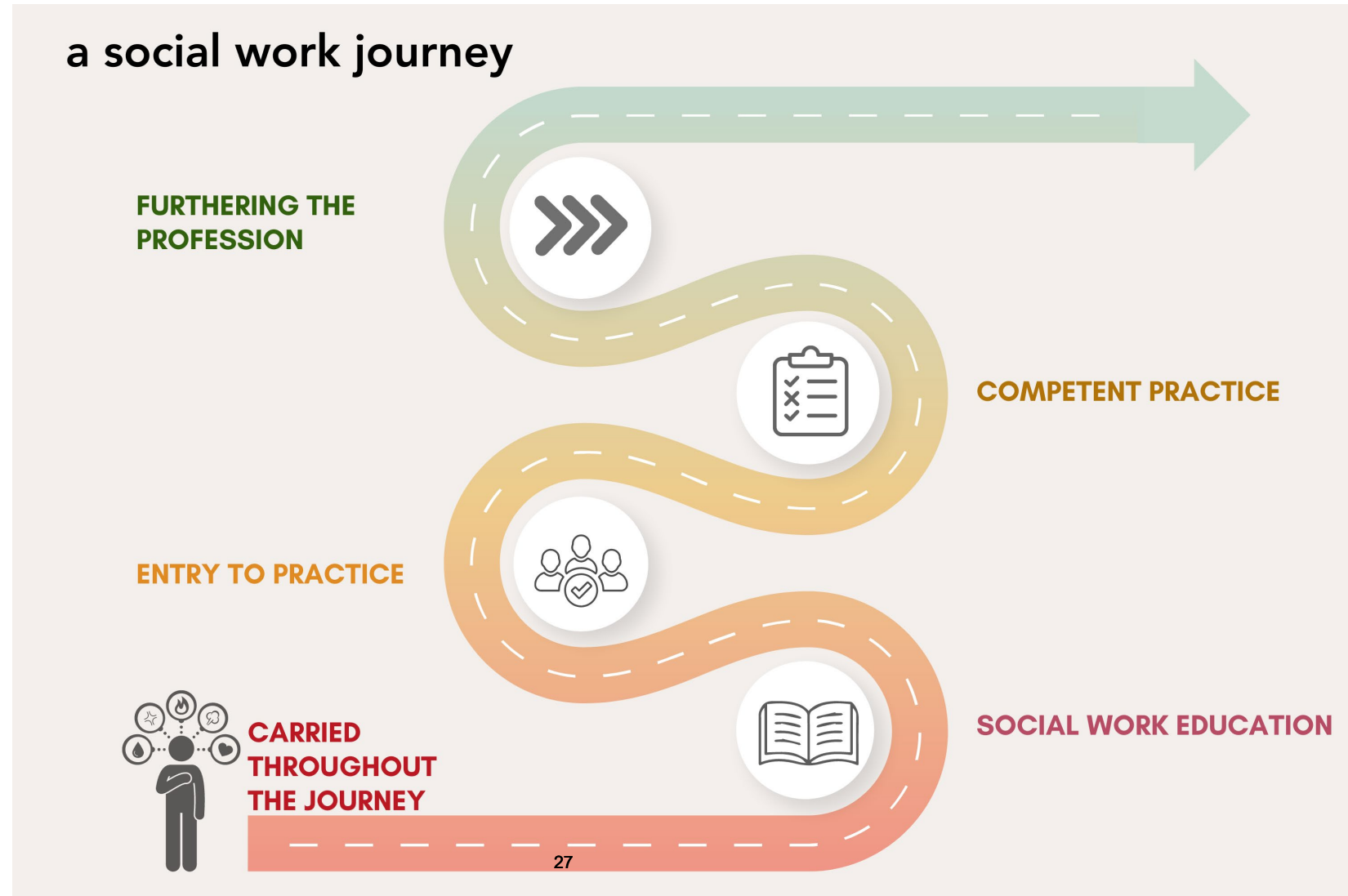
**Social work subject
matter expertise**



“What’s the matter?
It’s the same distance!”

Image source:
DailyKos.com

A PROFESSION-WIDE MATTER

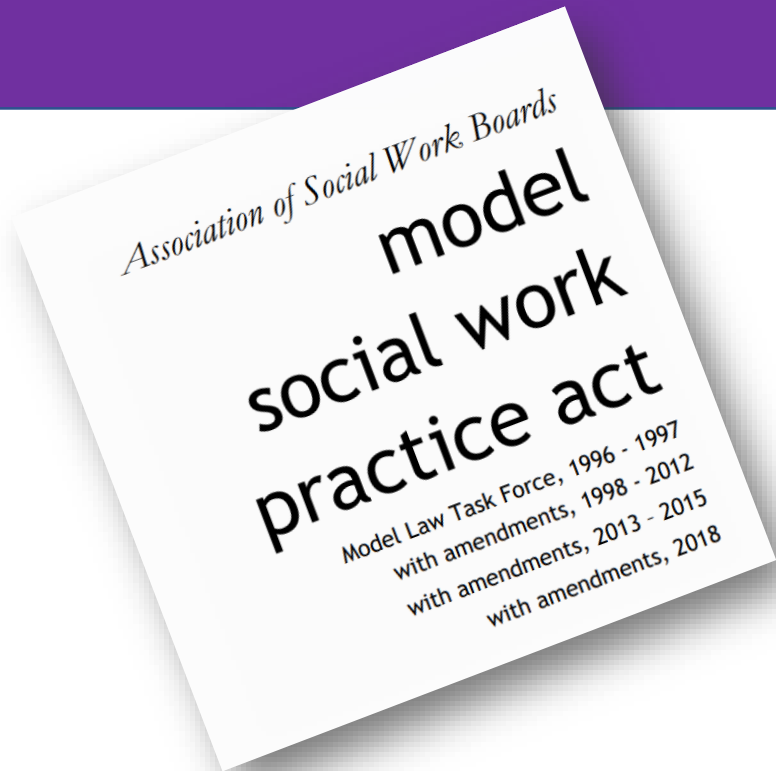


A profession-wide matter:

An Example...



Licensure/Registration Requirements



Education

+

Exam
(entry-level)

+

Experience
(if required)

+

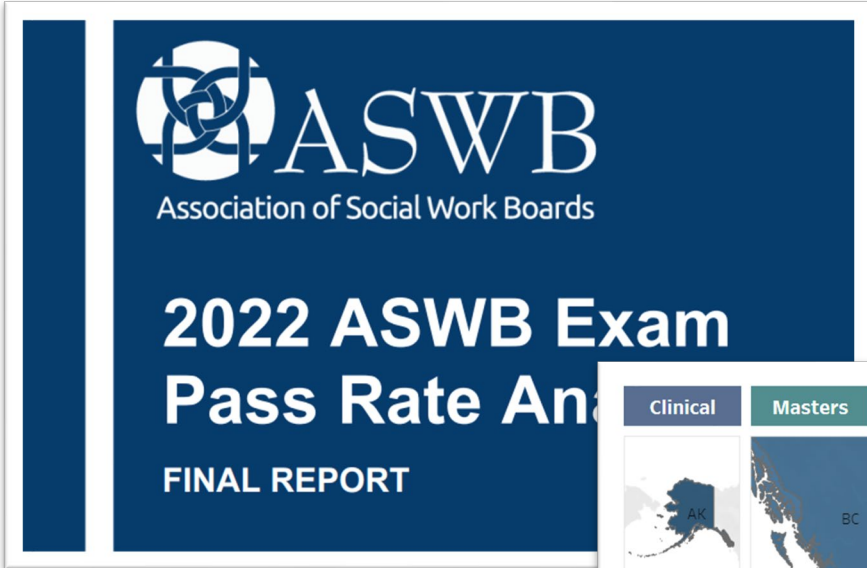
Moral Character

=

Public protection and accountability through licensure

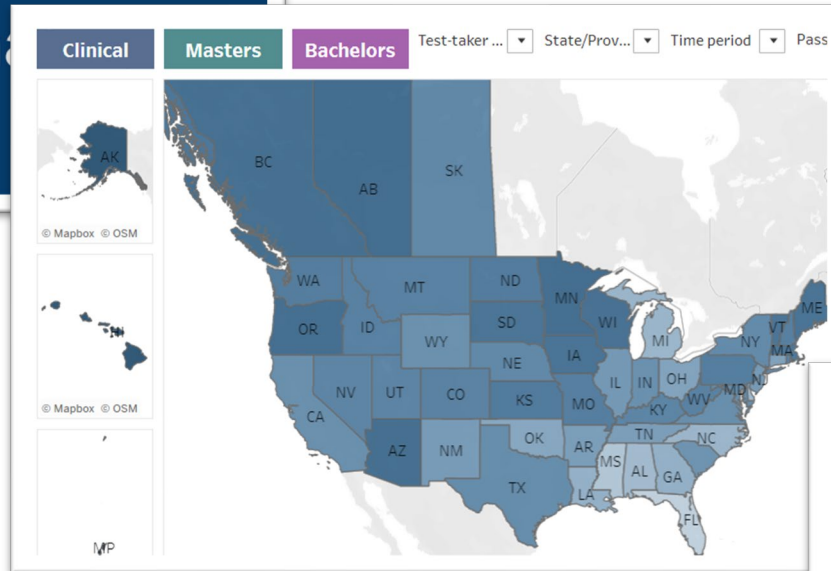


1




Analysis Report

2



Interactive Map

3



ASWB social work licensing exam report for social work schools and programs

School: University of California at Los Angeles
Date: August 2022

The following tables show the performance of test-takers who reported graduation from this school on the ASWB social work licensing exams taken in 2021. Some data for the current exam blueprint, which went online at the beginning of 2018, are also included. For comparison, ASWB has supplied data on test-takers approved to take the exam in the state or province where this school is located and all test-takers in the United States and Canada.

Social Work School Reports

Collaborating across the profession



- Baccalaureate Program Directors
- Canadian Association of Social Workers
- Canadian Association of Social Work Education
- Canadian Council of Social Work Regulators
- Clinical Social Work Association
- Council on Social Work Education
- Latino Social Workers Organization
- National Association of Black Social Workers
- National Association of Deans and Directors
- National Association of Social Workers
- Thunderbird Circle-ISWEN
- U.S. Department of Veterans Affairs
- Association of Social Work Boards

Established 2022

SOCIAL WORK Census

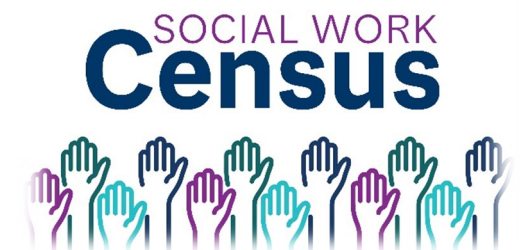




2017 Analysis of the Practice of Social Work

FINAL REPORT

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**Data release
to schools**



**ASWB Exam
Guidebook**

**Free exam
resources for
educators**



**Educator Guide to the
Social Work Exams**

with group review
practice questions

**Educator
training**



Expanded - August 2022

Topics:

1. Exam Development 12/7/2022

Helping students be prepared to show competence on the social work licensing exams

1. Psychometrics 2/22/2023

The art and science of exam development: Exploring best practices for building reliable, valid, and fair exams

1. Exam Administration 6/28/2023

The testing experience: How ASWB's examination practices support access and equity

* Video recordings are available





1. Formats conducted

- In-person
- Virtual
- Self-paced

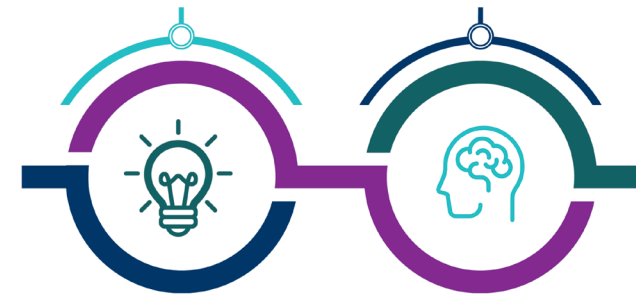
2. Concluded **5/2023**

3. Qualitative findings est. to be published **9/2023**

- **Enhancing the candidate experience**
- **Exploring:**
 - **format options**
 - **Remote proctoring**

***Criterion: Reliable and valid**

reenvisioning COMPETENCE ASSESSMENT





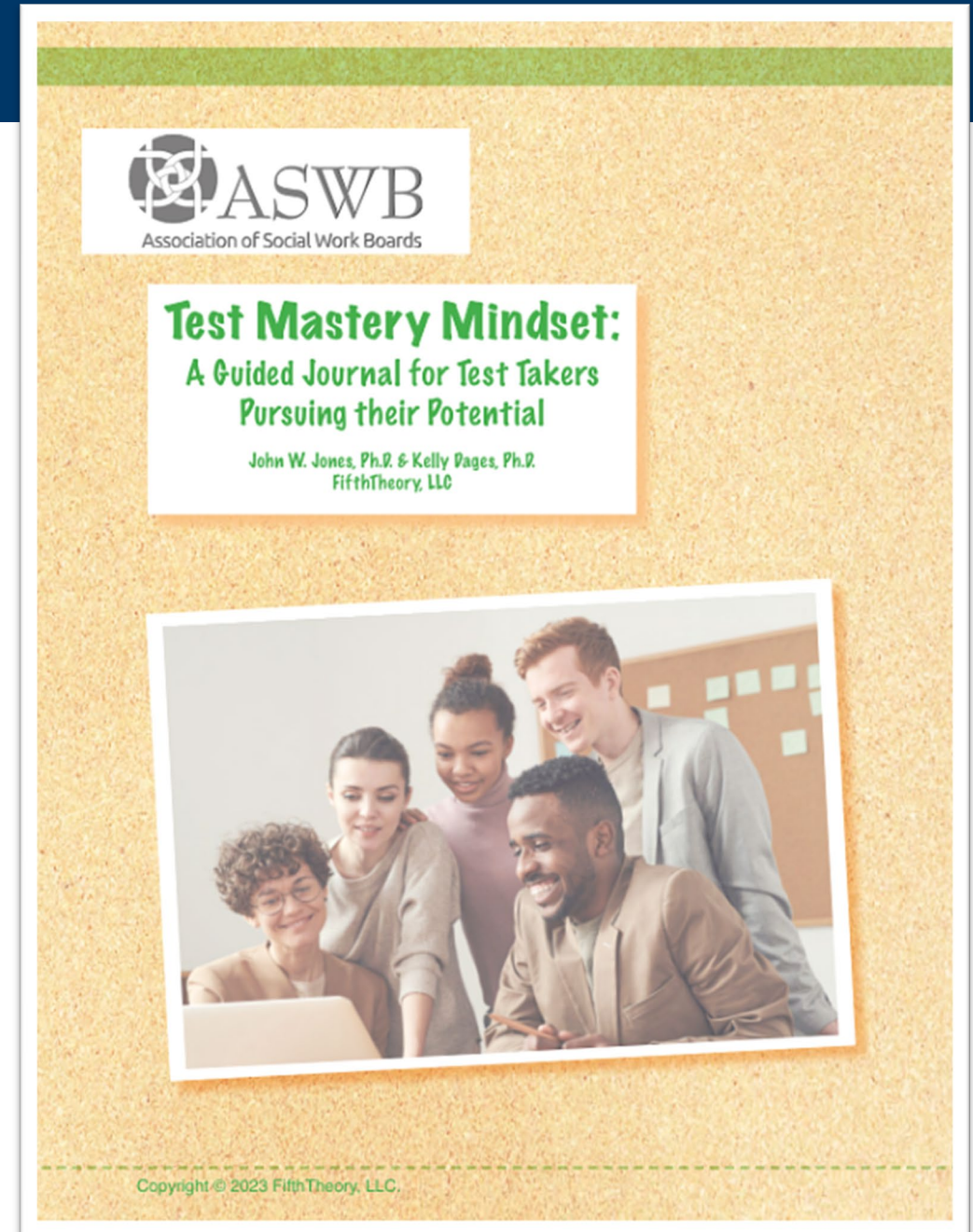
- **RFP for regulatory research**
 - **Closing 6/2023**
 - **Committee review 8/2023**
 - **Award(s) to follow**
- **Census & practice analysis**
- **Independent, 3rd party projects**

Test mastery mindset support



The **Test Mastery Inclusion** program is:

- **Free** to unsuccessful test-takers
- Delivered by an **independent, minority-owned** firm
- Designed to improve **equity and opportunity**
- Composed of a self-assessment tool followed by an **individualized report and resources**
- Being **piloted** by ASWB



Yes! It's *VERY* personal...



ASWB Chief Executive Officer



Dr. Roxroy Reid,
President, ASWB Board of Directors



More Mythbusting



The ‘Workforce’ Argument:

What other professions are considering:

- **Retention** (what good is it to have new SWs come in the workforce if they cannot be retained where they are needed?)
 - Mitigating burnout
 - Workplace culture & infrastructure investments
 - Pay at “professional” wage levels
- **Recruitment**
 - Signing bonuses
 - Tuition relief
- **Allied professional investments**
 - Example: Peer Partners (former recipients of services who are hired for their lived experience as provider team members)

Taking Action:

Examples of what others are doing

- Oregon – Department of Human Services has allocated funding covering for candidate exam Fees.
- Multi-state services agency – reallocated funds to strengthen clinical supervision program starting with bilingual/bicultural LCSW candidates
- Howard University – hosting Community Conversations and paying exam fees for graduates

What YOU can do!

- Encourage social workers to participate in ASWB initiatives
- Question the sound bites and so-called “facts” presented in the absence of evidence or depth
- Support future research aimed at answering the questions raised by the 2022 descriptive data (baseline)
- We invite your engagement in designing the future of social work licensure!

Thank you!

Agenda Item: Provide definition of “generalist social work”

Included in your agenda packet is:

- Copy of proposed regulations approved by the Board in December.

Staff Note: OAG has provided guidance that the Board needs to determine “generalist social work” to use in these amended regulations.

Action Needed:

- Motion to amend proposed regulations with a definition of generalist social work as determined by the Board.

Project 7250 - Proposed

Board of Social Work

Amendments resulting from 2022 periodic review

Chapter 20

Regulations Governing the Practice of Social Work

18VAC140-20-10. Definitions.

A. The following words and terms when used in this chapter shall have the meanings ascribed to them in § 54.1-3700 of the Code of Virginia:

Baccalaureate social worker

Board

Casework

Casework management and supportive services

Clinical social worker

Master's social worker

Practice of social work

Social worker

B. The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Accredited school of social work" means a school of social work accredited by the Council on Social Work Education.

"Active practice" means post-licensure practice at the level of licensure for which an applicant is seeking licensure in Virginia and shall include at least 360 hours of practice in a 12-month period.

"Ancillary services" means activities such as ~~case management~~, recordkeeping, referral, and coordination of services, intervention into situations on a client's behalf with the objectives of meeting the client's needs, and participation in required staff meetings.

"Clinical course of study" means graduate course work that includes specialized advanced courses in human behavior and the social environment, social justice and policy, psychopathology, and diversity issues; research; clinical practice with individuals, families, and groups; and a clinical practicum that focuses on diagnostic, prevention, and treatment services.

"Clinical social work services" include the application of social work principles and methods in performing assessments and diagnoses based on a recognized manual of mental and emotional disorders or recognized system of problem definition, preventive and early intervention services, and treatment services, including psychosocial interventions, psychotherapy, and counseling for mental disorders, substance abuse, marriage and family dysfunction, and problems caused by social and psychological stress or health impairment.

~~"Conversion therapy" means any practice or treatment as defined in § 54.1-2409.5 A of the Code of Virginia.~~

"Exempt practice" is that which meets the conditions of exemption from the requirements of licensure as defined in § 54.1-3701 of the Code of Virginia.

"Face-to-face " means the physical presence of the individuals involved in the supervisory relationship during either individual or group supervision or in the delivery of clinical social work services by a supervisee and may include the use of technology that provides real-time, interactive contact among the individuals involved.

"LBSW" means a licensed baccalaureate social worker.

"LCSW" means a licensed clinical social worker.

"LMSW" means a licensed master's social worker.

~~"Nonexempt practice" means that which does not meet the conditions of exemption from the requirements of licensure as defined in § 54.1-3701 of the Code of Virginia.~~

"NPDB" means the U.S. Department of Health and Human Services National Practitioner Data Bank.

"Supervisee" means an individual who has submitted a supervisory contract and has received board approval to provide clinical services in social work under supervision.

"Supervision" means a professional relationship between a supervisor and supervisee in which the supervisor directs, monitors and evaluates the supervisee's social work practice while promoting development of the supervisee's knowledge, skills and abilities to provide social work services in an ethical and competent manner.

"Supervisory contract" means an agreement that outlines the expectations and responsibilities of the supervisor and supervisee in accordance with regulations of the board.

18VAC140-20-30. Fees.

A. The board has established fees for the following:

1. Registration of supervision	\$50
2. Addition to or change in registration of supervision	\$25
3. Application processing	
a. Licensed clinical social worker <u>LCSW</u>	\$165
b. LBSW	\$100
c. LMSW	\$115
4. Annual license renewal	

a. Registered social worker	\$25
b. Associate social worker	\$25
c. LBSW	\$55
d. LMSW	\$65
e. Licensed clinical social worker <u>LCSW</u>	\$90
5. Penalty for late renewal	
a. Registered social worker	\$10
b. Associate social worker	\$10
c. LBSW	\$20
d. LMSW	\$20
e. Licensed clinical social worker <u>LCSW</u>	\$30
6. Verification of license to another jurisdiction	\$25
7. Additional or replacement licenses	\$15
8. Additional or replacement wall certificates	\$25
9. Handling fee for returned check or dishonored credit or debit card	\$50
10. Reinstatement following disciplinary action	\$500

B. Fees shall be paid by check or money order made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

C. Examination fees shall be paid directly to the examination service according to its requirements.

18VAC140-20-37. Licensure; general.

~~LBSWs and LMSWs may practice in exempt practice settings under appropriate supervision. In accordance with § 54.1-3700 of the Code of Virginia, an LBSW shall engage in the practice of social work under the supervision of a master's social worker. Only licensed clinical social workers may practice at the autonomous level.~~

A. In accordance with § 54.1-3700 of the Code of Virginia, an LBSW shall engage in the practice of social work under the supervision of an LMSW or LCSW.

B. LBSWs and LMSWs may practice in exempt practice settings under appropriate supervision.

C. LBSWs and LMSWs may practice **generalist social work**.

D. Only LCSWs may practice at the autonomous level.

18VAC140-20-40. Requirements for licensure by examination as a ~~licensed clinical social worker~~ an LCSW.

Every applicant for examination for licensure as a ~~licensed clinical social worker~~ an LCSW shall:

1. Meet the education requirements prescribed in 18VAC140-20-49 and experience requirements prescribed in 18VAC140-20-50.
2. Submit a completed application to the board office within two years of completion of supervised experience to include:
 - a. Documentation, on the appropriate forms, of the successful completion of the supervised experience requirements of 18VAC140-20-50 along with documentation of the supervisor's out-of-state license where applicable. Applicants whose former supervisor is deceased, or whose whereabouts is unknown, shall submit to the board a notarized affidavit from the present chief executive officer of the agency, corporation or partnership in which the applicant was supervised. The affidavit shall specify dates of employment, job responsibilities, supervisor's name and last known address, and the total number of hours spent by the applicant with the supervisor in face-to-face supervision;
 - b. The application fee prescribed in 18VAC140-20-30;

- c. Official transcript or documentation submitted from the appropriate institutions of higher education that verifies successful completion of educational requirements set forth in 18VAC140-20-49;
 - d. Documentation of any other health or mental health licensure or certification, if applicable; and
 - e. A current report from the ~~U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB)~~.
3. Provide evidence of passage of the examination prescribed in 18VAC140-20-70.

18VAC140-20-45. Requirements for licensure by endorsement.

- A. Every applicant for licensure by endorsement shall submit in one package:
- 1. A completed application and the application fee prescribed in 18VAC140-20-30.
 - 2. Documentation of active social work licensure in good standing obtained by standards required for licensure in another jurisdiction as verified by the out-of-state licensing agency. Licensure in the other jurisdiction shall be of a comparable type as the licensure that the applicant is seeking in Virginia.
 - 3. Verification of a passing score on a board-approved national exam at the level for which the applicant is seeking licensure in Virginia. The board may accept evidence that a national examination was not required for licensure by the other jurisdiction at the time the applicant was initially licensed.
 - 4. Documentation of any other health or mental health licensure or certification, if applicable.
 - 5. A current report from the ~~U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB)~~.

6. Certification that the applicant is not the respondent in any pending or unresolved board action in another jurisdiction or in a malpractice claim.

B. If an applicant for licensure by endorsement has not passed a board-approved national examination at the level for which the applicant is seeking licensure in Virginia, the board may approve the applicant to sit for such examination.

18VAC140-20-49. Educational requirements for a ~~licensed clinical social worker~~ an LCSW.

A. The applicant for licensure as a clinical social worker shall document successful completion of one of the following: (i) a master's degree in social work with a clinical course of study from a program accredited by the Council on Social Work Education, (ii) a master's degree in social work with a nonclinical concentration from a program accredited by the Council on Social Work Education together with successful completion of the educational requirements for a clinical course of study through a graduate program accredited by the Council on Social Work Education, or (iii) a program of education and training in social work at an educational institution outside the United States recognized by the Council on Social Work Education.

B. The requirement for a clinical practicum in a clinical course of study shall be a minimum of 600 hours, which shall be integrated with clinical course of study coursework and supervised by a person who is a ~~licensed clinical social worker~~ an LCSW or who holds a master's or doctor's degree in social work and has a minimum of three years of experience in clinical social work services after earning the graduate degree. An applicant who has otherwise met the requirements for a clinical course of study but who did not have a minimum of 600 hours in a supervised field placement/practicum in clinical social work services may meet the requirement by obtaining an equivalent number of hours of supervised practice in clinical social work services in addition to the experience required in 18VAC140-20-50.

18VAC140-20-50. Experience requirements for a licensed clinical social worker an LCSW.

A. Supervised experience. Supervised post-master's degree experience without prior written board approval will not be accepted toward licensure, except supervision obtained in another United States jurisdiction may be accepted if it met the requirements of that jurisdiction. Prior to registration for supervised experience, a person shall satisfactorily complete the educational requirements of 18VAC140-20-49.

1. Registration. An individual who proposes to obtain supervised post-master's degree experience in Virginia shall, prior to the onset of such supervision, or whenever there is an addition or change of a supervisor:

- a. Register on a form provided by the board;
- b. Submit a copy of a supervisory contract completed by the supervisor and the supervisee;
- c. Submit an official transcript documenting a graduate degree and clinical practicum as specified in 18VAC140-20-49; and
- d. Pay the registration of supervision fee set forth in 18VAC140-20-30.

2. Hours. The applicant shall have completed a minimum of 3,000 hours of supervised post-master's degree experience in the delivery of clinical social work services and in ancillary services that support such delivery. A minimum of one hour and a maximum of four hours of face-to-face supervision shall be provided per 40 hours of work experience for a total of at least 100 hours. No more than 50 of the 100 hours may be obtained in group supervision, nor shall there be more than six persons being supervised in a group unless approved in advance by the board. The board may consider alternatives to face-to-face supervision if the applicant can demonstrate an undue burden due to hardship, disability or geography.

- a. Supervised experience shall be acquired in no less than two nor more than four consecutive years.
 - b. Supervisees shall obtain throughout their hours of supervision a minimum of 1,380 hours of supervised experience in face-to-face client contact in the delivery of clinical social work services. The remaining hours may be spent in ancillary services supporting the delivery of clinical social work services.
3. An individual who does not complete the supervision requirement after four consecutive years of supervised experience may request an extension of up to 12 months. The request for an extension shall include evidence that demonstrates extenuating circumstances that prevented completion of the supervised experience within four consecutive years.

B. Requirements for supervisors of candidates for LCSW.

1. The supervisor shall hold an active, unrestricted license as a ~~licensed clinical social worker~~ an LCSW in the jurisdiction in which the clinical services are being rendered with at least two years of post-licensure clinical social work experience. The board may consider supervisors with commensurate qualifications if the applicant can demonstrate an undue burden due to geography or disability or if supervision was obtained in another United States jurisdiction.
2. The supervisor shall have received professional training in supervision, consisting of a three credit-hour graduate course in supervision or at least 14 hours of continuing education offered by a provider approved under 18VAC140-20-105. The graduate course or hours of continuing education in supervision shall be obtained by a supervisor within five years immediately preceding registration of supervision.
3. The supervisor shall not provide supervision for a family member or provide supervision for anyone with whom he has a dual relationship.

4. The board may consider supervisors from jurisdictions outside of Virginia who provided clinical social work supervision if they have commensurate qualifications but were either (i) not licensed because their jurisdiction did not require licensure or (ii) were not designated as clinical social workers because the jurisdiction did not require such designation.

C. Responsibilities of supervisors of candidates for LCSW. The supervisor shall:

1. Be responsible for the social work activities of the supervisee as set forth in this subsection once the supervisory arrangement is accepted;
2. Review and approve the diagnostic assessment and treatment plan of a representative sample of the clients assigned to the applicant during the course of supervision. The sample should be representative of the variables of gender, age, diagnosis, length of treatment and treatment method within the client population seen by the applicant. It is the applicant's responsibility to assure the representativeness of the sample that is presented to the supervisor;
3. Provide supervision only for those social work activities for which the supervisor has determined the applicant is competent to provide to clients;
4. Provide supervision only for those activities for which the supervisor is qualified by education, training and experience;
5. Evaluate the supervisee's knowledge and document minimal competencies in the areas of an identified theory base, application of a differential diagnosis, establishing and monitoring a treatment plan, development and appropriate use of the professional relationship, assessing the client for risk of imminent danger, understanding the requirements of law for reporting any harm or risk of harm to self or others, and implementing a professional and ethical relationship with clients;

6. Be available to the applicant on a regularly scheduled basis for supervision;
7. Maintain documentation, for five years post-supervision, of which clients were the subject of supervision; ~~and~~
8. Ensure that the board is notified of any change in supervision or if supervision has ended or been terminated by the supervisor; and
9. Clarify the billing fee for supervision.

D. Responsibilities of supervisees.

1. Supervisees may not directly bill for services rendered or in any way represent themselves as independent, autonomous practitioners, or ~~licensed clinical social workers~~ LCSWs.
2. During the supervised experience, supervisees shall use their names and the initials of their degree, and the title "Supervisee in Social Work" in all written communications.
3. Clients shall be informed in writing of the supervisee's status and the supervisor's name, professional address, and phone number.
4. Supervisees shall not supervise the provision of clinical social work services provided by another person.
5. While providing clinical social work services, a supervisee shall remain under board approved supervision until licensed in Virginia as ~~a licensed clinical social worker~~ an LCSW.

18VAC140-20-51. Requirements for licensure by examination as an LBSW or LMSW.

A. In order to be approved to sit for the board-approved examination as an LBSW or an LMSW, an applicant shall:

1. Meet the education requirements prescribed in 18VAC140-20-60.

2. Submit a completed application to the board office to include:

- a. The application fee prescribed in 18VAC140-20-30; and
- b. Official transcripts submitted from the appropriate institutions of higher education.

B. In order to be licensed by examination as an LBSW or an LMSW, an applicant shall:

1. Meet the requirements prescribed in 18VAC140-20-60; and
2. Submit, in addition to the application requirements of subsection A of this section, the following:
 - a. Verification of a passing score on the board-approved national examination;
 - b. Documentation of any other health or mental health licensure or certification, if applicable; and
 - c. A current report from the ~~U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).~~

18VAC140-20-70. Examination requirement.

A. An applicant for licensure by the board as an LBSW, an LMSW, or ~~clinical social worker~~ an LCSW shall pass a written examination prescribed by the board.

- ~~1. The examination prescribed for licensure as a clinical social worker shall be the licensing examination of the Association of Social Work Boards at the clinical level.~~
- ~~2.~~ The examination prescribed for licensure as an LBSW shall be the licensing examination of the Association of Social Work Boards at the bachelor's level.
- ~~3.~~ 2. The examination prescribed for licensure as an LMSW shall be the licensing examination of the Association of Social Work Boards at the master's level.

3. The examination prescribed for licensure as an LCSW shall be the licensing examination of the Association of Social Work Boards at the clinical level.

B. An applicant approved by the board to sit for an examination shall take that examination within two years of the date of the initial board approval. If the applicant has not passed the examination by the end of the two-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time in order to be approved for another two years in which to pass the examination.

C. If an LCSW applicant ~~for clinical social work licensure~~ has not passed the examination within the second two-year approval period, the applicant shall be required to register for supervision and complete one additional year as a supervisee before approval for another two-year period in which to re-take the examination may be granted.

18VAC140-20-100. Licensure renewal.

A. ~~Beginning with the 2017 renewal, licensees~~ Licensees shall renew their licenses on or before June 30 of each year and pay the renewal fee prescribed by the board.

B. Licensees who wish to maintain an active license shall pay the appropriate fee and document on the renewal form compliance with the continued competency requirements prescribed in 18VAC140-20-105. Newly licensed individuals are not required to document continuing education on the first renewal date following initial licensure.

C. A licensee who wishes to place his license in inactive status may do so upon payment of a fee equal to one-half of the annual license renewal fee as indicated on the renewal form. No person shall practice social work or clinical social work in Virginia unless he holds a current active license. A licensee who has placed himself in inactive status may become active by fulfilling the reactivation requirements set forth in 18VAC140-20-110.

D. Each licensee shall furnish the board his current address of record. All notices required by law or by this chapter to be mailed by the board to any such licensee shall be validly given when mailed to the latest address of record given by the licensee. Any change in the address of record or the public address, if different from the address of record, shall be furnished to the board within 30 days of such change.

18VAC140-20-105. Continued competency requirements for renewal of an active license.

A. In order to renew an active license, LBSWs shall complete a minimum of 10 contact hours of continuing education prior to the renewal date for even years. A minimum of two of those hours shall pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in the Commonwealth.

B. In order to renew an active license, LMSWs shall complete a minimum of 15 contact hours of continuing education prior to the renewal date for even years. A minimum of four of those hours shall pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in the Commonwealth.

~~C. Licensed clinical social workers shall be required to have completed~~ In order to renew an active license, LCSWs shall complete a minimum of 30 contact hours of continuing education prior to the renewal date in even years. A minimum of six of those hours shall pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in the Commonwealth. ~~LBSWs and LMSWs shall be required to have completed a minimum of 15 contact hours of continuing education prior to licensure renewal in even years.~~

~~D. Courses or activities for all license types shall be directly related to the practice of social work or another behavioral health field. A minimum of six of those hours for licensed clinical social workers and a minimum of three of those hours for licensed social workers must pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice~~

~~of social work in Virginia.~~ Up to two continuing education hours required for renewal may be satisfied through delivery of social work services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services, as verified by the department or clinic. Three hours of volunteer service is required for one hour of continuing education credit.

~~4.E.~~ The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

~~2.F.~~ The board may grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the licensee such as temporary disability, mandatory military service, or officially declared disasters upon written request from the licensee prior to the renewal date.

~~B.G.~~ Hours may be obtained from a combination of board-approved activities in the following two categories:

1. Category I. Formally Organized Learning Activities. A minimum of seven hours for LBSWs, 10 hours for LMSWs, and 20 hours for licensed clinical social workers or 10 hours for licensed social workers LCSWs shall be documented in this category, which shall include one or more of the following:

- a. Regionally accredited university or college academic courses in a behavioral health discipline. A maximum of 15 hours will be accepted for each academic course.
- b. Continuing education programs offered by universities or colleges accredited by the Council on Social Work Education.

c. Workshops, seminars, conferences, or courses in the behavioral health field offered by federal, state or local social service agencies, public school systems, or licensed health facilities and licensed hospitals.

d. Workshops, seminars, conferences, or courses in the behavioral health field offered by an individual or organization that has been certified or approved by one of the following:

(1) The Child Welfare League of America and its state and local affiliates.

(2) The National Association of Social Workers and its state and local affiliates.

(3) The National Association of Black Social Workers and its state and local affiliates.

(4) The Family Service Association of America and its state and local affiliates.

(5) The Clinical Social Work Association and its state and local affiliates.

(6) The American Association for Psychoanalysis in Clinical Social Work and its state and local affiliates.

(7) The Virginia Association of Sex Offender Treatment Providers.

~~(6)~~ (8) The Association of Social Work Boards.

~~(7)~~ (9) Any state social work board.

2. Category II. Individual Professional Activities. A maximum of 10 of the required 30 hours for ~~licensed clinical social workers~~ LCSWs, or a maximum of five of the required 15 hours for ~~licensed social workers~~ LMSWs, and a maximum of three of the required 10 hours for LBSWs may be earned in this category, which shall include one or more of the following:

a. Participation in an Association of Social Work Boards item writing workshop.

~~(Activity~~ This activity will count for a maximum of two hours.)

- b. Publication of a professional social work-related book or initial preparation or presentation of a social work-related course. (~~Activity~~ This activity will count for a maximum of 10 hours.)
- c. Publication of a professional social work-related article or chapter of a book, or initial preparation or presentation of a social work-related in-service training, seminar, or workshop. (~~Activity~~ This activity will count for a maximum of five hours.)
- d. Provision of a continuing education program sponsored or approved by an organization listed under Category I. (~~Activity~~ This activity will count for a maximum of two hours and will only be accepted one time for any specific program.)
- e. Field instruction of graduate students in a Council on Social Work Education-accredited school. (~~Activity~~ This activity will count for a maximum of two hours.)
- f. Serving as an officer or committee member of one of the national professional social work associations listed under subdivision B G 1 d of this section or as a member of a state social work licensing board. (~~Activity~~ This activity will count for a maximum of two hours.)
- g. Attendance at formal staffings at federal, state, or local social service agencies, public school systems, or licensed health facilities and licensed hospitals. (~~Activity~~ This activity will count for a maximum of five hours.)
- h. Individual or group study including listening to audio tapes, viewing video tapes, or reading professional books or articles. (~~Activity~~ This activity will count for a maximum of five hours.)

18VAC140-20-110. Late renewal; reinstatement; reactivation.

A. An LBSW, LMSW, or ~~clinical social worker~~ LCSW whose license has expired may renew that license within one year after its expiration date by:

1. Providing evidence of having met all applicable continuing education requirements.
2. Paying the penalty for late renewal and the renewal fee as prescribed in 18VAC140-20-30.

B. An LBSW, LMSW, or ~~clinical social worker~~ LCSW who fails to renew the license after one year and who wishes to resume practice shall apply for reinstatement and pay the reinstatement fee, which shall consist of the application processing fee and the penalty fee for late renewal, as set forth in 18VAC140-20-30. An applicant for reinstatement shall also provide:

1. Documentation of having completed all applicable continued competency hours equal to the number of years the license has lapsed, not to exceed four years;
2. Documentation of any other health or mental health licensure or certification held in another United States jurisdiction, if applicable; and
3. A current report from the ~~U.S. Department of Health and Human Services National Practitioner Data Bank~~ NPDB.

C. An LBSW, LMSW, or ~~clinical social worker~~ LCSW wishing to reactivate an inactive license shall submit the difference between the renewal fee for active licensure and the fee for inactive licensure renewal and document completion of continued competency hours equal to the number of years the license has been inactive, not to exceed four years.

18VAC140-20-130. Renewal of registration for associate social workers and registered social workers.

The registration of every associate social worker and registered social worker with the former Virginia Board of Registration of Social Workers ~~under former § 54-775.4 of the Code of Virginia~~ shall expire on June 30 of each year.

1. Each registrant shall return the completed application before the expiration date, accompanied by the payment of the renewal fee prescribed by the board.
2. Failure to receive the renewal notice shall not relieve the registrant from the renewal requirement.

18VAC140-20-150. Professional conduct.

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board. Regardless of the delivery method, whether in person, by telephone, or electronically, these standards shall apply to the practice of social work.

B. Persons licensed as LBSWs, LMSWs, and ~~clinical social workers~~ LCSWs shall:

1. Be able to justify all services rendered to or on behalf of clients as necessary for diagnostic or therapeutic purposes.
2. Provide for continuation of care when services must be interrupted or terminated.
3. Practice only within the competency areas for which they are qualified by education and experience.
4. Report ~~to the board~~ any known or suspected violations of the laws and regulations governing the practice of social work to the board.
5. Neither accept nor give commissions, rebates, or other forms of remuneration for referral of clients for professional services.
6. Ensure that clients are aware of fees and billing arrangements before rendering services. Billing arrangements must clearly state the credentials of the person rendering services. Supervisees in social work may not bill clients directly for the supervisee's services.

7. Inform clients of potential risks and benefits of services and the limitations on confidentiality and ensure that clients have provided informed written consent to treatment.
8. Keep ~~confidential their~~ therapeutic relationships with clients confidential and disclose client records to others only with written consent of the client, with the following exceptions:
(i) when the client is a danger to self or others; or (ii) as required by law.
9. When advertising their services to the public, ensure that such advertising is neither fraudulent nor misleading.
10. As treatment requires and with the written consent of the client, collaborate with other health or mental health providers concurrently providing services to the client.
11. Refrain from undertaking any activity in which one's personal problems are likely to lead to inadequate or harmful services.
12. Recognize conflicts of interest and inform all parties of the nature and directions of loyalties and responsibilities involved.
13. ~~Not engage in conversion therapy with any person younger than 18 years of age.~~
14. Not engage in physical contact with a client when there is a likelihood of psychological harm to the client. Social workers who engage in physical contact are responsible for setting clear and culturally sensitive boundaries.
- ~~15.~~14. Not sexually harass clients. Sexual harassment includes sexual advances; sexual solicitation; requests for sexual favors; and other verbal, written, electronic, or physical contact of a sexual nature.
15. Not diagnose third parties.

C. ~~In regard to client records, persons~~ Persons licensed by the board shall comply with provisions of § 32.1-127.1:03 of the Code of Virginia ~~on~~ regarding the privacy of health records ~~privacy~~ and shall:

1. Maintain written or electronic clinical records for each client to include identifying information and assessment that substantiates diagnosis and treatment plans. Each record shall include: (i) a diagnosis and treatment plan; (ii) progress notes for each case activity; (iii) information received from all collaborative contacts and the treatment implications of that information; and (iv) the termination process and summary.
2. Maintain client records securely, inform all employees of the requirements of confidentiality, and provide for the destruction of records that are no longer useful in a manner that ensures client confidentiality.
3. Disclose or release records to others only with ~~clients'~~ a client's expressed written consent, the express written consent of a client's ~~or that of their~~ legally authorized representative, or as mandated by law.
4. Ensure confidentiality in the usage of client records and clinical materials by obtaining informed consent from clients or their legally authorized representative before (i) videotaping, (ii) audio recording, (iii) permitting third-party observation, or (iv) using identifiable client records and clinical materials in teaching, writing, or public presentations.
5. Maintain client records for a minimum of six years or as otherwise required by law from the date of termination of the therapeutic relationship with the following exceptions:
 - a. At minimum, records of a minor child shall be maintained for six years after attaining the age of majority or 10 years following termination, whichever comes later.
 - b. Records that are required by contractual obligation or federal law to be maintained for a longer period of time.

c. Records that have been transferred to another mental health professional or have been given to the client or the client's legally authorized representative.

D. In regard to ~~dual relationships~~ maintaining professional boundaries, persons licensed by the board shall:

1. Not engage in a dual relationship with a client or a supervisee that could impair professional judgment or increase the risk of exploitation or harm to the client or supervisee. (Examples of such a relationship include: familial relationships; social relationships; financial, or business relationships; bartering; inappropriate physical contact such as cradling or caressing; assuming the role of a parent without consent; or a close personal relationship with a client, former client, or supervisee.) Social workers shall take appropriate professional precautions when a dual relationship cannot be avoided, such as informed consent, consultation, supervision, and documentation to ensure that judgment is not impaired and no exploitation occurs.

2. Not have any type of romantic relationship or sexual intimacies with a client or those included in collateral therapeutic services, and not provide services to those persons with whom they have had a romantic or sexual relationship. Social workers shall not engage in romantic relationship or sexual intimacies with a former client within a minimum of five years after terminating the professional relationship. Social workers who engage in such a relationship after five years following termination shall have the responsibility to examine and document thoroughly that such a relationship did not have an ~~exploitive~~ exploitative nature, based on factors such as duration of therapy, amount of time since therapy, termination circumstances, client's personal history and mental status, adverse impact on the client. A client's consent to, initiation of, or participation in sexual behavior or involvement with a social worker does not change the nature of the conduct nor lift the regulatory prohibition.

3. Not engage in any romantic or sexual relationship or establish a therapeutic relationship with a current supervisee or student. Social workers shall avoid any nonsexual dual relationship with a supervisee or student in which there is a risk of exploitation or potential harm to the supervisee or student, or the potential for interference with the supervisor's professional judgment.

4. Recognize conflicts of interest and inform all parties of the nature and directions of loyalties and responsibilities involved.

5. Not engage in a personal relationship with a former client in which there is a risk of exploitation or potential harm or if the former client continues to relate to the social worker in the social worker's professional capacity.

E. Upon learning of evidence that indicates a reasonable probability that another mental health provider is or may be guilty of a violation of standards of conduct as defined in statute or regulation, persons licensed by the board shall advise their clients of their right to report such misconduct to the Department of Health Professions in accordance with § 54.1-2400.4 of the Code of Virginia.

18VAC140-20-160. Grounds for disciplinary action or denial of issuance of a license or registration.

The board may refuse to admit an applicant to an examination; refuse to issue a license or registration to an applicant; or reprimand, impose a monetary penalty, place on probation, impose such terms as it may designate, suspend for a stated period of time or indefinitely, or revoke a license or registration for one or more of the following grounds:

1. Conviction of a felony or of a misdemeanor involving moral turpitude;
2. Procurement of license by fraud or misrepresentation;

3. Conducting one's practice in such a manner so as to make the practice a danger to the health and welfare of one's clients or to the public. In the event a question arises concerning the continued competence of a licensee, the board will consider evidence of continuing education;
4. Being unable to practice social work with reasonable skill and safety to clients by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals or any other type of material or as a result of any mental or physical condition;
5. Conducting one's practice in a manner contrary to the standards of ~~ethics~~ care of social work or in violation of 18VAC140-20-150, standards of practice;
6. Performing functions outside the board-licensed area of competency;
7. Failure to comply with the continued competency requirements set forth in 18VAC140-20-105;
8. Violating or aiding and abetting another to violate any statute applicable to the practice of social work or any provision of this chapter; and
9. Failure to provide supervision in accordance with the provisions of 18VAC140-20-50 or 18VAC140-20-60.

18VAC140-20-170. Reinstatement following disciplinary action.

~~Any~~ In order to be eligible for reinstatement, any person whose license has been suspended, revoked, or denied renewal by the board under the provisions of 18VAC140-20-160 shall, ~~in order to be eligible for reinstatement,~~ (i) submit a new application to the board for a license, (ii) pay the appropriate reinstatement fee, and (iii) submit any other credentials as prescribed by the board. After a hearing, the board may, at its discretion, grant the reinstatement.

Board of Social Work
Current Regulatory Actions
As of August 2, 2023

In the Governor's office

None.

In the Secretary's office

VAC	Stage	Subject Matter	Date submitted*	Office; time in office	Notes
18VAC140-30	Proposed	Initial regulations for licensure of music therapists	1/19/2022	HHR; 446 days	Implements licensure of music therapists pursuant to directive by the General Assembly
18VAC140-20	Final	Reduction in CE hours for continuation of approval to be a supervisor	6/3/2022	HHR; 405 days	Amendment following recommendation of Regulatory Committee to eliminate a burdensome requirement.

At DPB/OAG

VAC	Stage	Subject Matter	Date submitted*	Office; time in office	Notes
18VAC140-20	Exempt/Final	Agency subordinates to hear credentials	7/2/2023	OAG 31 days	Exempt amendments from legislation

*Date submitted for executive branch review

Regulations set for publication or recently effective

VAC	Stage	Subject Matter	Publication date	Effective date
18VAC140-20	Exempt/Final	Exempt action to allow change of supervisors without notification to the Board	8/28/2023	Effective date 9/27/2023

Returned to agency

VAC	Stage	Subject Matter	Date submitted*	Reason	Notes
18VAC140-20	Proposed	Amendments resulting from 2022 periodic review	12/19/2022	To include definition of “generalist social work” in proposed regulations	Amendments from 2022 periodic review for needed changes.

Agenda Item: Adoption of revised policy on meetings held with electronic participation pursuant to statutory changes

Included in your agenda package:

- Proposed revised electronic participation policy;
- Virginia Code § 2.2-3708.3

Action needed:

- Motion to revise policy on meetings held with electronic participation as presented.

Virginia Department of Health Professions

Meetings Held with Electronic Participation

Purpose:

To establish a written policy for allowing electronic participation of board or committee members for meetings of the health regulatory boards of the Department of Health Professions or their committees.

Policy:

Electronic participation by members of the health regulatory boards of the Department of Health Professions or their committees shall be in accordance with the procedures outlined in this policy.

Authority:

This policy for conducting a meeting with electronic participation shall be in accordance with [Virginia Code § 2.2-3708.3](#).

Procedures:

1. One or more members of the Board or a committee may participate electronically if, on or before the day of a meeting, the member notifies the chair and the executive director that he/she is unable to attend the meeting due to:
 - a. a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
 - b. a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
 - c. the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
 - d. the member is unable to attend to the meeting due to a personal matter and identifies with specificity the nature of the personal matter.

No member, however, may use remote participation due to personal matters more than two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

2. Participation by a member through electronic communication means must be approved by the board chair or president. The reason for the member's electronic participation shall

be stated in the minutes in accordance with Virginia Code § 2.2-3708.3(A)(4). If a member's participation from a remote location is disapproved because it would violate this policy, it must be recorded in the minutes with specificity.

3. The board or committee holding the meeting shall record in its minutes the remote location from which the member participated; the remote location, however, does not need to be open to the public and may be identified by a general description.

Draft

§ 2.2-3708.3. (Effective September 1, 2022) Meetings held through electronic communication means; situations other than declared states of emergency

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such

disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall first

adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. [597](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Agenda Item: Initiation of periodic review of public participation guidelines contained in 18VAC140-11

Included in your agenda packet:

- 18VAC140-11

Staff Note: Agencies are required to conduct periodic reviews of regulatory chapters every 4 years. Although this particular chapter is only changed when the Department of Planning and Budget provides new model language, the Board is still required to conduct a periodic review.

Action Needed:

- Motion to initiate periodic review of 18VAC140-11.

Commonwealth of Virginia



PUBLIC PARTICIPATION GUIDELINES

VIRGINIA BOARD OF SOCIAL WORK

Title of Regulations: 18 VAC 140-11-10 et seq.

**Statutory Authority: §§ 54.1-2400 and 2.2-4007
of the *Code of Virginia***

Revised Date: December 15, 2016

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Part I

Purpose and Definitions

18VAC140-11-10. Purpose.

The purpose of this chapter is to promote public involvement in the development, amendment or repeal of the regulations of the Board of Social Work. This chapter does not apply to regulations, guidelines, or other documents exempted or excluded from the provisions of the Administrative Process Act (§2.2-4000 et seq. of the Code of Virginia).

18VAC140-11-20. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Administrative Process Act" means Chapter 40 (§2.2-4000 et seq.) of Title 2.2 of the Code of Virginia.

"Agency" means the Board of Social Work, which is the unit of state government empowered by the agency's basic law to make regulations or decide cases. Actions specified in this chapter may be fulfilled by state employees as delegated by the agency.

"Basic law" means provisions in the Code of Virginia that delineate the basic authority and responsibilities of an agency.

"Commonwealth Calendar" means the electronic calendar for official government meetings open to the public as required by §2.2-3707 C of the Freedom of Information Act.

"Negotiated rulemaking panel" or "NRP" means an ad hoc advisory panel of interested parties established by an agency to consider issues that are controversial with the assistance of a facilitator or mediator, for the purpose of reaching a consensus in the development of a proposed regulatory action.

"Notification list" means a list used to notify persons pursuant to this chapter. Such a list may include an electronic list maintained through the Virginia Regulatory Town Hall or other list maintained by the agency.

"Open meeting" means any scheduled gathering of a unit of state government empowered by an agency's basic law to make regulations or decide cases, which is related to promulgating, amending or repealing a regulation.

"Person" means any individual, corporation, partnership, association, cooperative, limited liability company, trust, joint venture, government, political subdivision, or any other legal or commercial entity and any successor, representative, agent, agency, or instrumentality thereof.

"Public hearing" means a scheduled time at which members or staff of the agency will meet for the purpose of receiving public comment on a regulatory action.

"Regulation" means any statement of general application having the force of law, affecting the rights or conduct of any person, adopted by the agency in accordance with the authority conferred on it by applicable laws.

"Regulatory action" means the promulgation, amendment, or repeal of a regulation by the agency.

"Regulatory advisory panel" or "RAP" means a standing or ad hoc advisory panel of interested parties established by the agency for the purpose of assisting in regulatory actions.

"Town Hall" means the Virginia Regulatory Town Hall, the website operated by the Virginia Department of Planning and Budget at www.townhall.virginia.gov, which has online public comment forums and displays information about regulatory meetings and regulatory actions under consideration in Virginia and sends this information to registered public users.

"Virginia Register" means the Virginia Register of Regulations, the publication that provides official legal notice of new, amended and repealed regulations of state agencies, which is published under the provisions of Article 6 (§2.2-4031 et seq.) of the Administrative Process Act.

Part II

Notification of Interested Persons

18VAC140-11-30. Notification list.

A. The agency shall maintain a list of persons who have requested to be notified of regulatory actions being pursued by the agency.

B. Any person may request to be placed on a notification list by registering as a public user on the Town Hall or by making a request to the agency. Any person who requests to be placed on a notification list shall elect to be notified either by electronic means or through a postal carrier.

C. The agency may maintain additional lists for persons who have requested to be informed of specific regulatory issues, proposals, or actions.

D. When electronic mail is returned as undeliverable on multiple occasions at least 24 hours apart, that person may be deleted from the list. A single undeliverable message is insufficient cause to delete the person from the list.

E. When mail delivered by a postal carrier is returned as undeliverable on multiple occasions, that person may be deleted from the list.

F. The agency may periodically request those persons on the notification list to indicate their desire to either continue to be notified electronically, receive documents through a postal carrier, or be deleted from the list.

18VAC140-11-40. Information to be sent to persons on the notification list.

A. To persons electing to receive electronic notification or notification through a postal carrier as described in 18VAC140-11-30, the agency shall send the following information:

1. A notice of intended regulatory action (NOIRA).
2. A notice of the comment period on a proposed, a repropoed, or a fast-track regulation and hyperlinks to, or instructions on how to obtain, a copy of the regulation and any supporting documents.
3. A notice soliciting comment on a final regulation when the regulatory process has been extended pursuant to §2.2-4007.06 or 2.2-4013 C of the Code of Virginia.

B. The failure of any person to receive any notice or copies of any documents shall not affect the validity of any regulation or regulatory action.

**Part III
Public Participation Procedures**

18VAC140-11-50. Public comment.

A. In considering any nonemergency, nonexempt regulatory action, the agency shall afford interested persons an opportunity to (i) submit data, views, and arguments, either orally or in writing, to the agency; and (ii) be accompanied by and represented by counsel or other representative. Such opportunity to comment shall include an online public comment forum on the Town Hall.

1. To any requesting person, the agency shall provide copies of the statement of basis, purpose, substance, and issues; the economic impact analysis of the proposed or fast-track regulatory action; and the agency's response to public comments received.
2. The agency may begin crafting a regulatory action prior to or during any opportunities it provides to the public to submit comments.

B. The agency shall accept public comments in writing after the publication of a regulatory action in the Virginia Register as follows:

1. For a minimum of 30 calendar days following the publication of the notice of intended regulatory action (NOIRA).
2. For a minimum of 60 calendar days following the publication of a proposed regulation.
3. For a minimum of 30 calendar days following the publication of a repropoed regulation.

4. For a minimum of 30 calendar days following the publication of a final adopted regulation.
5. For a minimum of 30 calendar days following the publication of a fast-track regulation.
6. For a minimum of 21 calendar days following the publication of a notice of periodic review.
7. Not later than 21 calendar days following the publication of a petition for rulemaking.

C. The agency may determine if any of the comment periods listed in subsection B of this section shall be extended.

D. If the Governor finds that one or more changes with substantial impact have been made to a proposed regulation, he may require the agency to provide an additional 30 calendar days to solicit additional public comment on the changes in accordance with § [2.2-4013](#) C of the Code of Virginia.

E. The agency shall send a draft of the agency's summary description of public comment to all public commenters on the proposed regulation at least five days before final adoption of the regulation pursuant to § [2.2-4012](#) E of the Code of Virginia.

18VAC140-11-60. Petition for rulemaking.

A. As provided in §2.2-4007 of the Code of Virginia, any person may petition the agency to consider a regulatory action.

B. A petition shall include but is not limited to the following information:

1. The petitioner's name and contact information;
2. The substance and purpose of the rulemaking that is requested, including reference to any applicable Virginia Administrative Code sections; and
3. Reference to the legal authority of the agency to take the action requested.

C. The agency shall receive, consider and respond to a petition pursuant to §2.2-4007 and shall have the sole authority to dispose of the petition.

D. The petition shall be posted on the Town Hall and published in the Virginia Register.

E. Nothing in this chapter shall prohibit the agency from receiving information or from proceeding on its own motion for rulemaking.

18VAC140-11-70. Appointment of regulatory advisory panel.

A. The agency may appoint a regulatory advisory panel (RAP) to provide professional specialization or technical assistance when the agency determines that such expertise is necessary to address a specific regulatory issue or action or when individuals indicate an interest in working with the agency on a specific regulatory issue or action.

B. Any person may request the appointment of a RAP and request to participate in its activities. The agency shall determine when a RAP shall be appointed and the composition of the RAP.

C. A RAP may be dissolved by the agency if:

1. The proposed text of the regulation is posted on the Town Hall, published in the Virginia Register, or such other time as the agency determines is appropriate; or
2. The agency determines that the regulatory action is either exempt or excluded from the requirements of the Administrative Process Act.

18VAC140-11-80. Appointment of negotiated rulemaking panel.

A. The agency may appoint a negotiated rulemaking panel (NRP) if a regulatory action is expected to be controversial.

B. A NRP that has been appointed by the agency may be dissolved by the agency when:

1. There is no longer controversy associated with the development of the regulation;
2. The agency determines that the regulatory action is either exempt or excluded from the requirements of the Administrative Process Act; or
3. The agency determines that resolution of a controversy is unlikely.

18VAC140-11-90. Meetings.

Notice of any open meeting, including meetings of a RAP or NRP, shall be posted on the Virginia Regulatory Town Hall and Commonwealth Calendar at least seven working days prior to the date of the meeting. The exception to this requirement is any meeting held in accordance with §2.2-3707 D of the Code of Virginia allowing for contemporaneous notice to be provided to participants and the public.

18VAC140-11-100. Public hearings on regulations.

A. The agency shall indicate in its notice of intended regulatory action whether it plans to hold a public hearing following the publication of the proposed stage of the regulatory action.

B. The agency may conduct one or more public hearings during the comment period following the publication of a proposed regulatory action.

C. An agency is required to hold a public hearing following the publication of the proposed regulatory action when:

1. The agency's basic law requires the agency to hold a public hearing;
2. The Governor directs the agency to hold a public hearing; or
3. The agency receives requests for a public hearing from at least 25 persons during the public comment period following the publication of the notice of intended regulatory action.

D. Notice of any public hearing shall be posted on the Town Hall and Commonwealth Calendar at least seven working days prior to the date of the hearing. The agency shall also notify those persons who requested a hearing under subdivision C 3 of this section.

18VAC140-11-110. Periodic review of regulations.

A. The agency shall conduct a periodic review of its regulations consistent with:

1. An executive order issued by the Governor pursuant to §2.2-4017 of the Administrative Process Act to receive comment on all existing regulations as to their effectiveness, efficiency, necessity, clarity, and cost of compliance; and
2. The requirements in §2.2-4007.1 of the Administrative Process Act regarding regulatory flexibility for small businesses.

B. A periodic review may be conducted separately or in conjunction with other regulatory actions.

C. Notice of a periodic review shall be posted on the Town Hall and published in the Virginia Register.

Agenda Item: Consideration of candidate status for educational programs under 18VAC140-20-49

Included in your agenda packet:

- 18VAC140-20-49

Staff Note: Board staff has received requests from LCSW applicants to accept education from programs in candidacy status for accreditation under 18VAC140-20-49.

Discussion Needed:

- Does the Board accept candidacy status of educational programs for purposes of LCSW applicants? Issues to consider:
 - Other boards accept candidacy status of programs for accreditation;
 - Accreditation generally cannot be achieved until one or more classes graduate;
 - Not accepting these candidate programs may penalize both the programs and the students;
 - Discuss the alternative to *not* accepting candidate status.
- Board may vote to accept candidacy status. No regulatory change is necessary.

Virginia Administrative Code
Title 18. Professional And Occupational Licensing
Agency 140. Board of Social Work
Chapter 20. Regulations Governing the Practice of Social Work

Part II. Requirements for Licensure

18VAC140-20-49. Educational requirements for a licensed clinical social worker.

A. The applicant for licensure as a clinical social worker shall document successful completion of one of the following: (i) a master's degree in social work with a clinical course of study from a program accredited by the Council on Social Work Education, (ii) a master's degree in social work with a nonclinical concentration from a program accredited by the Council on Social Work Education together with successful completion of the educational requirements for a clinical course of study through a graduate program accredited by the Council on Social Work Education, or (iii) a program of education and training in social work at an educational institution outside the United States recognized by the Council on Social Work Education.

B. The requirement for a clinical practicum in a clinical course of study shall be a minimum of 600 hours, which shall be integrated with clinical course of study coursework and supervised by a person who is a licensed clinical social worker or who holds a master's or doctor's degree in social work and has a minimum of three years of experience in clinical social work services after earning the graduate degree. An applicant who has otherwise met the requirements for a clinical course of study but who did not have a minimum of 600 hours in a supervised field placement/practicum in clinical social work services may meet the requirement by obtaining an equivalent number of hours of supervised practice in clinical social work services in addition to the experience required in 18VAC140-20-50.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 27, Issue 11, eff. March 2, 2011; amended, Virginia Register Volume 29, Issue 26, eff. September 25, 2013.

Stefanie S. Dross
262 Grayrock Drive
Crozet, Virginia 22932

August 14, 2023

Esteemed Members of the Virginia Board of Social Work
c/o: Virginia Board of Social Work
9960 Maryland Drive
Richmond, Virginia 23233

Dear Members of the Board of Social Work,

I am writing you today in order to address the Board's policy on education, as it pertains to applying for clinical supervision. As currently stated, an individual in pursuit of clinical licensure by examination must have graduated from a CSWE accredited program. What this policy fails to recognize is the impact it has upon students like me, who have graduated from programs in their final phase of CSWE candidacy, having met all benchmarks consistently. It is my utmost desire that you will closely examine this policy in order to expand Virginia's mental health workforce, and that you will consider amending the policy in order to allow those in this unique position to enter the field of clinical social work more expeditiously.

I would like to take a moment to introduce myself and to speak about the program that I completed this past May. My name is Stefanie Dross. I am a member of Liberty University's first graduating MSW class and current president and member of the Phi Alpha social work national honor society. I graduated Liberty with high distinction, as I toiled to achieve a 4.0 GPA. Liberty's coursework prepared me to enter the field of clinical social work, with courses that focused deeply on justice, diversity, equity, and inclusion, as well as principle. The program maintained a strong focus on the NASW's code of ethics, guiding the professional conduct and integrity of its students. While in the program, I was able to complete two very enriching field placements; one in educational social work, the other in clinical trauma work with children and adolescents. I feel that my background in foster care case management, military affairs, and special education were foundational to my success as a budding social work student; however, Liberty's commitment to excellence solidified my professionalism and competency.

Following graduation, I was offered several prestigious employment opportunities; one consisting of a fellowship program in the Charlottesville area. This program would provide me with a plethora of training opportunities, certifications in modalities such as EMDR, and all of the supervision needed in order to sit for the licensure exam in two years. The supervisor that I would be assigned has already received approval from the board. She has over thirty years of experience in clinical care and has a unique set of skills and experience that would be invaluable to a budding professional. As a clinical intern, I worked under the license of a supervisor, without having received my master's degree. Now, as a degreed young professional, I am unable to work in a clinical setting due to the issue of accreditation.

As is public knowledge, Liberty has an accredited BSW program at this time. This program was established by staff members who are instrumental in the accreditation process of the MSW program. During a conversation that I had with the commissioner of the CSWE, Liberty's

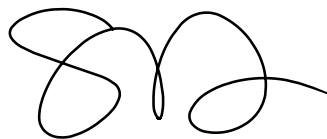
program is on-track to reach full accreditation in less than a calendar year. Being in the final phase of candidacy, the program has continued to fulfill each requirement assigned by the CSWE. As a recent graduate and hopeful fellow, I ask that you consider making an exception to policy regarding those seeking supervision while their programs are in the final stage of candidacy.

As highlighted in the provided fact sheet, Virginia's demand for mental health care far exceeds its workforce capacity. There are simply not enough mental health professionals to provide adequate care to the more than one million adults and an incalculable number of children and adolescents who need accessible mental health care. More than seventy percent of Virginia localities are considered to be areas suffering from a shortage of mental health professionals. By allowing individuals like me to enter the field as expeditiously as possible, the Board will be expanding access to care and creating a higher yield of qualified mental health professionals to serve the needs of all Virginians. The policy, as currently written, discourages hungry budding professionals from entering the clinical field of social work. It directs us to seemingly "sit on our hands and wait" because our program is less than a year away from accreditation. It promotes missed opportunities, unemployment, and stagnation in the expansion of knowledge and honing of skills. It is important to also acknowledge that the Board's current policy provides those whose application for supervision has been approved with five years to complete their required hours in order to sit for examination. Programs (like Liberty's) positioned in the final stage of candidacy are at astronomically high odds of achieving full accreditation in less than five years. Allowing students in this situation to begin their clinical supervision hours, still provides them with ample time to meet the state's requirements while their university solidifies their status.

Esteemed members of the Board, I ask that you examine this situation with great care and consideration. By amending the verbiage of your policy on education to recognize those whose programs are in the final phase of candidacy, you will be employing a greater number of skilled and eager practitioners and will be promoting a strengthened and more accessible mental health system in the great state of Virginia.

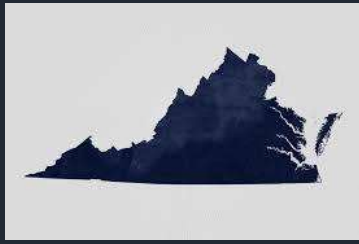
I thank you for your time and consideration regarding this matter. Please feel free to contact me with any questions or concerns.

Respectfully,

A handwritten signature in black ink, consisting of a series of loops and a trailing line, representing Stefanie S. Dross.

Stefanie S. Dross, MSW

Mental Health in Virginia: Statistics, Facts, and An Examination of Need



The Virginia Health Care Foundation reports that:

- A high, disproportionate number of mental health providers are at or nearing retirement (VHCF, 2022).
- 93 of 133 VA localities (nearly 70%) are federally recognized as “Mental Health Professional Shortage Areas” (VHCF, 2022).
- The need for behavioral health care is far exceeding the availability of providers in VA (VHCF, 2022).
- VA ranks **39th** amongst US states for accessibility to care (VHCF, 2022).

In 2022, Governor Youngkin addressed the need to expedite the licensure process for those relocating to VA, in order to quickly expand the MH workforce (Governor of Virginia, 2022).

“A priority of my administration is to reduce state regulations and regulatory barriers...regulations can be streamlined to remove barriers to practice with the goal of bringing more mental health professionals to the Commonwealth.” - Governor Glenn Youngkin, 2022 (Governor of Virginia, 2022).

According to the National Alliance on Mental Illness (NAMI):

- At least **1,115,000 adults** in VA suffer from some form of mental illness (NAMI, 2021).
- More than half of those suffering from MI did not receive care (NAMI, 2021).
- More than **1.9 million** Virginians live in a community that **does not have enough mental health providers** (NAMI, 2021).
- In 2021, approximately 1,243 Virginian lives were lost to suicide (NAMI, 2021).

The VA Department of Medical Assistance Services (DMAS) states that:

- The majority of providers treating Virginians with MH issues are not behavioral health providers (DMAS, 2018).
- An overwhelming majority of the state is facing a shortage of MH providers, including clinical social workers (DMAS, 2018).
- DMAS recommends that access to care is increased, the policy is amended to meet statistical need, and that MH providers are more evenly distributed across VA (DMAS, 2018).

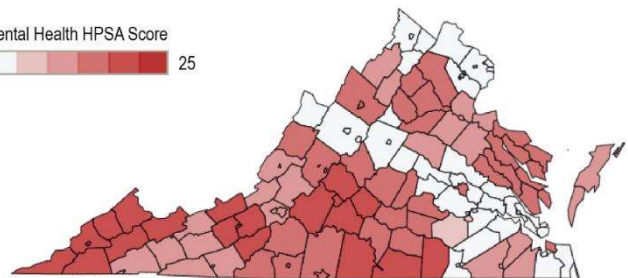
The Association of American Medical Colleges (AAMC) found that:

- Maldistribution and shortage of MH providers impedes access to attaining appropriate MH care (AAMC, 2022).
- It is critical to create opportunities to fill roles in MH care, such as licensed clinical social workers, as these professionals may be trained quicker than physicians, thus fulfilling the need for services and expanding accessibility to care (AAMC, 2022).
- Less than one-third (a reported **28%**) of Americans reside in an area with a sufficient number of MH care professionals (AAMC, 2022).

Mental Health Professionals Wanted

The majority of localities in Virginia are designated as Mental Health Professional Shortage Areas (HPSAs), meaning there is a shortage of providers for the entire population within a defined geographic area. Once designated, these areas are scored on a scale of 0-25, with higher scores indicating higher need.

Mental Health HPSA Score
0 25



Source: US Health Resources & Services Administration Data

Note: For the purposes of this graph non-HPSAs are labeled as 0 and filled in as white.

Leading
Critical
Conversations

2021

**RACIAL, ECONOMIC,
& ENVIRONMENTAL
JUSTICE**

CSWE 67th Annual
Program Meeting
November 4-7, 2021
Orlando, Florida



Overview of Candidacy Process

Presented by:

Associate Director of Accreditation Operations & Technology

CSWE's Department of Social Work Accreditation



Disclaimer

Similar to accredited programs, the Commission on Accreditation (COA) and accreditation team engage in continuous quality improvement efforts. This translates to updates and enhancements to policies, procedures, interpretations, requirements, and resources.

Please note that this presentation is for baccalaureate and master's programs and reflects interpretations for the 2015 EPAS. The 2022 EPAS are still under development and content and interpretation of the standards may differ for the 2022 EPAS.

Content in this presentation is subject to change!

Always check the cswe.org website or contact DOSWA staff for the most current accreditation info.

Benchmark Model

- Three benchmarks in the Candidacy process
- Incorporates all standards in the EPAS, but divided into thirds (1/3 approved in BM1; 1/3 in BM2; 1/3 in BM3)
 - *All accreditation standards are presented in draft at Benchmark 1 to increase opportunities for feedback before compliance review*
 - *All accreditation standards are re-evaluated for compliance at BM3 for initial accreditation status decision-making*
- Later standards build on earlier standards, with multiple touchpoints for feedback and consultation throughout the process
- Important to have draft standards as final as possible at each stage to ensure the best quality feedback from commissioner visitors and Associate Director of Accreditation Operations and Technology

Benchmark Model (continued)

- **Draft Benchmark I**
 - BMI standards reviewed in draft for approval by Associate Director of Accreditation Operations and Technology → Pre-Candidacy Status Decision
 - BMII and BMIII standards reviewed for consultation and feedback
- **Benchmark 1**
 - BMI standards reviewed for approval by Commissioner visitor and Commissioner readers → Candidacy Status Decision
 - BMII and BMIII standards reviewed by Commissioner visitor for consultation and feedback
- **Benchmark 2**
 - BMII standards reviewed for approval by Commissioner visitor and Commissioner readers → 2nd Year of Candidacy Decision
 - BMIII standards reviewed by Commissioner visitor for consultation and feedback
- **Benchmark 3**
 - All standards reviewed for approval by Commissioner visitor and Commissioner readers → Initial Accreditation Decision
- [Benchmark Grid](#) - The *Benchmark Model Grid* illustrates which features of the Educational Policies and Accreditation Standards (EPAS) the program is working on during each benchmark/commission visit

MAJOR CANDIDACY DUE DATES

(see Timetables for all due dates: <https://www.cswe.org/Accreditation/Accreditation-Process>)

Candidacy Eligibility Application	Draft Benchmark I (BMI) to CSWE	Approval of Draft Benchmark I (BMI) by CSWE and Assignment to Agenda	Commissioner Site Visit Dates (3 are scheduled)	COA Review
Submitted to Associate Director (ADOT) of on rolling basis throughout the year.	Submitted to Associate Director (ADOT) At least 1 round of feedback before approval. Allow 2-4 weeks for feedback.	Draft BMI approved by Associate Director (ADOT), granting <i>Pre-Candidacy</i> status. Associate Director (ADOT) assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by June 1, 2022, are placed on February 2023 Candidacy agenda. Subsequently approved programs placed on June 2023 agenda.	<ul style="list-style-type: none"> • Visit 1: Sept 1-Nov 15, 2022 • Visit 2: Sept 1-Nov 15, 2023 • Visit 3: Sept 1-Nov 15, 2024 <p>E-mail full BMI to commissioner and accreditation specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled.</p>	<ul style="list-style-type: none"> • Candidacy Status Review–Feb 2023 • Year 2 Candidacy Review–Feb 2024 • Initial Accreditation–Feb 2025 <p>Covers students admitted to social work program in fall 2022 or later, regardless of graduation date.</p>
Submitted to Associate Director (ADOT) on rolling basis throughout the year.	Submitted to Associate Director (ADOT) At least 1 round of feedback before approval. Allow 2-4 weeks for feedback.	Draft BMI approved by Associate Director (ADOT), granting <i>Pre-Candidacy</i> status. Associate Director (ADOT) assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by September 1, 2022, are placed on June 2023 Candidacy agenda. Subsequently approved programs placed on October 2023 agenda.	<ul style="list-style-type: none"> • Visit 1: Dec 1, 2021-Feb 28, 2023 • Visit 2: Dec 1, 2022-Feb 28, 2024 • Visit 3: Dec 1, 2023-Feb 28, 2025 <p>E-mail full BMI to commissioner and accreditation specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled.</p>	<ul style="list-style-type: none"> • Candidacy Status Review–June 2023 • Year 2 Candidacy Review–June 2024 • Initial Accreditation–June 2025 <p>Covers students admitted to social work program in fall 2022 or later, regardless of graduation date.</p>
Submitted to Associate Director (ADOT) on rolling basis throughout the year.	Submitted to Associate Director (ADOT) At least 1 round of feedback before approval. Allow 2-4 weeks for feedback.	Draft BMI approved by Associate Director (ADOT), granting <i>Pre-Candidacy</i> status. Associate Director (ADOT) assigns program to Accreditation Specialist. First 10 Draft BMI documents approved by December 1, 2022, are placed on October 2022 Candidacy agenda. Subsequently approved programs placed on February 2024 agenda.	<ul style="list-style-type: none"> • Visit 1: March 1-May 31, 2023 • Visit 2: March 1-May 31, 2024 • Visit 3: March 1-May 31, 2025 <p>E-mail full BMI to commissioner and accreditation specialist one month prior to CV visit. Visit scheduled directly with visitor. Confirm visit date once scheduled.</p>	<ul style="list-style-type: none"> • Candidacy Status Review–Oct 2023 • Year 2 Candidacy Review–Oct 2024 • Initial Accreditation–Oct 2025 <p>Covers students admitted to social work program in fall 2023 or later, regardless of graduation date.</p>

Months in Advance

8+
8-11+
11+
12+
13+

Draft Benchmark 1 Approval, conferring Pre-Candidacy Status, assignment to an Accreditation Specialist, and placement on COA Agenda for Candidacy review

At least one round of feedback

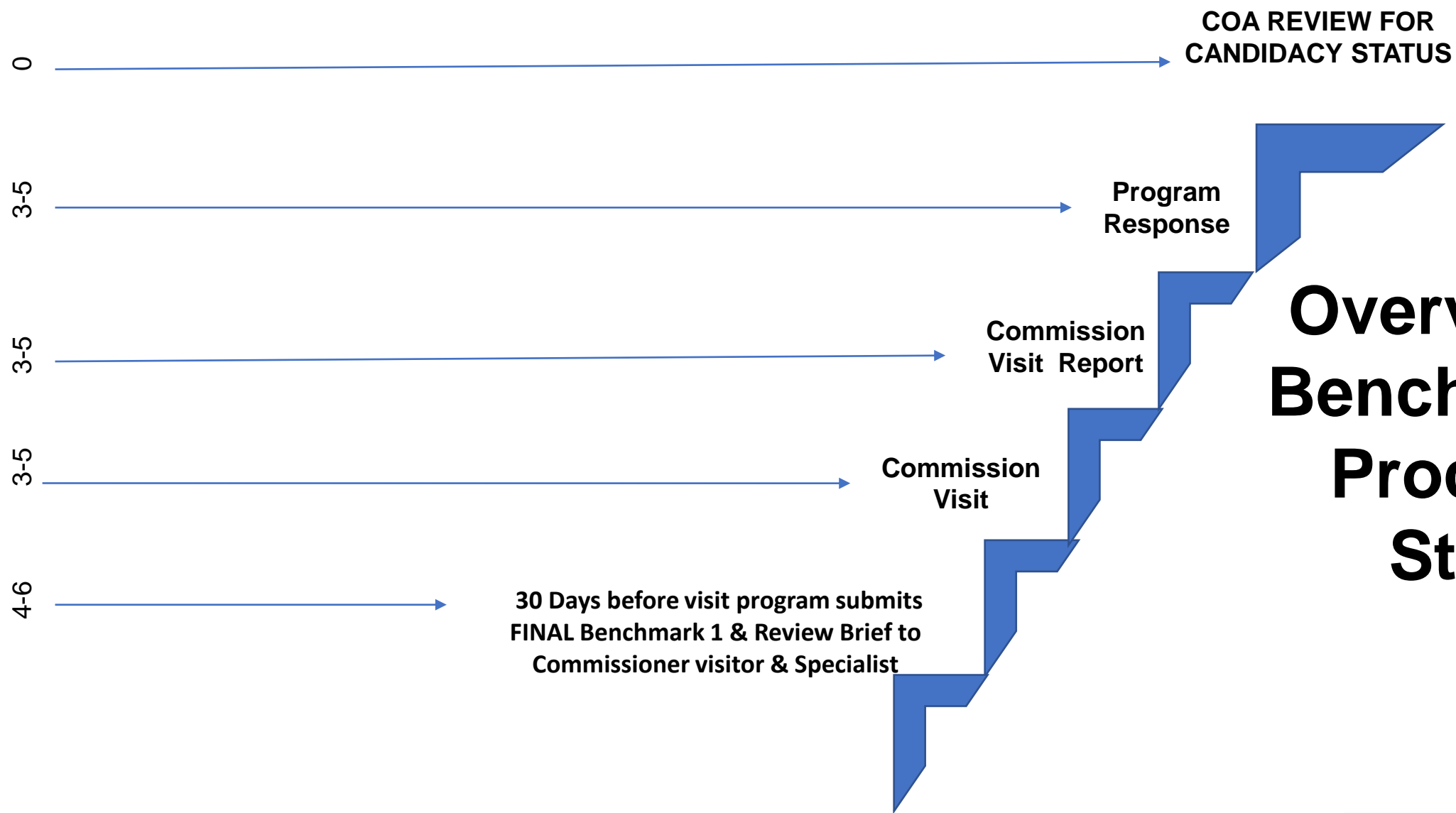
Submit Draft Benchmark 1

Approval of Candidacy Eligibility Application

Submit Candidacy Eligibility Application (including Letter of Institutional Intent) to Associate Director of Accreditation Operations and Technology; submit Candidacy Eligibility Fee to CSWE Accounting Office

Steps Leading to Pre-Candidacy

Months in Advance



Overview of Benchmark 1 Process / Steps

Months in Advance

0
COA REVIEW FOR
2ND YEAR OF
CANDIDACY STATUS

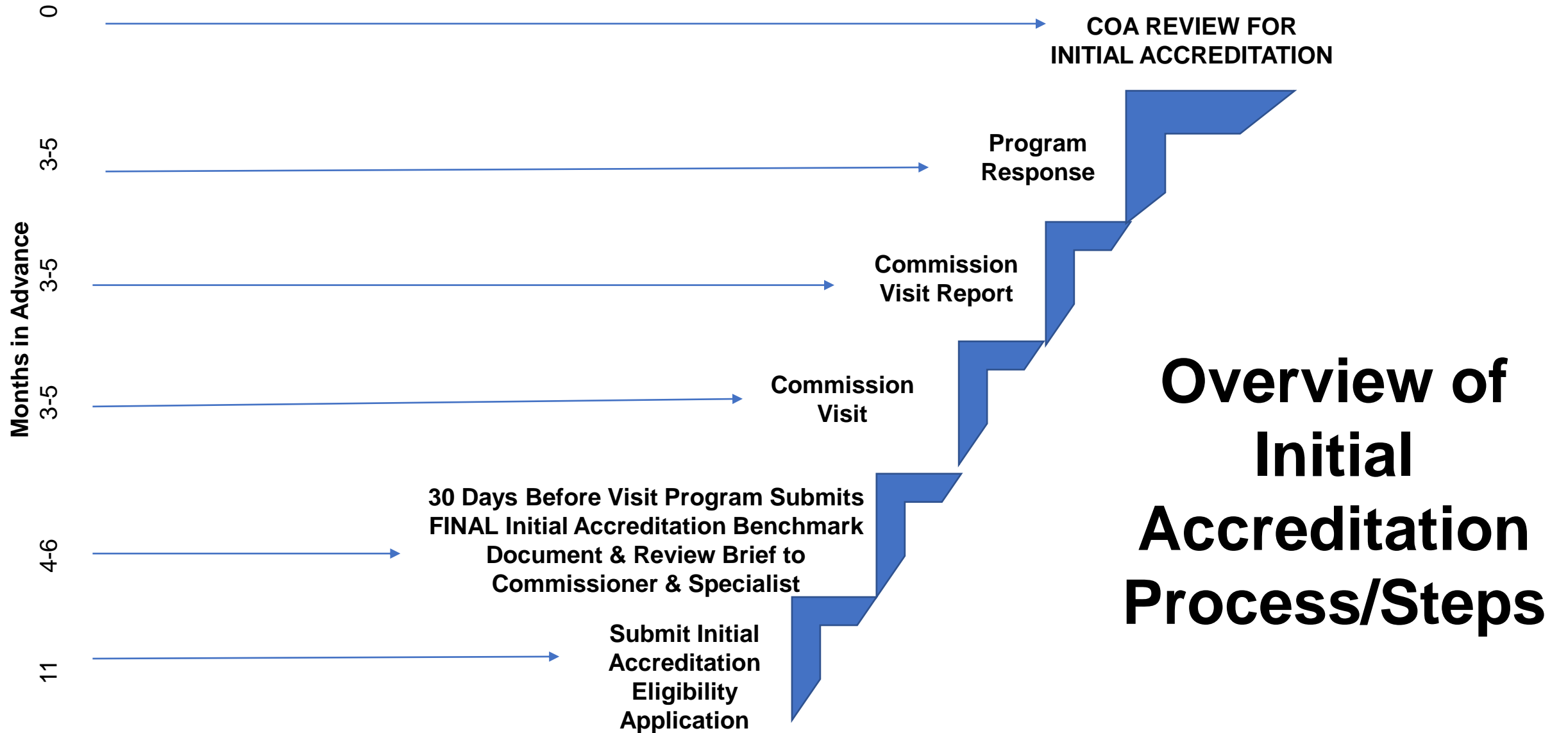
3-5
Program
Response

3-5
Commission
Visit Report

3-5
Commission
Visit

4-6
30 Days Before Visit Program Submits
FINAL Benchmark 2 & Review Brief to
Commissioner & Specialist

Overview of Benchmark 2 Process / Steps



Length of Candidacy Process

- Completing the Candidacy process is a 3-1/2-year incremental process that concludes with an Initial Accreditation (full accreditation) decision
- The Candidacy process is focused on a benchmarking model of program development which leads to an Initial Accreditation decision, which is granted for eight (8) years
- The program will be reviewed under the same EPAS for the duration of the Candidacy process (including deferrals and progress reports if applicable)
- After Initial Accreditation, programs will be reviewed every eight (8) years for reaccreditation (referred to as Reaffirmation)

COA Agenda

- Once a program is assigned to the February, June, or October agenda, the program remains on that same agenda throughout the Candidacy process and in the Reaffirmation process.
- If a program is deferred by the COA at any point in the process due to concerns or insufficient information, the program will remain on the original agenda date as long as the decision is granted at the next COA agenda
- A program is also permitted to request additional time at any point in the process, moving it to a later agenda
 - If a program requests additional time at any point in the process, that will permanently move it to a later agenda
 - Programs should work with DOSWA staff to request additional time as it may affect the program's retroactive accreditation date, including students covered by the program's accreditation status

Candidacy Timetables

- Your program is not placed on a COA agenda (scheduled for review at the February, June, or October COA meeting), until the program's *Benchmark I* document has been approved in draft by the Associate Director of Accreditation Operations and Technology
 - Upon approval, your program will be assigned to an Accreditation Specialist and approved for a first Commissioner visit
- The timetables are organized around COA meeting dates (February, June, October). Timetables feature:
 - Chronological list of candidacy materials and actions
 - The deadline for each item
 - To whom materials should be submitted
- Once the document is approved, a commissioner visitor will be assigned
- [Timetable for Candidacy- February Agenda](#)
- [Timetable for Candidacy- June Agenda](#)
- [Timetable for Candidacy- October Agenda](#)

Approval to Start the Process

IMPORTANT STEP! Approvals Required in Advance of Application Submission to CSWE's Accreditation Department. This requirement comprises *Eligibility Standard 3* on the *Candidacy Eligibility Application*.

- State higher education and regional accreditation approvals must be obtained prior to submitting Candidacy Eligibility Application.
- Internal program, institutional, or board approvals should all be in place before applying for candidacy with CSWE.
- These approvals can take anywhere from 6-months to 1-year (or more dependent upon each process) and are required for CSWE staff to accept and process the Candidacy Eligibility Application.
- Plan accordingly as the Accreditation Department cannot move forward the application without documented approvals at the state- and regional-levels.

Starting the Process

- Email *Candidacy Eligibility Application* (which includes *Letter of Institutional Intent* and all supporting materials) to Associate Director of Accreditation Operations and Technology
- Submit *Candidacy Eligibility Fee (\$10,000)*
 - Mail fee to
 - Ed Blair, Accountant, CSWE
 - 333 John Carlyle Street, Suite 400
 - Alexandria, VA 22314
 - Email feesaccred@cswe.org if you would like to be invoiced prior to paying fee
 - Application cannot be reviewed and approved until fee payment is verified
- Approved by Associate Director of Accreditation Operations and Technology and program is authorized to submit *Draft Benchmark I*.

Starting the Process

- *Draft Benchmark 1* document submitted to Associate Director of Accreditation Operations and Technology via email.
- Associate Director of Accreditation Operations and Technology reviews and identifies any areas for further revision that program must make prior to approval. Process may entail multiple rounds of feedback prior to approval.
- The date of *Draft Benchmark 1* approval determines the program's agenda date (February, June, or October).
- Approval of *Draft Benchmark 1* formally places program on agenda for first commissioner visit and confers *Pre-Candidacy* status.
- Review Candidacy Timetables for submission dates.
- Review [CSWE website](#) for resources, [EPAS Policy Handbook](#), and *Formatting and Submission Requirements*.

Candidacy Eligibility Application

- Downloadable from cswe.org > *Candidacy tab* > *Eligibility Materials sub-tab*
- Seven (7) Eligibility Standards (Two (2) more will be at Initial Accreditation stage)
 - Provide response plus supplemental documentation for each standard
- Signed by both social work program director and president/chancellor/designee
- ***Eligibility Standard 1***
 - The president/chancellor of the institution authorizes the Commission on Accreditation's review of the social work program, including conducting commission visits..
- ***Eligibility Standard 2***
 - The program is located in an educational institution recognized by a regional accrediting body approved by the Commission on Higher Education Accreditation (CHEA).
- ***Eligibility Standard 3***
 - The institution must be legally organized and authorized to operate as a postsecondary educational institution under the laws of the relevant state. The program has been approved by the appropriate higher education authority.

Candidacy Eligibility Application (continued)

- **Eligibility Standard 4**
 - The institution complies with requirements of the Americans with Disabilities Act.
- **Eligibility Standard 5**
 - The institution has a written affirmative action policy, plan or program, and procedures, and a policy against discrimination based on race, color, religion, creed, gender, ethnic or national origin, disability, or age.
- **Eligibility Standard 6**
 - Identify program director with demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work.
 - Director must possess a master's social work degree from a CSWE-accredited program.
 - It is preferred, but not required that director also possess a doctoral degree.
- **Eligibility Standard 7**
 - *No information required at this time. This standard is not approved until Initial Accreditation.*
 - The institution identifies and describes the social work program in its catalog, similar publication, or website. Program mission and course offerings are specified.

Candidacy Eligibility Application (continued)

- **Eligibility Standard 8**

- *No information required at this time. This standard is not approved until Initial Accreditation.*
- The educational institution provides its organizational chart to document the position of the social work program in the governance structure of the institution and to demonstrate its position relative to other professional education programs offered by the institution.

- **Eligibility Standard 9**

- *No information required at this time. This standard is not approved until Initial Accreditation.*
- The institutional transcript for students who complete the accredited social work program confirms that the social work program was completed, and a baccalaureate or master's degree was awarded.

- **Eligibility Standard 10 (Master's Programs Only)**

- The institution must ensure that the master's program in social work can be completed in 2 calendar years of full-time study. To meet requirements for the master's degree a program may also provide a maximum of 4 calendar years of structured part-time professional education, comprising all course work, papers or projects, and the field practicum.

- **Eligibility Standard 11**

- The institution documents sufficient and firm institutional supports to create, build, and maintain the social work education program.

Letter of Institutional Intent

- Final page of Candidacy Eligibility Application requires narrative that provides clear, complete, and sufficient information regarding the program and institution's intent to start a social work program, which includes the following:
 - A discussion of the institution's mission and the relationship of the social work program to that mission.
 - An analysis of the relationship of the proposed program to the institution's strategic or long-range plan.
 - A discussion of the costs (including a projected budget) of the program and the benefits or advantages that the institution expects to receive relative to these costs.
 - Preliminary ideas about the mission and goals of the social work program.
 - A summary of the program's initial development activities.

Program Structure for Master's Programs

- Full-time plans of study should be designed to be completed in no longer than 2 years. It is permissible for individual students to take longer than 2 years, as long as the program is designed to be completed within 2 years
- Master's programs should be designed to be completed by part-time students in no longer than 4 years. It is permissible for individual students to take longer than 4 years, as long as the program is designed to be completed within 4 years
- These requirements comprise Eligibility Standard 10 on the *Candidacy Eligibility Application*.

Stages of Program Development

- By the time a program is reviewed by the COA for *Initial Accreditation*, the self-study will be completed; at least one class will graduate within one year; and competency-based assessment data collected from program graduates (per policy *3.1.1 Benchmark Model* in the [EPAS Handbook](#)).
 - COA Update from February 2021: Programs under review for Initial Accreditation are no longer required to present a full year of assessment outcomes in order to receive Initial Accreditation, provided their first cohort of students will graduate within 1-year or less after the program is reviewed for Initial Accreditation. If programs document that their first cohort will graduate within 1-year or less of the Initial Accreditation review and no additional non-compliance issues are identified, programs will be granted Initial Accreditation with a Progress Report requiring them to submit assessment outcomes within 1-year of receiving Initial Accreditation.

Stages of Program Development

- Only students admitted to the social work program during the academic year in which the program is granted *Candidacy* will be recognized as having graduated from an accredited program (per policy 3.2.3 *Candidacy Policies* in the [EPAS Handbook](#)).
- Faculty Requirements (AS B/M 3.2.4):
 - 2 full-time for baccalaureate at BM1
 - Master's – 3 at BM1; 5 at B2; 6 at BM3
 - Faculty must be appointed full-time to social work and at least 51% to program level

Program Options

- Programs must identify all program options while in Pre-Candidacy
 - Program options are all locations and delivery methods (review policy 1.2.4 *Program Changes* in the [EPAS Handbook](#) for program option types and definitions).
 - Once Candidacy has been granted at the end of pre-candidacy/year 1, programs cannot add new program options
 - Once Initial Accreditation is granted, programs can add program options through a substantive change proposal
- Narrative response for each standard must address all program options (per compliance statements)
 - With a statement that the narrative applies to all program options; or
 - With a description of how each program options complies with the standard
- All program options are accredited as part of one single program
 - If one program option is out-of-compliance, that affects the compliance of the entire program

Document Submission

- Policy *1.2.11 Document Formatting & Submission* in the [EPAS Handbook](#) includes detailed formatting info
- 4 Separate Documents:
 - Volume 1: Narrative & supplemental tables & forms (MS Word or Searchable PDF)
 - Volume 2: Syllabi for all courses on curriculum matrix (MS Word or Searchable PDF)
 - Volume 3: Student handbook and field manual (MS Word or Searchable PDF)
 - Appropriate Review Brief (MS Word Format only)
- **No scanned documents will be accepted!**
 - Email all documents to Senior Team Leader (until *Draft Benchmark I* approval) or Accreditation Specialist (once assigned)

Review Briefs

- Programs complete **Section 1** by providing basic institutional and program info and identifying program options.
- Programs complete **Section 2** by inputting the **page number** of where each compliance and draft standard is located in Volume 1.
- [Benchmark I Review Brief \(2015 EPAS\)](#)
 - Please note that this review brief was updated at the October COA meeting to require inclusion of all standards in draft
- [Benchmark II Review Brief \(2015 EPAS\)](#)
- [Initial Accreditation Review Brief \(2015 EPAS\)](#)

Writing Candidacy Documents

- **Please reference:**

- [Formatting and Submission Requirements](#)
- January 2020 Accreditation Lunch & Learn Presentation: [“Writing an Accreditation Document”](#)
- Forms, samples, and resources at cswe.org > Accreditation > Candidacy > variety of helpful sub-tabs

Volume One Templates

- [BM1 Volume 1 Template \(Optional\)](#)
- [BM2 Volume 1 Template \(Optional\)](#)
- [Initial Accreditation Volume I Template \(Optional\)](#)
 - These are optional templates for planning and writing purposes; not a required format. Programs are encouraged to craft a benchmark/self-study document that clearly responds to the EPAS.
- The purpose of these templates are to assist programs with the structuring/outlining the document; not to provide content. Programs are solely responsible for documenting compliance with the EPAS.

Always check the website for the most current forms and accreditation updates!

Volume One Templates

Volume 1

- BM1 and BM2
 - Standards for Compliance
 - All Standards for Draft
- BM3
 - All standards in Compliance
- All Benchmarks
 - Any tables, forms, supplemental documents, etc., should be incorporated into narrative; not as appendices

Volume 2

- BM1
 - Draft syllabi
- BM2 and BM3
 - Final/revised syllabi

Volume 3

- BM1
 - Draft Student Handbook
 - Draft Field Manual
- BM2 and BM3
 - Final Student Handbook
 - Final Field Manual

CSWE Accreditation Web Resources

- **Candidacy Documents** - <https://www.cswe.org/Accreditation/Accreditation-Process> (select Candidacy)
 - Preparation → formatting requirements, Benchmark Grid, preparatory resources
 - Benchmark 1/2/3 → all required forms submitted at each stage
 - Timetables → timetables for the Candidacy process
 - Resources → sample format for curriculum matrices and assessment plan
- **Accreditation PowerPoints**
 - **Topics:** 2015 EPAS Overview, Assessment, Candidacy, Frequently Cited Standards, Writing an Accreditation Document
- **2015 EPAS & Glossary**
- **2015 EPAS Interpretation Guide**
- **2015 EPAS Handbook**
- **Formatting & Submission Requirements**
- **Directory of Accredited Programs**
- **COA Decisions**
- **Accreditation COVID-19 Response**

**Always check the website
for the most current forms
and accreditation
updates!**



Statement for Programs in Pre-Candidacy to Post on their Web Sites

- [Program] is currently in *Pre-Candidacy* for Accreditation by the Council on Social Work Education's Commission on Accreditation.
- Pre-Candidacy for a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it has submitted an application to be reviewed for Candidacy and had its *Benchmark I* approved in draft form to move forward with *Candidacy* review within one year. A program that has attained Pre-Candidacy has not yet been reviewed by the Commission on Accreditation or been verified to be in compliance with the Educational Policy and Accreditation Standards.
- Students who enter the program while it is still in Pre-Candidacy will not be recognized as attending a program in Candidacy unless the program attains Candidacy in the academic year in which those students enter. The Candidacy Process is typically a three-year process and there is no guarantee that a program in Pre-Candidacy will eventually attain Candidacy or Initial Accreditation. Students who enter programs that attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy by the Council on Social Work Education's Commission on Accreditation applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.
- For more information about social work accreditation, you may contact [Accreditation](#).

Statement for Programs in Candidacy to Post on their Web Sites

Per policy 1.1.3 in the [EPAS Handbook](#)

- [Program] has achieved Candidacy for Accreditation by the Council on Social Work Education's Commission on Accreditation.
- Candidacy for a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it has made progress toward meeting criteria for the assessment of program quality evaluated through a peer review process. A program that has attained Candidacy has demonstrated a commitment to meeting the compliance standards set by the Educational Policy and Accreditation Standards, but has not yet demonstrated full compliance.
- Students who enter programs that attain Candidacy in or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy is typically a three-year process and attaining Candidacy does not guarantee that a program will eventually attain Initial Accreditation. Candidacy applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.
- For more information about social work accreditation, you may contact Accreditation.

Ongoing Pre-Candidacy Consultation

- ✓ Sign up for a [monthly Interactive Pre-Candidacy Workshop](#) with the Accreditation Senior Team Leader on the third Thursday of every month, 1-3pm ET/10am-noon PT. All program faculty/administrators at programs in *Pre-Candidacy* or earlier stages welcome to attend.
- ✓ Email Senior Team Leader, Anna R. Holster, at aholster@cswe.org for assistance with any *Pre-Candidacy* questions
- ✓ Visit <https://annaholster.youcanbook.me> to schedule a Zoom consultation appointment with Senior Team Leader
- ✓ Your program should designate one primary contact, but that person is encouraged to involve any other faculty or administrators in consultation appointments
- ✓ Please submit [database audit form](#), so we can keep our records of prospective programs current. Update form any time you have program updates.

Upcoming Topics for Zoom Workshop Series (subject to change)

- November Topic (#7): Implicit Curriculum, Policies, Procedures, Handbook & Field Manual (repeated from May)
- December Topic (#2): Explicit Curriculum (repeated from June)
- January Topic (#1): Candidacy Overview (repeated from August)
- February Topic (#5): Commissioner Visit planning with a panel of guests from the Commission on Accreditation (repeated from February)
- March Topic (#3): Faculty and Administration Standards (repeated from July)
- April Topic (#4): Assessment (repeated from September)
- May Topic (#6): Mission, Goals, and Field Education (repeated from October)
- Please feel free to suggest additional topics you would like to see covered in the chat or by emailing me at aholster@cswe.org.

2022 Draft 2 Update & Feedback Sessions @ APM 2021

Session #1: Saturday, November 6, 2021 | 1:00pm – 2:00pm

Room: Dolphin Building, 5th Level, Southern Hemisphere 5
Walt Disney World Swan and Dolphin Resort | Orlando, FL

Session #2: Saturday, November 6, 2021 | 5:00pm – 6:00pm

Room: Dolphin Building, 5th Level, Southern Hemisphere 5
Walt Disney World Swan and Dolphin Resort | Orlando, FL



Thank you for attending this customized APM session.
We wish you well on your continuous quality improvement efforts! Please be in touch with Anna Holster if you have additional questions.

Questions?



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To find out more, read our updated [privacy policy](#) and [cookie policy](#).

MORE INFORMATION

I AGREE



Directory of Accredited Programs

[Home](#) / [Accreditation](#) / [About CSWE Accreditation](#) / **[Directory of Accredited Programs](#)**

List of all baccalaureate and master's levels social work degree programs that are currently Accredited or in Candidacy or Pre-Candidacy Status. Accreditation of a program extends to all locations and delivery methods as long as the degree is granted from that program and the major is listed as social work. All programs in the directory are reviewed periodically and fall under one of the following statuses:

CSWE also keeps a record of [formerly accredited or approved baccalaureate programs](#), [formerly accredited master's programs](#), and [accredited post-master's fellowship programs](#).

Search Directory of Accredited Programs

SEARCH

You've Selected

Program State:  VA



Clear All

Sort By

Best Match ▼

24 Items Per Page ▼



CHRISTOPHER
NEWPORT

UNIVERSITY

Christopher Newport University - Baccalaureate

[View More](#)

Program Level: Baccalaureate



<https://cnu.edu/academics/departments/sswa/majorsminors/>



diane.griffiths@cnu.edu



757.594.7110

Accreditation Status: Accredited

Initial Accreditation Date: 1982

All Locations: Newport News, VA (1982-present)




Eastern Mennonite University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://emu.edu/social-work/>

 carol.hurst@emu.edu

 540.432.4451

Accreditation Status: Accredited

Initial Accreditation Date: 1975


All Locations: Harrisonburg, VA (1975-present)




Ferrum College - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 https://www.ferrum.edu/downloads/academics/programs/documents/Council_On_Social_Work_Education.pdf

 mhbowling@ferrum.edu

 540.365.4481

Accreditation Status: Accredited

Initial Accreditation Date: 1977

All Locations: Ferrum, VA (1977-Present)



George Mason University – Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://socialwork.gmu.edu/>

 eihara@gmu.edu



Accreditation Status: Accredited

Initial Accreditation Date: 1974

All Locations: Fairfax, VA (1974-present)




George Mason University - Master's

[View More](#)

Program Level: Master's

 <https://socialwork.gmu.edu/>

 eihara@gmu.edu

 703.993.4247

Accreditation Status: Accredited

Initial Accreditation Date: 2002

All Locations: Fairfax, VA (2002-present);
Online (2018-present)



James Madison University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://www.jmu.edu/socwork>

 yeomhs@jmu.edu

Accreditation Status: Accredited

Initial Accreditation Date: 1977




Liberty University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://www.liberty.edu/behavioral-sciences/social-work/bachelors-bsw/>

 chardeman2@liberty.edu

 434.582.7570

Accreditation Status: Accredited

Initial Accreditation Date: 2015


All Locations: Lynchburg, Virginia, (2015-Present); Online (2016-Present)



Liberty University - Master's

[View More](#)


Program Level: Master's

 <https://www.liberty.edu/behavioral-sciences/social-work/masters/advanced-generalist/>

 cfulmer@liberty.edu

Accreditation Status: Candidacy

Initial Accreditation Date: 2021 (pending)

 434.582.7570


All Locations: Lynchburg, VA (2021-present);
Online (2021-Present)





Longwood University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <http://www.longwood.edu/socialworkcsds/social-work/>

 reynoldstb@longwood.edu

 434.395.4914

Accreditation Status: Accredited

Initial Accreditation Date: 1974

All Locations: Farmville, VA (1974-present);
Martinsville, VA (1974-present)



MARY BALDWIN
UNIVERSITY


**Mary Baldwin University -
Baccalaureate**

[View More](#)

Program Level: Baccalaureate

 <https://marybaldwin.edu/academics/social-work/>

 ddodson@marybaldwin.edu

 540.887.7150

Accreditation Status: Accredited

Initial Accreditation Date: 2009

All Locations: Staunton, VA (2009-present);
Richmond, VA (2009-present); South Boston, VA
(2009-present); Roanoke, VA (2009-present);
Online (2018-present)




Norfolk State University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://www.nsu.edu/socialwork>

 imarshall@nsu.edu

 757.823.8122

Accreditation Status: Accredited

Initial Accreditation Date: 1974

All Locations: Norfolk, VA (1974-present)




Norfolk State University - Master's

[View More](#)

Program Level: Master's

 <https://www.nsu.edu/socialwork>

 imarshall@nsu.edu

 757.823.8122

Accreditation Status: Accredited

Initial Accreditation Date: 1975

All Locations: Norfolk, VA (1975-present)


RADFORD UNIVERSITY

School of Social Work


Radford University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://www.radford.edu/content/wchs/home/social-work/academic-programs.html>

 dmhodge@radford.edu

 540.831.7690

Accreditation Status: Accredited

Initial Accreditation Date: 1976

All Locations: Radford, VA (1976-present);
Roanoke, VA (1976-present)


RADFORD UNIVERSITY

School of Social Work


Radford University - Master's

[View More](#)

Program Level: Master's

 <https://www.radford.edu/content/wchs/home/social-work.html>

 dmhodge@radford.edu

 540.831.7690

Accreditation Status: Accredited

Initial Accreditation Date: 1996

All Locations: Radford, VA (1996-present);
Roanoke, VA (1996-present); Online (2023-present)

Virginia Commonwealth University - Baccalaureate

[View More](#)

Program Level: Baccalaureate



<https://socialwork.vcu.edu/academics/bachelor-of-social-work/>



sgodera@vcu.edu



804.828.1030

Accreditation Status: Accredited

Initial Accreditation Date: 1975

All Locations: Richmond, VA (1975-present);
Online (2022-present)



Virginia Commonwealth University - Master's

[View More](#)

Program Level: Master's



<https://socialwork.vcu.edu/programs/msw/>



s2nlee@vcu.edu



804.828.1030

Accreditation Status: Accredited

Initial Accreditation Date: 1919

All Locations: Richmond, VA (1919-present);
Online (2018-present)



Virginia State University - Baccalaureate

[View More](#)

Program Level: Baccalaureate



[https://www.vsu.edu/sola/departments/
social-work/index.php](https://www.vsu.edu/sola/departments/social-work/index.php)



jfedrick@vsu.edu



804.524.1435

Accreditation Status: Accredited

Initial Accreditation Date: 2010

All Locations: Petersburg, VA (2010-present)



Virginia State University - Master's

[View More](#)

Program Level: Master's



<https://www.vsu.edu/sola/departments/social-work/master-of-social-work-program/index.php>



jfedrick@vsu.edu



804.524.1435

Accreditation Status: Candidacy

Initial Accreditation Date: 2022 (pending)


All Locations: Online (2021-Present);
Petersburg, VA (2021-Present)




Virginia Union University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://www.vuu.edu/academics-at-union/academic-schools/school-of-arts-and-sciences/social-work-department>

 jyharlow@vuu.edu

 (804) 257-5772

Accreditation Status: Accredited

Initial Accreditation Date: 1974


All Locations: Richmond, VA (1974-present)




Virginia Union University - Master's

[View More](#)

Program Level: Master's

 <https://www.vuu.edu/academics-at-union/academic-schools/school-of-arts-and-sciences/social-work-department>

 jyharlow@vuu.edu

 804.385.8365

Accreditation Status: Candidacy

Initial Accreditation Date: 2023 (pending)

All Locations: Online (2022-present)




VIRGINIA WESLEYAN UNIVERSITY


Virginia Wesleyan University - Baccalaureate

[View More](#)

Program Level: Baccalaureate

 <https://www.vwu.edu/academics/majors/social-work/>

 mclayton@vwu.edu

 757.455.3413

Accreditation Status: Accredited

Initial Accreditation Date: 2011

All Locations: Virginia Beach, VA (2011-Present)


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New Mexico
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
South Carolina
South Dakota
Tennessee
Utah
West Virginia



DEPUTY EXECUTIVE DIRECTOR OF LICENSING REPORT

Satisfaction Survey Results	
2023 4th Quarter (April 1 – June 30, 2022)	97%

Total as of August 7, 2023*

Current Licenses	
Associate Social Worker	1
Licensed Baccalaureate Social Worker	47
Licensed Clinical Social Work	9,784
Licensed Master's Social Worker	1,127
Registered Social Worker	6
Supervisees in Social Work	3,437
Total	14,402

*Unofficial numbers (for informational purposes only)



Licenses and Registrations Issued

Licenses and Registrations Issued	March 2023	April 2023	May 2023	June 2023	July 2023*
Licensed Baccalaureate Social Worker (LBSW)	2	1	0	1	1
Licensed Clinical Social Worker (LCSW)	173	131	144	129	96
Licensed Master's Social Worker (LMSW)	29	39	42	26	38
Supervisees in Social Work	113	83	108	217	140
Total	439	254	294	373	275

Applications Received

Licenses and Registrations Issued	March 2023*	April 2023*	May 2023*	June 2023*	July 2023*
Licensed Baccalaureate Social Worker (LBSW)	3	5	5	3	2
Licensed Clinical Social Worker (LCSW)	145	132	134	134	144
Licensed Master's Social Worker (LMSW)	44	49	67	63	46
Supervisees in Social Work	132	103	153	187	161
Total	324	289	359	387	353

*Unofficial numbers (for informational purposes only)



Additional Information:

• Board of Social Work Staffing Information:

- The Board currently has two full-time and two part-time staff members to answer phone calls, emails and to process applications across all license types.
 - Licensing Staff:
 - Latasha Austin – Licensing Manager (Full-Time)
 - Sharniece Vaughan – Licensing Specialist (Full-Time)
 - Vacant – Licensing Specialist (Full-Time) **New Position**
 - Darlene Graham – Licensing Administration Assistant (Part-Time)
 - Gabriella Smith – Licensing Administration Assistant (Part-Time)
 -

• New Technology

- Updated Board Website (New look-same content)
- BOT technology sending standardized emails.
- Ability for applicants to upload documents during the application process.

VIRGINIA BOARD OF SOCIAL WORK BYLAWS

ARTICLE I: AUTHORIZATION

A. Statutory Authority

The Virginia Board of Social Work (“Board”) is established and operates pursuant to Va. Code §§ 54.1-2400 *et seq.* and 54.1-3700 *et seq.* Regulations promulgated by the Virginia Board of Social Work may be found in 18VAC140-20-10 *et seq.*, Regulations Governing the Practice of Social Work.

B. Duties

The Virginia Board of Social Work is charged with promulgating and enforcing regulations governing the licensure and practice of social work and clinical social work in the Commonwealth of Virginia. This includes, but is not limited to: setting fees; creating requirements for and issuing licenses, certificates, or registrations; setting standards of practice; and implementing a system of disciplinary action.

C. Mission

To ensure the delivery of safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to healthcare practitioners and the public.

ARTICLE II: THE BOARD

A. Membership

1. The Board shall consist of nine (9) members, appointed by the Governor pursuant to Va. Code § [54.1-3703](#).
2. The terms of the members of the Board shall be four (4) years.
3. Members of the Board of Social Work holding a voting office in any related professional association or one that takes a policy position on the regulations of the Board shall abstain from voting on issues where there may be a conflict of interest present.

B. Officers

1. The Chairperson or designee shall preserve order and conduct all proceedings according to parliamentary rules, the Virginia Freedom of Information Act, Va. Code § 2.2-3700 *et seq.*, and the Virginia Administrative Process Act, Va. Code § 2.2-4000 *et seq.* Roberts Rules of Order will guide parliamentary procedure for the meetings. Except where specifically provided otherwise by the law or as otherwise ordered by the Board, the Chairperson shall appoint all committees, and shall sign as Chairperson to the certificates authorized to be signed by the Chairperson.
2. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson and assume the duties of Chairperson in the event of an unexpired term.

3. In the absences of the Chairperson and Vice-Chairperson, the Chairperson shall appoint another board member to preside at the meeting or formal administrative hearing.

C. Duties of Members

1. Each member shall participate in all matters before the Board.
2. Members shall attend all regular and special meetings of the Board unless prevented by illness or similar unavoidable cause. In the event of two (2) consecutive unexcused absences at any meeting of the Board or its committees, the Chairperson shall make a recommendation to the Director of the Department of Health Professions for referral to the Secretary of Health and Human Resources and Secretary of the Commonwealth.
3. The Governor may remove any Board member for cause, and the Governor shall be sole judge of the sufficiency of the cause for removal pursuant to Va. Code § [2.2-108](#).

D. Election of Officers

1. The Nomination Committee shall present a slate of officers for Chairman and Vice-Chairman prior to the meeting at which the election of officers is held. The election of officers shall occur at the first scheduled Board meeting following July 1 of each year, and elected officers shall assume their duties at the end of the meeting.
2. Officers shall be elected at a meeting of the Board with a quorum present.
3. The Chairperson shall ask for additional nominations from the floor by office.
4. Voting shall be by voice vote, roll call, or show of hands. A simple majority shall prevail with the current Chairperson casting a vote only to break a tie.
5. Special elections shall be held in the same manner in the event of a vacancy of a position to fill the unexpired term.
6. The election shall occur in the following order: Chairperson, Vice-Chairperson.
7. All officers shall be elected for a term of one year, and may serve no more than two consecutive terms.

E. Meetings

1. The full Board shall meet quarterly, unless a meeting is not required to conduct Board business.
2. Order of business at meetings:
 - a. Public Comment;
 - b. Approval of Minutes of preceding regular Board meeting(s) and any called meeting since the last regular meeting of the Board;
 - c. Reports of officers and staff;
 - d. Reports of committees;
 - e. Election of officers (as needed);
 - f. Unfinished business; and
 - g. New business.
3. The order of business may be changed at any meeting by a majority vote.

ARTICLE III: COMMITTEES

A. Duties and Frequency of Meetings.

1. Members appointed to a committee shall faithfully perform the duties assigned to the committee.
2. All standing committees shall meet as necessary to conduct the business of the Board.

B. Standing Committees

Standing committees of the Board shall consist of the following:

Regulatory/Legislative Committee;
Special Conference Committee;
Credentials Committee;
Nomination Committee; and
Any other standing committees created by the Board.

1. Regulatory/Legislative Committee

- a. The Regulatory/Legislative Committee shall consist of at least two (2) Board members appointed by the Chairperson of the Board.
- b. The Chairperson of the Committee shall be appointed by the Chairperson of the Board.
- c. The Committee shall consider all questions bearing upon state legislation and regulation governing the professions regulated by the Board.
- d. The Committee shall recommend to the Board changes in law and regulations as it may deem advisable and, at the direction of the Board, shall take such steps as may further the desire of the Board in matters of legislation and regulation.
- e. The Chairperson of the Committee shall submit proposed changes in applicable laws and regulations in writing to the Board prior to any scheduled meeting.

2. Special Conference Committee

- a. The Special Conference Committee shall consist of two (2) Board members.
- b. The Special Conference Committee shall conduct informal conferences pursuant to §§ [2.2-4019](#), [2.2-4021](#), and [54.1-2400](#) of the *Code of Virginia* as necessary to adjudicate cases in a timely manner in accordance with the agency standards for case resolution.
- c. The Special Conference Committee shall hold informal conferences at the request of the applicant or licensee to determine if Board requirements have been met.
- d. The Chairperson of the Board shall designate another board member as an alternate on this committee in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date.
- e. Should the caseload increase to the level that additional special conference committees are needed, the Chairperson of the Board may appoint additional committees.

3. Credentials Committee

- a. The Credentials Committee shall consist of at least two (2) Board members appointed by the Chairman of the Board, with the Chairman of the Committee to be appointed by the Chairman of the Board.
- b. The members of the committee shall review non-routine licensure applications to determine the credentials of the applicant and the applicability of the statutes and regulations.
- c. The Committee member who conducted the initial review shall provide guidance to staff on action to be taken.
- d. The Credentials Committee shall not be required to meet collectively to conduct initial reviews.

4. Nomination Committee

- a. The Nomination Committee shall be composed of at least two members of the Board appointed by the Chairman of the Board, with the Chairman of the Committee to be appointed by the Chairman of the Board.
- b. The Nomination Committee shall consult with Board members and staff to recommend nominee(s) for the Board positions of Chairman and Vice-Chairman.
- c. Sitting officers shall not serve on the Nomination Committee.

ARTICLE IV: GENERAL DELEGATION OF AUTHORITY

The Board delegates the following functions:

1. The Board delegates to Board staff the authority to issue and renew licenses, certificates, or registrations and to approve supervision applications for which regulatory and statutory qualifications have been met. If there is basis upon which the Board could refuse to issue or renew the license or certification or to deny the supervision application, the Executive Director may only issue a license, certificate, or registration upon consultation with a member of the Credentials Committee, or in accordance with delegated authority provided in a guidance document of the Board.
2. The Board delegates to Board staff the authority to develop and approve any and all forms used in the daily operations of Board business, including, but limited to, licensure and registration applications, renewal forms, and documents used in the disciplinary process.
3. The Executive Director shall be the custodian of all Board records. He or she shall preserve a correct list of all applicants and licensees, shall manage the correspondence of the Board, and shall perform all such other duties as naturally pertain to this position.

4. The Board delegates to the Executive Director the authority to grant an accommodation of additional testing time or other requests for accommodation to candidates for Board-required examinations pursuant to the Americans with Disabilities Act, provided the candidate provides documentation that supports such an accommodation.
5. The Board delegates to the Executive Director authority to grant an extension for good cause of up to one (1) renewal cycle for the completion of continuing education requirements upon written request from the licensee prior to the renewal date.
6. The Board delegates to the Executive Director authority to grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the licensee or certificate holder, such as temporary disability, mandatory military service, or officially declared disasters.
7. The Board delegates to the Executive Director the authority to reinstate a license or certificate when the reinstatement is due to the lapse of the license or certificate rather than a disciplinary action and there is no basis upon which the Board could refuse to reinstate.
8. The Board delegates to the Executive Director the authority to sign as entered any Order or Consent Order resulting from the disciplinary process or other administrative proceeding.
9. The Board delegates to the Executive Director, who may consult with a member of the Special Conference Committee, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
10. The Board delegates authority to the Executive Director to close non-jurisdictional cases and fee dispute cases without review by a Board member.
11. The Board delegates to the Executive Director the authority to review alleged violations of law or regulations with a Board member to make a determination as to whether probable cause exists to proceed with possible disciplinary action.
12. The Board delegates to the Executive Director the authority to assign the determination of probable cause for disciplinary action to a board member or to the staff disciplinary review coordinator, who, in consultation with Board staff, may offer a confidential consent agreement, offer a pre-hearing consent order, cause the scheduling of an informal conference, request additional information, or close the case.
13. In accordance with established Board guidance documents, the Board delegates to the Executive Director the determination of probable cause, for the purpose of offering a confidential consent agreement, a pre-hearing consent order, or for scheduling an informal conference.

14. The Board delegates to the Executive Director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being convened.
15. The Board delegates to the Executive Director the convening of a quorum of the Board by telephone conference call, for the purpose of considering the summary suspension of a license or for the purpose of considering settlement proposals.
16. The Board delegates to the Chairperson the authority to represent the Board in instances where Board consultation or review may be requested where a vote of the Board is not required and a meeting is not feasible.
17. The Board delegates authority to the Executive Director to issue an Advisory Letter to the person who is the subject of a complaint pursuant to Virginia Code § 54.1-2400.2(F) when a probable cause review indicates a disciplinary proceeding will not be instituted.
18. The Board delegates authority to the Executive Director to delegate tasks to the Deputy Executive Director, as necessary.

ARTICLE V: AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to all Board members, the Executive Director of the Board, and the Board's legal counsel prior to any scheduled Board meeting. Amendments to the bylaws shall be adopted by a favorable vote of at least two-thirds of the members present at that regular meeting.

2023 SESSION

HB 2231 Social Work, Board of; expands powers and duties.

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SUMMARY AS PASSED HOUSE: (all summaries)

Board of Social Work; powers and duties. Expands the powers and duties of the Board of Social Work to require the Board to maintain a list of the names and contact information of persons approved by the Board to supervise candidates for licensure as a clinical social worker and allows supervisees pursuing licensure as a clinical social worker to change or add a supervisor from the Board's list of currently approved supervisors without prior approval from the Board.

FULL TEXT

01/11/23 House: Prefiled and ordered printed; offered 01/11/23 23102964D [pdf](#) | [impact statement](#)

01/20/23 House: Printed as engrossed 23102964D-E [pdf](#) | [impact statement](#)

02/20/23 House: Bill text as passed House and Senate (HB2231ER) [pdf](#) | [impact statement](#)

03/24/23 Governor: Acts of Assembly Chapter text (CHAP0489) [pdf](#)

AMENDMENTS

House amendments adopted

HISTORY

01/11/23 House: Prefiled and ordered printed; offered 01/11/23 23102964D

01/11/23 House: Referred to Committee on Health, Welfare and Institutions

01/17/23 House: Reported from Health, Welfare and Institutions with amendment(s) (21-Y 0-N)

01/19/23 House: Read first time

01/20/23 House: Read second time

01/20/23 House: Committee amendment agreed to

01/20/23 House: Engrossed by House as amended HB2231E

01/20/23 House: Printed as engrossed 23102964D-E

01/23/23 House: Read third time and passed House BLOCK VOTE (99-Y 0-N)

01/23/23 House: VOTE: (99-Y 0-N)

01/24/23 Senate: Constitutional reading dispensed

01/24/23 Senate: Referred to Committee on Rehabilitation and Social Services

02/10/23 Senate: Reported from Rehabilitation and Social Services (15-Y 0-N)

02/13/23 Senate: Constitutional reading dispensed (40-Y 0-N)

02/14/23 Senate: Read third time

02/14/23 Senate: Passed Senate (40-Y 0-N)

02/20/23 House: Enrolled

02/20/23 House: Bill text as passed House and Senate (HB2231ER)

02/20/23 House: Signed by Speaker

02/21/23 Senate: Signed by President

03/02/23 House: Enrolled Bill communicated to Governor on March 2, 2023

03/02/23 Governor: Governor's Action Deadline 11:59 p.m., March 27, 2023

03/24/23 Governor: Approved by Governor-Chapter 489 (effective 7/1/23)

CHAPTER 489

An Act to amend and reenact § 54.1-3705 of the Code of Virginia, relating to Board of Social Work; powers and duties.

[H 2231]

Approved March 24, 2023

Be it enacted by the General Assembly of Virginia:

1. That § 54.1-3705 of the Code of Virginia is amended and reenacted as follows:

§ 54.1-3705. Specific powers and duties of the Board.

In addition to the powers granted in § 54.1-2400, the Board shall have the following specific powers and duties:

1. To cooperate with and maintain a close liaison with other professional boards and the community to ensure that regulatory systems stay abreast of community and professional needs.

2. To conduct inspections to ensure that licensees conduct their practices in a competent manner and in conformance with the relevant regulations.

3. To designate specialties within the profession.

4. Expired.

5. To license baccalaureate social workers, master's social workers, and clinical social workers to practice consistent with the requirements of the chapter and regulations of the Board.

6. To register persons proposing to obtain supervised post-degree experience in the practice of social work required by the Board for licensure as a clinical social worker.

7. To pursue the establishment of reciprocal agreements with jurisdictions that are contiguous with the Commonwealth for the licensure of baccalaureate social workers, master's social workers, and clinical social workers. Reciprocal agreements shall require that a person hold a comparable, current, unrestricted license in the other jurisdiction and that no grounds exist for denial based on the Code of Virginia and regulations of the Board.

8. *To maintain on the Board's website a list of the names and contact information of persons currently approved by the Board to supervise candidates for licensure as a clinical social worker.*

9. *To allow supervisees pursuing licensure as a clinical social worker to change or add a supervisor from the Board's list of currently approved supervisors without prior approval from the Board.*

§ 54.1-2400.02. Information concerning health professionals; posting of addresses on the Internet; providing personal information under certain circumstances prohibited; collection of address information from health professionals.

A. In order to protect the privacy and security of health professionals, the posting of addresses to the on-line licensure lookup or any successor in interest thereof shall only disclose the city or county provided to the Department and shall not include any street or rural delivery route, or post office address. However, the street address of facilities regulated by the Boards of Funeral Directors and Embalmers, Nursing, Pharmacy, and Veterinary Medicine shall be posted.

B. The Department shall collect an official address of record from each health professional licensed, registered, or certified by a health regulatory board within the Department, to be used by the Department and relevant health regulatory boards for agency purposes, including workforce planning and emergency contact pursuant to § 54.1-2506.1. Such official address of record shall otherwise remain confidential, shall not be provided to any private entity for resale to another private entity or to the public, and shall be exempt from disclosure under the Freedom of Information Act (§ 2.2-3700 et seq.).

C. In addition, the Department shall provide an opportunity for the health professional to provide a second address, for the purpose of public dissemination. Health professionals may choose to provide a work address, a post office box, or a home address as the public address. In collecting such public address information, the Department shall notify health professionals that this address may be publicly disclosed, and is subject to the Freedom of Information Act (§ 2.2-3700 et seq.). Notwithstanding the provisions of subsection B, if a health professional does not provide a second address, his official address of record shall also be used as the public address for the purpose of public dissemination.


D. The Department shall develop a procedure for health professionals to update their address information at regular intervals, and may charge a fee sufficient to cover the costs for such updates.

2003, c. 310; 2009, c. 687.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

8/14/202


Virginia Law Library

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§ 54.1-2506.1. Submission of required information.

A. The Department is authorized to require individuals applying for initial licensure, certification, or registration, and individuals who are licensed, certified, or registered by a health regulatory board to provide information in addition to that which is required to determine the individual's qualifications. Such additional information shall include identification of the individual's self-designated specialties and subspecialties; credentials and certifications issued by professional associations, institutions and boards; and locations of each practice site, number of hours spent practicing at each practice site location, and demographic information. The Department, in consultation with the health regulatory boards, may establish criteria to identify additional data elements deemed necessary for workforce and health planning purposes. Such information shall be collected and maintained by the Department for workforce and health planning purposes in cooperation with agencies and institutions of the Commonwealth and shall be released by the Department only in the aggregate without reference to any person's name or other individual identifiers; however, the Department may release any information that identifies specific individuals for the purpose of determining shortage designations and to qualified personnel if pertinent to an investigation, research, or study, provided a written agreement between such qualified personnel and the Department, which ensures that any person to whom such identities are divulged shall preserve the confidentiality of those identities, is executed. Prior to collecting any information described in this section from individuals, the Department shall first attempt to obtain from other sources information sufficient for workforce planning purposes.

B. For the purpose of expediting the dissemination of public health information, including notice about a public health emergency the Department is authorized to require certain licensed, certified or registered persons to report any email address, telephone number and facsimile number that may be used to contact such person in the event of a public health emergency or to provide information related to serving during a public health emergency. In the event of an animal health emergency, the Department shall provide to the State Veterinarian the email addresses, telephone numbers and facsimile numbers that may be used to contact licensed veterinarians.

Such email addresses, telephone numbers and facsimile numbers shall not be published, released or made available for any other purpose by the Department, the Department of Health, or the State Veterinarian.

The Director, in consultation with the Department of Health and the Department of Emergency Management, shall adopt regulations that identify those licensed, certified or registered persons to which the requirement to report shall apply and the procedures for reporting.

1994, c. 853; 1997, c. 806; 2003, c. 602; 2005, c. 55; 2009, c. 382.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

8/14/202