

Frequently Asked Questions; New Licensees

"Does Oregon Have Reciprocity With Other States?"

Currently, Oregon does not have reciprocity agreements with any other states. If you already have a license in another jurisdiction you will need to:

1. Complete the Application for the appropriate license/certification/registration, and submit the appropriate fee, including the cost of the background check.
2. If you hold **any** kind of license or certification in any jurisdiction complete a License/Certificate Verification form and have them mail it directly to the Oregon Board of Licensed Social Workers office.
3. If you have not already done so as part of your state's requirements, pass the appropriate ASWB National exam level of license or certificate (please note, the national exam for the LMSW and RBSW are being waived for applicants applying through December 31, 2012).
4. Pass the Oregon Jurisprudence (laws and rules) exam.
5. Have your school forward a copy of your official transcript documenting the degree date to the Board's office.
6. Submit fingerprints for a background check.

"What Are The Differences Between Licenses?"

The **LCSW license** is for social workers who have a MSW degree and are practicing clinical social work. As of January 1, 2011, it is mandatory that anyone practicing clinical social work be licensed (or working towards licensure) with the state. Hours and licenses may be transferred from other states with Board approval. To apply for a LCSW license, the applicant must have:

- 3500 Total Work Hours
- 2000 Direct Client Hours
- 100 Supervision Hours
- Passing grade of the ASWB Clinical Exam

The **CSWA certificate** is for applicants who are working towards clinical licensure. This is a two-year program done under supervision. Hours may be transferred from other states, with Board approval.

The **LMSW license** is for applicants who wish to practice non-clinical social work and hold a MSW.

The **RBSW certificate** is for applicants with a Bachelor's in social work, wishing to practice in a non-clinical capacity.

* What Degree Is Required?

A Master's of Social Work (MSW) degree from a college or university accredited by the Council on Social Work Education (CSWE) or Canadian Association of Schools of Social Work (CASSW) is required for the **LCSW, CSWA and LMSW**.

For the **RBSW**, a Bachelor's of Social Work degree from a college or university accredited or in candidacy by the Council on Social Work Education (CSWE) or Canadian Association of Schools of Social Work (CASSW) is required.

"Is There An Examination?"

The Oregon examination for licensure consists of two sections: the national exam by the Association of Social Work Boards (ASWB) and the Oregon Section (Oregon Rules and Laws Exam or the "Jurisprudence Exam"; a self-administered, open-book test).

The ASWB National Exam: The applicant is required to register directly with ASWB and make payment for the national exam. An official letter is issued by ASWB that allows the candidate to reserve a time at one of the testing centers.

The national exam is administered electronically by Pearson at test sites in Beaverton, Salem, and Medford. Test centers are open weekly. Specific information about the testing is provided at the time of registration with the ASWB. Instructions on the ASWB website will provide all necessary information on how to make a reservation.

Upon successful completion of the exams, notification is sent to the Board office by Pearson. An official license will be issued after a payment of the appropriate initial licensing fee.

CSWA candidates are eligible to take the Clinical level exam upon completion of 75 supervision hours. CSWA's must submit a request in writing to the Board for authorization to sit for the National Exam.

LMSW and RBSW licensees are eligible to take the National Exam upon board approval of their application. LMSW candidates are required to take the Masters level exam. RBSW candidates are required to take the Bachelors level exam.

The Oregon Rules and Laws/ "Jurisprudence Exam": This is an open book, self-administered test of 30 multiple choice questions on the statutes and rules governing Social Workers. To pass this exam you must answer at least 27 questions correctly. Please take a copy of your answer sheet for future use in the event that you are unsuccessful in passing the exam. You may complete and submit the answer sheet via any of the following methods:

- Fax to (503)373-1427.
- Attach as a PDF file in an email to Oregon.blsw@state.or.us.
- Mail to 3218 Pringle Rd SE, Suite 240, Salem, OR 97302.

"How do I Receive An Application Packet?"

Application Packets can be downloaded from Oregon.gov/BLSW or requested from the Board Office:

State Board of Licensed Social Workers
3218 Pringle Road SE, Suite 240
Salem, OR 97302-6310
Phone: (503) 378-5735
Fax: (503) 373-1427
Toll Free Number: (866)-355-7050
E-mail: oregon.blsw@state.or.us

"Can I Call Myself A Social Worker Without Being Licensed?"

The title "Social Worker" is protected under Oregon Rules and Statutes ([ORS 675.520](#)). In order to call yourself a "Social Worker" you must be licensed or certified with the Board as an **LCSW, CSWA, LMSW** or **RBSW**.

"Am I Exempt From Being Licensed?"

According to Oregon Revised Statutes ([ORS 675.523](#)) an individual may not practice clinical social work unless the person is licensed or certified by the Board. Oregon Revised Statutes provide the following exceptions:

- A person who does not practice clinical social work
- A person who is licensed or certified by the State of Oregon to provide mental health services *provided that the person is acting within the lawful scope of practice for the person's license or certification* and does not represent that he or she is a regulated social worker;
- A person who is certified to provide alcohol and drug abuse prevention services, intervention services and treatment in compliance with rules adopted by DHS under ORS 409.410(2)(f) and 409.420(1) *provided that the person is acting within the lawful scope of practice for the person's certification* and does not represent that he or she is a regulated social worker;
- A person who is employed or contracting with an agency or organization that is certified or licensed with the State of Oregon under ORS 430.610 to 430.695 to provide mental health treatment or addiction services, and does not represent that he or she is a regulated social worker;
- A person who is a recognized member of the clergy, provided that that person is acting in his or her ministerial capacity and does not represent that he or she is a regulated social worker;
- A student in a social work graduate degree program that meets the requirements in [OAR 877-005-0101](#).

"What Do You Mean By 'Clinical Social Work'?"

The legal definition of clinical social work can be found in [ORS 675.510\(2\)\(a\)-\(f\)](#). In general, clinical social work is the professional practice of applying principles and methods with individuals, couples, families, children and groups, which include any of the following (please refer to [ORS 675.510\(2\)\(a\)-\(f\)](#) for complete descriptions):

- Providing diagnostic, preventive treatment services of a psychosocial nature;

- Developing a psychotherapeutic treatment services of a psychosocial nature;
- Counseling and the use of psychotherapeutic techniques;
- Modifying internal and external conditions that affect a client's behavior;
- Explaining and interpreting the psychosocial dynamics of human behavior; or
- Supervising, administering or teaching social work practice

“When Do I Renew My License Or Certificate?”

The Board has moved from paper renewals to online renewals. The renewal notifications are sent via e-mail and regular mail no later than one month prior to your birth month renewal date.

If you do not receive your notification or would like to have a paper renewal, please contact the board office at (503) 378-5735, or by email at oregon.bls@state.or.us.

“Can I Fax In My Application Or Other Forms?”

All Application materials must be mailed directly to the board office with original signatures (address found on Page 2), including the Plan of Supervision for individuals working toward licensure. **Do not fax these forms.**

Verification of a license/certification/registration in another jurisdiction must be sent directly from the state agency that holds the license/certification/registration.

Other forms such as 6 month reports, plan changes, and the Oregon Jurisprudence exam answer sheet, can be faxed to the Board at (503) 373-1427 or scanned and emailed to Oregon.bls@state.or.us.

“What Are My Continuing Education Requirements?”

Each program has its own CEU requirements. Up to 10 CEUs can be 'rolled over' from each reporting period. Example: If you owe 40 CEU credits and submit 50 approved credits, up to 10 can be carried or rolled over to the next reporting period. Ethic CEUs cannot be 'rolled over'.

LCSW	40 credit hours every 2 years <i>(must include 6 hours in ethics coursework)</i>
LCSW - Semi-Retired	20 credit hours every 2 years <i>(must include 6 hours in ethics coursework)</i>
LCSW - Inactive	No CEUs required
CSWA	No CEUs required
LMSW	30 credit hours every 2 years <i>(must include 6 hours in ethics coursework)</i>
RBSW	20 credit hours every 2 years <i>(must include 6 hours in ethics coursework)</i>
Supervisors	Must complete 6 credit hours every 5 years in supervision coursework.

The continuing education requirement begins the first day after your first renewal. CEUs may be accrued in the first year before your renewal and counted in your reporting period.

“Can I Take CE Courses Online?”

Approved CEU courses can be taken in a physical class setting, online, or through correspondence courses. There is no limit of how many CEUs can be taken online or through correspondence courses. For more information about CEU requirements and course eligibility visit [Continuing Education](#).

“How Do I Change My Name Or Address With The Board?”

To change your name, please fax, email or mail your request, along with a copy of the appropriate documentation (certificate, decree, driver's license, or other legal document) directly to the Board.

Address changes are to be sent to the Board within 30 days of the change. Complete and fax, email, or mail the [Change of Address](#) to the Board office within 30 days of the change.

"How and Where Do I Have My Fingers Printed?"

- Have **inked prints** done at ANY ID services or police location where fingerprinting can be done. Prints should be sealed on site by the fingerprint tech and mailed to us. The sealed envelope can be mailed with applicant's other materials.
- **Live Scan.** Can only be done from live scan locations in the state of OR. Prints are transmitted directly to the Police, and results are sent to us. Routing info for the live scan operator is found on "Request for Transmission of Live Scan Fingerprints" – which is part of the fingerprint packet found on the website.
- The background check fee is \$50 – **PART OF THE TOTAL APP FEES LISTED ON THE APPLICATION.**
- Remember to fill out the personal info boxes as completely as possible.

"What if I have Previous Hours From Another State?"

Prospective applicants who have been an out-of-state equivalent to our CSWA often want to know if their hours already accrued toward licensure will transfer to OR. **The answer is almost always yes:**

- Hours can count if the applicant was supervised by an LCSW or other licensed mental health professional (approved by the state where the hours were accrued).
- Hours can be documented by either filling out the "Previous Hours" section of our application, or using documentation forms from the state where the hours were accrued. The most important thing is that the supervisor has signed the form, or the state has verified the form/hours.
- Remember to include the supervisor's licensing information and include the start and end dates of supervision.

"How do I 'Self-Report'?"

Within 10 days of any violation (such as legal action, arrest, discipline, termination of employment, etc) licensees need to submit:

- Consent form for release of information.
- Signed/Dated statement/explanation.
- Any and all documentation associated with the event. I.e., police reports, etc.

Materials should be sent to the Board office or emailed to the Compliance Department at blsw.compliance@state.or.us.

"What If My Plan Of Supervision Changes?"

In order for a **CSWA** to change their plan of supervision, they need to submit a Plan Modification form to the Board for approval. If their Supervisor is changing they must also submit a Plan Change/Modification form. These forms can be found at Oregon.gov/BLSW.

IMPORTANT: You may not begin counting hours until your plan change has been approved by the board. Keep this in mind when accepting new employment.