

# CERTIFICATION AND LICENSURE IN WISCONSIN

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# DEFINITIONS

- Certification: Means Title Protection in Wisconsin
  - You **can not** use the title social worker in any form, represent yourself to the public as a social worker or use the titles of “**Certified Social Worker**”, “**Advanced Practice Social Worker**”, “**Certified Independent Social Worker**” or “**Licensed Clinical Social Worker**” unless you are certified or licensed as a social worker.

# DEFINITIONS

- Licensure: You **can not** provide clinical social worker services unless you are a licensed clinical social worker.

# FOUR CATEGORIES OF SOCIAL WORK REGULATION IN WISCONSIN

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1. Certified Social Worker (CSW)
  2. Certified Advanced Practice Social Worker (CAPSW)
  3. Certified Independent Social Worker (CISW)
  4. Licensed Clinical Social Worker (LCSW)
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# CERTIFIED SOCIAL WORKER

A (CSW) holds a **bachelor's or master's in Social Work** from a program accredited by the Council on Social Work Education **and is certified by the Department of Safety and Professional Services.**

- **may not engage** in psychotherapy.

# CERTIFIED ADVANCED PRACTICE SOCIAL WORKER

A (CAPSW) is a person who **holds a master's or PhD in Social Work** and is certified by the Department of Safety and Professional Services.

- **may engage** in psychotherapy **if properly supervised.**

# CERTIFIED INDEPENDENT SOCIAL WORKER

A person who holds a **master's or PhD. in Social Work**, has completed **3,000 hours of postgraduate full-time social work practice with proper supervision**, and is certified by the Department of Safety and Professional Services.

- **may engage** in psychotherapy if properly supervised.

# Supervision for a CAPSW who wants to upgrade to a CISW

- LCSW or CISW

# LICENSED CLINICAL SOCIAL WORKER

A (LCSW) is a person who holds a Master's or Ph.D. in Social Work, with a **Clinical Social Worker concentration**, who has received supervised clinical field training and **completed a supervised practice regimen that is licensed by the Department of Safety and Professional Services.**

- **may engage** in psychotherapy **without supervision.**

# LICENSED CLINICAL SOCIAL WORKER REQUIREMENTS

- MSW
- CAPSW certification
- Coursework: Psychopathology and Social Work with two additional clinical courses
- 3,000 hours of supervised clinical practice
  - 1,000 in direct client contact

# LICENSED CLINICAL WORKER REQUIREMENTS

- 600 of the 1000 hours **must consist** of DSM diagnosis and psychotherapeutic treatment
  - Supervision *does not necessarily* need to be your employment supervisor

# What sort of work experience will count towards the 3,000 hours?

Clinical Social Work practice experience counts toward the 3,000 when

- an applicant has received an MSW degree **and** the APSW or temporary APSW certification **and** is providing primary mental health treatment, including psychotherapy, for a client using the DSM to assess, diagnose, and treat persons with mental disorders.

# What sort of experience will count towards the 3,000 hours?

- Applicant performs 3,000 total work hours, including 1,000 hours of face-to-face clinical social work with clients. Clinical settings may include:
  - Outpatient Mental Health Clinics;
  - Inpatient Psychiatric hospitals or treatment facilities;
  - and some Intensive In-home facilities

# Additional aspects of obtaining licensure

- Supervision:
  - LCSW, Psychiatrist or Psychologist
- If the applicant wishes another professional (i.e., LPC, LMFT, Psychiatric Nurse) to provide the supervision, they **need to request approval of the Social Workers Section in advance.**

# Licensure: Continued

- Supervision should average **one hour per week** over the course of supervision
- Group supervision with **up to six individuals** is allowed
- Video conferencing was allowed for supervision during the Covid-19 pandemic.
  - Applicants should **check with DSPS on this provision.**

# SUPERVISORY REQUIREMENTS

- Examining Board is *working on* a rule that would require a **minimum of three years** of full-time LCSW practice before becoming a supervisor.
- Examining Board is *considering* requiring a minimum amount of supervisory training for supervisors

# Various aspects of certification and licensure in Wisconsin

- **Required** to report child abuse and neglect
- Temporary certificate - 9 months
- Malpractice insurance **required** for clinical social workers (\$1,000,000/\$3,000,000)
- Continuing education requirements:
  - 30 hours, 4 hours of ethics
    - **not required** during first two-year period
- Privileged communication for clients

# Psychometric Testing

- (2) DEFINITION. In this section, the term “psychometric test”
- means a procedure for measuring psychological, behavioral or
- interpersonal characteristics in which a sample of an examinee’s
- behavior is obtained and subsequently evaluated and scored using
- a standardized process. A person credentialed by the board may
- not use a testing instrument for diagnostic or assessment purposes
- unless he or she satisfies the requirements in sub.(5). Psychometric testing does not include a test instrument used solely to screen for problems, to assist in treatment planning, to clarify treatment goals, to plan for interventions, to monitor progress in treatment or an unstandardized questionnaire, unstructured behavior sample or a test used to evaluate performance in education or training or training prepared by a teacher or trainer.

# Psychometric Testing

- Approval needed by Social Workers Section that:
  - certificate holder has certain specific qualifications per MPSW 1.11 (5)(a) **and** has a letter from a supervisor per MPSW 1.11 (5) (b)

# CHANGES TO MPSW 20

- Record keeping
- Sexual contact with former clients
- Personal relationships with former clients
- Banning Conversion Therapy
- Unlawful practice-aiding or assisting
- Complying with child abuse and neglect reporting
- Adequate supervision
- Withholding documentation of supervisee's clinical experience

# MPSW 20: Conduct Code

MPSW 20 is the conduct code for certified and licensed social workers

- Certified and licensed social workers should carefully review this document

# MPSW 20: Record Keeping

- (18) Failing to maintain adequate records relating to services provided to a client in the course of a professional relationship.
- Clinical records shall be maintained for at least seven years after the last services provided, unless otherwise provided by state or federal law.

# Various aspects of certification and licensure in Wisconsin: Continued

- Moving from one certification category to another - **five years for state exam**
- Obtaining licensure without appropriate graduate coursework and internship
  - Post graduate courses
  - Extra 1,500 hours with 500 hours of extra client contact

# Reimbursement for CAPSW's

- Most insurance companies will reimburse CAPSW's providing psychotherapy at **state-certified** outpatient mental health clinics.
- The Department of Health Services will reimburse CAPSW's for providing psychotherapy under supervision to MA clients at **state-certified** outpatient mental health clinics.

# Reimbursement for LCSW'S

- Insurance companies **are required** to directly reimburse LCSW's who are providing psychotherapy.
- The Department of Health Services will reimburse LCSW's providing psychotherapy to Medical Assistance clients in their **private practice**.

# Tele-Mental Health Reimbursement

- **Wisconsin Medicaid** reimburses for tele-mental health services.
- **Medicare** is *currently* reimbursing for tele-mental health services.
  - There are national efforts to make this reimbursement permanent
- **Insurance companies** *currently* are reimbursing for tele-mental health services.

# Duty to report terminations to DSPS

- Wisconsin Statute sec. 457.25 defines a possible reporter as
  - “Any public or private mental health or health care agency, institution or facility or any other person or entity that employs or contracts for services with marriage and family therapist, professional counselors or social workers”

# Duty to report terminations to DSPS Continued

- A report is required when:
  - an entity “terminates, suspends or restricts the employment or contract of the credential holder as a result of adverse or disciplinary action related to the credential.
    - This **especially includes** violations of conduct under MPSW 20 and acts of gross negligence.

# Duty to report terminations to DSPS Continued

- If there are grounds for an action when the credential holder resigns from employment before an action is taken, then a report must be filed within 30 days of the date of resignation.

# REPORTING TERMINATIONS OR COMPLAINTS

- Wisconsin Department of Safety and Professional Services
- Division of Legal Services and Compliance
- P.O. Box 7190
- Madison, WI 53707-7190
- Fax: (608) 266-2264
- Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)
- Website: [dsps.wi.gov](http://dsps.wi.gov)

# APPLYING FOR YOUR CREDENTIAL

- Apply through [LicenseE](#) online on the DSPS website [dps.wi.gov](https://dps.wi.gov)

# TEMPORARY ACT 10 CREDENTIAL

- A health care provider **credentialed in good standing** in another state may apply for a temporary credential to provide services in Wisconsin **while a Wisconsin application for a permanent credential is pending.**

# Application, fees and exams

- How to apply:
  - Website: [dsps.wi.gov](https://dsps.wi.gov)
  - In person: 4822 Madison Yards Way, Madison
  - Phone calls-608-266-2112

- Fees
  - Initial credential fee: \$60
  - Contract exam fee: \$15
  - State law exam: \$75
    - **Total \$150**
  - Temporary Certificate \$10

# State Law Exam

- **Online, open book**
- Taken after application submitted and you receive your password and ten-digit ID
- Can purchase booklet through Document Sales, Department of Administration
- **Passing grade 85%**
- Exam **untimed**, can exit and return anytime **over a three-month period**

# State Law Exam

- The State Exam consists of material taken from the following statutes and code chapters:
  - From the Wisconsin State Statutes
    - Chapters 48, 55, 51, 880 and 93
  - From the Professional Specific Codebook**
    - \* MPSW 1-8, MPSW 20, Chapter 457

# National Exam

- Cost: \$230 CSW, CAPSW, CISW
  - \$260 Clinical
- Time of exam: **3 & ½ hours**
- **90 days to repeat** (waivers possible)
- Will receive authorization to make exam appointment after application materials are all received

# Preparing for the national exam

- 1. ASWB booklet \$30 (not available now) but **e-booklet is available for \$15**
- 2. NASW-WI MSW and BSW exam preparation workshops

# Other Information on Exams

- You can take the exams **prior** to graduation.
- You will need to contact ASWB to register for the **national exam**.

# Names of ASWB exams

- **CSW Credential:** ASWB bachelor's examination
- **CAPSW Credential:** ASWB Masters examination
- **CISW Credential:** ASWB Advanced Generalist examination
- **LCSW Credential:** ASWB Clinical Examination

# Substance abuse counselor specialty classification

- Specialty classification
  - Requirements under review
    - Passage of ICRC exam
    - 1,000 hours of face-to-face counseling experience with substance use disorder clients
    - 180 hours of AODA special education

# Substance abuse counselor requirements

- Passage of ICRC exam
- 360 hours of education
- 3,000 hours of supervised practice
- BSW and MSW credit for hours with an addiction emphasis or concentration (1,000 hours for BSW and 2,000 for MSW)
  - Can do *some* treatment without substance abuse certification or specialty classification

# Criminal offenses

- Must be **substantially related to social work practice** to disqualify applicant
- Social Workers Section may ask individual to **appear in person to explain circumstances** of his or her conviction record and discuss the person's development since the offense(s).

# Reciprocity

- Varies state by state
- Difficult to obtain in Wisconsin
- Only eligible if requirements of previous state are **substantially equivalent** to Wisconsin's requirement
  - If not, apply as a new applicant

# Continuing Education: Basic Requirements

- 30 hours every two-year credentialing period
  - Four hours of professional boundaries and ethics
- Ethics must be in an interactive format
- Certificate holders must keep records of continuing education for four years

# Continuing Education Continued

- Continuing education hours cannot carry over to the next credentialing period
- There is **no continuing education requirement** during the time between receiving the initial credential and commencement of a **full two-year period**
- Credentialing period is **March 1 of every odd year through February 28<sup>th</sup> of the next odd year** (i.e. 3/1/25-2/28/27)

# What programs are acceptable for continuing education?

- Programs relevant to the professional practice of marriage and family therapy, professional counselor or social work
- Effective March 1, 2015, with a few exceptions, **programs must be pre-approved.**
  - **NASW-WI is one of the approval bodies.**

# Acceptable Programs continued

- Exceptions include:
  - programs offered by an **accredited** college or university
  - In-house training and development by a public or private agency (**up to 15 of 30 hours**)

# SOCIAL WORK LICENSURE COMPACT

- PROVISIONS:
  - Ability to provide services to clients in other states
  - Ease transfer of licenses between states

# ALTERNATIVE TO LICENSURE EXAM BILL

- PROVISIONS:
  - Allow social work graduates failing national exam to get a provisional social work credential
  - After 2,000 hours of supervised practice a regular credential can be obtained

Questions?