

**R156. Commerce, Occupational and Professional Licensing.**

**R156-60a. Social Worker Licensing Act Rule.**

**R156-60a-101. Title.**

This rule is known as the "Social Worker Licensing Act Rule".

**R156-60a-102. Definitions.**

In addition to the definitions in Title 58, Chapters 1 and 60, as used in Title 58, Chapters 1 and 60, or this rule:

- (1) "ASWB" means the Association of Social Work Boards.
- (2) "CSW" means a licensed certified social worker.
- (3) "Clinical social work concentration and practicum", "clinical concentration and practicum" "case work", "group work", or "family treatment course sequence with a clinical practicum", "clinical practicum" or "practicum", as used in Subsections 58-60-205(1)(g) and (2)(d)(ii), means a track of professional education which is specifically established to prepare an individual to practice or engage in mental health therapy.
- (4) "Human growth and development", as used in Subsection 58-60-205(4)(d)(iii)(A)(II), means a course at an accredited college or university that includes an emphasis on human growth and development across the lifespan, from conception to death.
- (5) "LCSW" means a licensed clinical social worker.
- (6) "Social welfare policy", as used in Subsection 58-60-205(4)(d)(iii)(A)(I), means a course at an accredited college or university that includes emphasis on the following:
  - (a) local, state, and federal social policy and how it impacts individuals, families, and communities; and
  - (b) the diverse needs of social welfare recipients.
- (7) "Social work practice methods", as used in Subsection 58-60-205(4)(d)(iii)(A)(III), means a course at a program accredited by the Council for Social Work Education as defined in Subsection 58-60-202(5) that includes emphasis on the following:
  - (a) generalist social work practice at the individual, family, group, organization, and community levels;
  - (b) planned client change process and social work roles at various levels;
  - (c) application of key values and principles of the National Association of Social Workers (NASW) Code of Ethics and resolution of ethical dilemmas; and
  - (d) evaluation of programs and direct practice in the social work field.
- (8) "SSW" means a licensed social service worker.
- (9) "Supervised practice of mental health therapy by a clinical social worker", as used in Subsection 58-60-202(4)(a), means that the CSW is under the general supervision of an LCSW meeting the requirements of Sections R156-60a-302e and R156-60a-601.

**R156-60a-103. Authority - Purpose.**

This rule is adopted by the Division under the authority of Subsection 58-1-106(1)(a) to enable the Division to administer Title 58, Chapter 60.

**R156-60a-104. Organization - Relationship to Rule R156-1.**

The organization of this rule and its relationship to Rule R156-1 is as described in Section R156-1-107.

**R156-60a-302a. Education Requirements for Licensure as an SSW.**

In accordance with Subsection 58-60-205(4)(d)(ii), a master's degree qualifying an applicant for licensure as an SSW shall be in a field of social work, psychology, marriage and family therapy, or mental health counseling.

**R156-60a-302b. Experience Requirements for Licensure as an SSW.**

In accordance with Subsection 58-60-205(4)(d)(iii)(B), the 2,000 hours of supervised qualifying experience for licensure as an SSW shall be:

- (1) performed as an employee of an agency providing social work services and activities;
  - (2) performed according to a written social work job description approved by the licensed mental health therapist supervisor;
- and
- (3) completed over a duration of not less than one year.

**R156-60a-302c. Training Requirements for Licensure as an LCSW.**

(1) In accordance with Subsections 58-60-205(1)(e),(f) and (g), and 58-60-202(4)(a), the 4,000 hours of clinical social work and mental health therapy training qualifying an applicant for licensure as an LCSW shall:

- (a) be obtained after completion of the education requirement set forth in Subsections 58-60-205(1)(d) and (g) and shall not include any clinical practicum hours obtained as part of the education program;
- (b) be completed over a period of not less than two years;
- (c) unless this Subsection (2) applies, be completed while the applicant is licensed as a CSW;
- (d) be completed while the applicant is employed by a public or private agency engaged in mental health therapy;

(e) be completed under a program of general supervision by an LCSW meeting the requirements of Sections R156-60a-302e and R156-60a-601; and

(f) include the following training requirements:

(i) individual, family, and group therapy;

(ii) crisis intervention;

(iii) intermediate treatment; and

(iv) long term treatment.

(2) An applicant may apply to the Division for an LCSW license without complying with this Subsection (1)(c) if:

(a) the applicant qualifies for a license exemption under Subsection 58-1-307(1)(a); or

(b) the applicant completed training in another jurisdiction, which training is completed:

(i) while the applicant is licensed as the equivalent of a CSW; or

(ii) while the applicant is not required to be licensed while engaged in the practice of certified social work.

#### **R156-60a-302d. Examination Requirements.**

(1) In accordance with Subsection 58-60-205(1)(h), the examination requirements for licensure as an LCSW include passing the Clinical Examination of the ASWB or the Clinical Social Workers Examination of the State of California.

(2) In accordance with Subsection 58-60-205(2)(e), the examination requirements for licensure as a CSW shall include passing the Masters, Advanced Generalist, or Clinical Examination of the ASWB.

(3) In accordance with Subsection 58-60-205(4)(e), the examination requirements for licensure as an SSW shall include passing the Bachelors Examination of the ASWB.

(4) Applicants requesting additional time to complete any ASWB exam in accordance with Subsection 58-60-205(5) shall complete an ASWB application for special arrangements approved by the Division.

#### **R156-60a-302e. Requirements to Become an LCSW Supervisor.**

In accordance with Subsections 58-60-202(3)(c) and 58-60-205(1)(e) and (f), in order for an LCSW to supervise a CSW, the LCSW shall:

(1) be currently licensed in good standing as an LCSW; and

(2) have engaged in active practice as an LCSW, including mental health therapy, for a period of not less than two years prior to supervising a CSW.

#### **R156-60a-303. Renewal Cycle - Procedures.**

(1) In accordance with Subsection 58-1-308(1), the renewal date for the two-year renewal cycle applicable to licenses under Title 58, Chapter 60, is established by rule in Section R156-1-308a(1).

(2) Renewal procedures shall be in accordance with Section R156-1-308c.

#### **R156-60a-304. Continuing Education.**

(1) Required Hours. In accordance with Subsection 58-60-105(1) and Section 58-60-205.5, during each two year renewal cycle commencing on October 1 of each even numbered year:

(a) An LCSW shall be required to complete not fewer than 40 hours of continuing education. A minimum of three of the 40 hours shall be completed in ethics and/or law.

(b) An SSW shall be required to complete not fewer than 20 hours of continuing education of which a minimum of three contact hours shall be completed in ethics and/or law.

(c) The required number of hours of continuing education for an individual who first becomes licensed during the two year renewal cycle shall be decreased in a pro-rata amount.

(d) The Division may defer or waive the continuing education requirements as provided in Section R156-1-308d.

(2) A continuing education course shall meet the following standards:

(a) Time. Each hour of continuing education course credit shall consist of not fewer than 50 minutes of education.

Licensees shall only receive credit for lecturing or instructing the same course up to two times. Licensees shall receive one hour of continuing education for every one hour of time spent lecturing or instructing a continuing education course;

(b) Course Content and Type. A course shall be presented in a competent, well organized and sequential manner consistent with the stated purpose and objective of the course;

(i) The content of the course shall be relevant to the practice of social work and shall be completed in the form of any of the following course types:

(A) seminar;

(B) lecture;

(C) conference;

(D) training session;

(E) webinar;

- (F) internet course;
- (G) distance learning course;
- (H) specialty certification; or
- (I) lecturing or instructing of a continuing education course;
- (ii) The following limits apply to the number of hours recognized in the following course types during a two year license renewal cycle:
  - (A) a maximum of ten hours for lecturing or instructing of continuing education courses meeting these requirements; and
  - (B) a maximum of 15 hours for online, distance learning, or home study courses that include examination and issuance of a completion certificate;
  - (c) Course Provider or Sponsor. The course shall be approved by, conducted by, or under the sponsorship of one of the following:
    - (i) a recognized accredited college or university;
    - (ii) a community mental health agency or a public agency that provides mental health services;
    - (iii) a professional association or society involved in the practice of social work; or
    - (iv) the Division of Occupational and Professional Licensing;
    - (d) Objectives. The learning objectives of the course shall be clearly stated in course material;
    - (e) Faculty. The course shall be prepared and presented by individuals who are qualified by education, training and experience;
    - (f) Documentation. Each licensee shall maintain adequate documentation as proof of compliance with this Section, such as a certificate of completion, school transcript, course description, or other course materials. The licensee shall retain this proof for a period of three years after the end of the renewal cycle for which the continuing education is due; and
      - (i) At a minimum, the documentation shall contain the following:
        - (A) date of the course;
        - (B) name of the course provider;
        - (C) name of the instructor;
        - (D) course title;
        - (E) number of hours of continuing education credit; and
        - (F) course objectives.
    - (3) Extra Hours of Continuing Education. If a licensee completes more than the required number of hours of continuing education during a two year renewal cycle specified in Subsection (1), up to ten hours of the excess over the required number may be carried over to the next two year renewal cycle. No education received prior to a license being granted may be carried forward to apply towards the continuing education required after the license is granted.

**R156-60a-308. Reinstatement of an LCSW License which has Expired Beyond Two Years.**

In accordance with Subsection 58-1-308(6) and Section R156-1-308g, an applicant for reinstatement for licensure as an LCSW, whose license expired after two years following the expiration of that license, shall:

- (1) upon request, meet with the Board to evaluate the applicant's ability to safely and competently practice clinical social work and mental health therapy;
- (2) upon recommendation of the Board, establish a plan of supervision under an approved supervisor which may include up to 4,000 hours of clinical social work and mental health therapy training as a CSW before qualifying for reinstatement of the LCSW license;
- (3) pass the Clinical Examination of the ASWB if it is determined by the Board that examination or reexamination is necessary to demonstrate the applicant's ability to safely and competently practice clinical social work and mental health therapy; and
- (4) complete a minimum of 40 hours of continuing education in subjects determined by the Board as necessary to ensure the applicant's ability to safely and competently practice clinical social work and mental health therapy.

**R156-60a-309. Exemption from Licensure Clarified.**

The exemption specified in Subsection 58-60-107(5) does not permit an individual to engage in the 4,000 hours of clinical social work and mental health therapy training without first becoming licensed as a CSW.

**R156-60a-502. Unprofessional Conduct.**

"Unprofessional conduct" includes:

- (1) using the abbreviated title of LCSW unless licensed as an LCSW;
  - (2) using the abbreviated title of CSW unless licensed as a CSW;
  - (3) using the abbreviated title of SSW unless licensed as an SSW;
  - (4) acting as a supervisor or accepting supervision of a supervisor without complying with or ensuring the compliance with the requirements of Sections R156-60a-302c and R156-60a-601.
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- (5) engaging in the supervised practice of mental health therapy as a licensed CSW unless:

- (a) the licensee has completed a clinical practicum as part of the Council on Social Work Education (CSWE) accredited master's degree program; and
- (b) the scope of practice is otherwise within the licensee's competency, abilities and education;
- (6) engaging in the supervised practice of mental health therapy when not in compliance with Section R156-60a-302c and Subsection R156-60a-601(7);
- (7) engaging in or aiding or abetting conduct or practices which are dishonest, deceptive or fraudulent;
- (8) engaging in or aiding or abetting deceptive or fraudulent billing practices;
- (9) failing to establish and maintain professional boundaries with a client or former client;
- (10) engaging in dual or multiple relationships with a client or former client in which there is a risk of or potential harm to the client;
- (11) engaging in sexual activities or sexual contact with a client with or without client consent;
- (12) engaging in sexual activities or sexual contact with a former client within two years of documented termination of services even when there is no risk of exploitation or potential harm to the client;
- (13) engaging in sexual activities or sexual contact with client's relatives or other individuals with whom the client maintains a personal relationship when there is a risk of exploitation or potential harm to the client;
- (14) embracing, massaging, cuddling, caressing, or performing any other act of physical contact with a client when there is a risk of exploitation or potential harm to the client resulting from the contact;
- (15) engaging in or aiding or abetting sexual harassment or any conduct which is exploitive or abusive with respect to a student, trainee, employee, or colleague with whom the licensee has supervisory or management responsibility;
- (16) failing to exercise professional discretion and impartial judgement required for the performance of professional activities, duties and functions;
- (17) failing to render impartial, objective, and informed services, recommendations or opinions with respect to custodial or parental rights, divorce, domestic relationships, adoptions, sanity, competency, mental health or any other determination concerning an individual's civil or legal rights;
- (18) exploiting a client or former client for personal gain;
- (19) exploiting a person who has a personal relationship with a client for personal gain;
- (20) failing to maintain client records including records of assessment, treatment, progress notes and billing information for a period of not less than ten years from the documented termination of services to the client;
- (21) failing to provide client records in a reasonable time upon written request of the client, or legal guardian;
- (22) failing to obtain informed consent from the client or legal guardian before taping, recording or permitting third party observations of client activities or records;
- (23) failing to protect the confidences of other persons named or contained in the client records; and
- (24) failing to abide by the provisions of the Code of Ethics of the National Association of Social Workers (NASW) as approved by the NASW 1996 Delegate Assembly and revised by the 2008 NASW Delegate Assembly, which is adopted and incorporated by reference.

**R156-60a-601. Duties and Responsibilities of an LCSW Supervisor.**

The duties and responsibilities of an LCSW supervisor are further established as follows:

- (1) be professionally responsible for the acts and practices of the supervisee;
- (2) be engaged in a relationship with the supervisee in which the supervisor is independent from control by the supervisee and in which the ability of the supervisor to supervise and direct the practice of the supervisee or is not compromised;
- (3) be available for advice, consultation, and direction consistent with the standards and ethics of the profession;
- (4) provide periodic review of the client records assigned to the supervisee;
- (5) comply with the confidentiality requirements of Section 58-60-114;
- (6) monitor the performance of the supervisee for compliance with laws, rules, standards and ethics applicable to the practice of social work;
- (7) supervise only a supervisee who is an employee of a public or private mental health agency;
- (8) supervise not more than three individuals who are lawfully engaged in mental health therapy training, unless otherwise approved by the Division in collaboration with the Board;
- (9) not begin supervision of a CSW until having met the requirements of Section R156-60a-302e; and
- (10) in accordance with Subsections 58-60-205(1)(e) and (f), submit to the Division on forms made available by the Division:
  - (a) documentation of the training hours completed by the CSW; and
  - (b) an evaluation of the CSW, with respect to the quality of the work performed and the competency of the CSW to practice clinical social work and mental health therapy.

**R156-60a-602. Supervision - Scope of Practice - SSW.**

In accordance with Subsections 58-60-202(2) and (6), supervision and scope of practice of an SSW is further defined as follows:

(1) general supervision of an SSW by a licensed mental health therapist is only required where mental health therapy services are provided; and

(2) the scope of practice of the SSW shall be in accordance with a written social work job description approved by the licensed mental health therapist supervisor, except that the SSW may not engage in the supervised or unsupervised practice of mental health therapy.

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**SOCIAL WORKER  
LICENSING ACT RULE**

**R156-60a  
Utah Administrative Code  
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