



# D.C. Board of Social Work

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## YOUR MAILING ADDRESS

Changing your mailing address? Send your name, mailing address, and license number to:

Board of Social Work  
Processing Department  
Address/Name Change  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002



**Government of the District of Columbia**  
Vincent C. Gray, Mayor



Spring 2013

## RENEWAL ISSUE

## LETTER FROM THE CHAIR

Welcome to the 3rd edition of the DC Board of Social Work's newsletter. Through this newsletter, we hope to keep you apprised of the Board's activities and informed about your licensure requirements and regulations relevant to your practice. The mission of the Board of Social Work is to protect the public from licensees who are not practicing according to a high standard of **professionalism** and **ethics**.

Ensuring professionalism in our field is paramount. We need to require that the members of our profession operate at the standards of the profession outlined in the social work code of ethics and in the social work regulations. The role of the Board is to protect consumers—our “clients.”

**Social media** is changing our lives, changing our boundaries and affecting the practice of social work. We need to be very protective and proactive in protection of citizens of the District. At each Board meeting, Board members strive to address current trends as well as traditional challenges to good practice. These are difficult times and difficult issues.

**We are a fully new Board** of active, committed professionals, representing all levels of our profession. Our new members are Velma Spriggs, LISW, Anne Selee, LGSW, Faith Bonner, LSWA, and consumer member Michelle Rose. Our new consumer member happens to be an attorney. **I am honored to have the opportunity to serve** as the Chairperson of the Board. I have served as a Professor of Social Work at the National Catholic School of Social Work for 35 years, and practiced as a clinical social worker for 45 years.

As we begin our terms of services as Board members, we have been **wonderfully supported** by the Board's Interim Executive Director Karen Sciopio-Skinner, Board Attorney Carla Williams, Esq., our Investigator Deb Moss, and the Board's Health Licensing Specialist Mavis Azariah. The Social Work Board staff is a committed team and as we approach issues as a team. We listen to each other's opinions, discuss and sometimes debate issues, and work collaboratively. It has been a joy to be working with great professionals all working on the same goal.

**Have questions or concerns?** The Board of Social Work would like to hear from you. If you have questions about renewal or licensing procedures, please submit your questions to Health Licensing specialist Mavis Azariah by email at [mavis.azariah@dc.gov](mailto:mavis.azariah@dc.gov). If you would like to address the Board, you are welcome to attend our Board Meeting **open session**, which is held each month prior to our closed executive session. Members of the general public and licensees are invited to observe an open session or come to discuss a matter of concern. If you would like to be placed on the agenda, please contact Ms. Azariah at [mavis.azariah@dc.gov](mailto:mavis.azariah@dc.gov).



Cathleen Gray, PhD, LICSW

Cathleen Gray, PhD, LICSW  
Board Chair  
DC Board of Social Work

## Upcoming Board Meetings The DC Board of Social Work

MEETS  
THE FOURTH MONDAY  
OF EACH MONTH.  
OPEN SESSION AT  
9:30 AM  
at  
899 N. Capitol St NE  
Second Floor  
Washington, DC 20002

Time is allocated at  
each Board Meeting  
to allow the public  
an opportunity to  
speak to the Board.  
Please notify us in  
advance if you plan  
to attend a meeting  
by sending an email  
to [hpla@dc.gov](mailto:hpla@dc.gov).

### EXPEDITE YOUR LICENSE

- Make sure to have your entire application filled out and signed.
- Provide official court documents of final case dispositions for any felonies or misdemeanors that you incurred.
- Case dispositions should include a case number, jurisdiction, year, all the defendant names, all plaintiff names, a brief summary of the case, and final disposition, such as judgment dollar amount, dismissed with or without prejudice, or settlement dollar amount—this information must be sent with your application.

## THINGS YOU NEED TO KNOW TO RENEW

- 1) Only licensees who have not undergone the required state and federal Criminal Background Check (CBC) will need to obtain one at this time. ***If you were licensed after January 2011, and have not undergone a CBC for DC licensure, you need to do so now.***
- 2) To access your renewal application beginning on May 1, 2013, go online at [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov).
- 3) Answer **ALL** questions completely and truthfully to avoid delays in processing your application. If you are aware of an incident in your past that may result in a positive criminal background check, you must provide the supporting documentation (including court documents) that explains the outcome of the case.
- 4) If you are currently not in compliance with the Board, your ability to renew may be denied until you satisfy the request of the Board.
- 5) The licensure renewal fee is \$145. In addition, Criminal Background Check fee is \$50.\*  
*\*varies by state*
- 6) CEUs—All licensees must have completed 40 hours of continuing education (CE) credits prior to renewal to be eligible for renewal. Included in the 40 hours, you will need six face-to-face CEs in Ethics and three in HIV/AIDS training. Of the 40 CEs, only a total of 12 maybe obtained online. Random audits will be conducted following the renewal.
- 7) All licenses will expire on July 31, 2013. Please begin the renewal process early.

Any false statement on your renewal application will result in disciplinary action being taken against your license.

General Renewal Questions: 1 (877) 672-2174 | Website: [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)

## FIELD PLACEMENT SUPERVISORS & STUDENTS

The Board of Social Work extends an open invitation  
to Field Placement Supervisors and Students  
to attend the Open Session of the Board's monthly meetings

- Fourth Monday of the month
- Open Session is at 9:30 am

Hearings on disciplinary matters are also open to the public.

If you would like to attend, please email Health Licensing Specialist

Mavis Azariah at [mavis.azariah@dc.gov](mailto:mavis.azariah@dc.gov)

## LICENSURE RENEWAL PROCESS

LICENSES EXPIRE ON JULY 31, 2013

RENEW YOUR LICENSE VIA THE INTERNET.

**TO RENEW ONLINE YOU MUST USE INTERNET EXPLORER 6.0 OR HIGHER AND PAY BY MASTERCARD OR VISA. OUR SYSTEM IS NOT COMPATIBLE WITH GOOGLE CHROME OR SAFARI.**

Before you log-on to our website, please have these items available:

- ☐ Your Social Security number
- ☐ Your Visa or MasterCard, in order to pay your renewal fee of \$145 online.

WHEN YOU ARE READY TO LOG-ON TO OUR WEB SITE:

- Enter [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov) into the address field of your web browser
  - ☐ Click on Online License Renewal
  - ☐ Type in your Social Security number and last name and click on "Search" tab
  - ☐ At the Registration page, you must create a User ID and Password
  - ☐ Type in your newly created User ID and Password and follow the step-by-step instructions to complete the renewal process.
- Please be sure to printout a copy of the "Confirmation Page" for your records.

AFTER YOU FINISH THE ON-LINE RENEWAL AT OUR WEB SITE, SEND US:

- If you do not currently have a photo on your license, you will need to send TWO (2) 2"x2" photos of yourself (identical passport-size photos; plain background, front-view, fade-proof), and write on the back of the photos your full name and license number or Social Security number.
- If you answer "yes" to the question in "Section 6", please mail the supporting document (s).
- Mail the items to:  
HPLA - ATTN: Social Work Renewal  
899 North Capitol Street NE-First Floor  
Washington, DC 20002
- After 24 hours, you may verify your completed renewal at: <http://hpla.doh.dc.gov/weblookup>

NOTE: Please do not submit copies of CEs unless selected for the CE Audit.  
CEs are NOT required for first-time renewals.

TO REQUEST A PAPER RENEWAL APPLICATION OR APPLY FOR PAID INACTIVE STATUS, PLEASE VISIT OUR WEBSITE AT [WWW.HPLA.DOH.DC.GOV](http://WWW.HPLA.DOH.DC.GOV) OR CALL 1-877-672-2174 BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM EST - MONDAY THROUGH FRIDAY.

## VERIFICATION OF LICENSURE

Licensing authorities and some health facilities often require a letter of verification of the licenses you currently hold or have held in the past. These letters of verification are sometimes called "letters of good standing," even though your DC license may have expired. If the jurisdiction or institution to which you wish the letter sent gave you a form, simply forward the form, with a check or money order payable to "DC Treasurer" in the amount of thirty-four dollars (\$34.00) to:

Ms. Alma White  
Health Licensing Specialist  
DC Board of Social Work  
899 North Capitol Street NE  
Second Floor  
Washington, DC 20002

On the form, be sure to include your name, along with the name and address where the form is to be sent. If the jurisdiction or institution that you wish the letter sent to did not provide a form, send the payment referenced above and a short note requesting a letter of verification. The note should include your name along with the name and address of where you want the letter of verification sent.

Please feel free to contact Ms. Alma White at **202-724-7325** or by email at [alma.white@dc.gov](mailto:alma.white@dc.gov).

## IT'S RENEWAL TIME... ARE YOU READY FOR THE CONTINUING EDUCATION AUDIT?

By Carla M. Williams, Esq., Assistant Attorney General & Board Legal Advisor

District of Columbia Social Workers will soon be renewing their social work licenses, which must be renewed on or before July 31, 2013 or else they will expire. In order to be eligible for renewal of licensure, a social worker must have completed forty (40) hours of approved continuing education credit between **September 1, 2011 and July 31, 2013**, six (6) of which must have been in a live **ethics** course and three (3) of which must be in HIV Training. Also, no more than twelve (12) continuing education hours may be accepted in any renewal period, or for reinstatement or reactivation of a license, for approved independent home studies and distance learning continuing education activities.

**Please note that for this renewal period, licensees will not be able to use any credits obtained in August 2011. All licensees were advised of this during the 2011 renewal period, which was extended to August 31, 2011 to accommodate the new criminal background check requirement.**

At the conclusion of the renewal period, the Board will conduct a random audit to ensure compliance with the continuing education requirements. If you are selected in the audit, you will be notified by letter and provided instructions for submitting your materials. Please be sure to submit all requested materials within thirty (30) days as requested and to keep a copy

**REMEMBER, IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE COURSES YOU TAKE COMPLY WITH THE DISTRICT'S REGULATORY REQUIREMENTS. YOU ARE ENCOURAGED TO REVIEW THE REGULATIONS GOVERNING THE PRACTICE OF SOCIAL WORK IN THE DISTRICT OF COLUMBIA TO ENSURE THAT YOU ARE AWARE OF THE CURRENT CONTINUING EDUCATION REQUIREMENTS.**

of your records in case your original submission is lost or misdirected. DO NOT send your original certificates to the Board; keep these for your files.

Please take note that the random selections are generated by computer. This means that an individual can be selected in back-to-back consecutive audits. If you are selected, you must submit proof of completion of the required continuing education courses whether or not you were selected in a previous audit.

Here are a few tips to help ensure you meet your continuing education requirements:

Make sure that you have completed **all** forty (40) continuing education credits between **September 1, 2011 and July 31, 2013**. You will not receive credit for continuing education courses that were taken before September 1, 2011 or after July 31, 2013. Even if the course was taken one day after the deadline, it is still too late to receive credit and you will be subject to sanction or formal disciplinary action if you are selected in the random audit.

If the continuing education certificate does not clearly include the word "ethics" in the title, in order to receive ethics credit, you will need to submit the course materials, syllabus, or other documentation to demonstrate that the course subject matter included ethics and the number of credit hours which were devoted to ethics.

Please be aware that in the District of Columbia, **you cannot complete ethics courses online** or through self study courses. All ethics courses must have been obtained through live, face-to-face continuing education courses.

The **HIV training can be completed via online** courses.

Remember, it is your responsibility to make sure that the courses you take comply with the District's regulatory requirements. You are encouraged to review the regulations governing the practice of social work in the District of Columbia to ensure that you are aware of the current continuing education requirements.

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**PLEASE NOTE: A MAXIMUM OF 12 HOURS OF DISTANCE LEARNING IS PERMITTED**

**FIFTY (50) MINUTES IS NEEDED TO CONSTITUTE ONE (1) CREDIT HOUR.**

**HIV TRAINING CAN BE ONLINE.**

**IF A CERTIFICATE DOES NOT INCLUDE 'ETHICS' IN THE TITLE, YOU WILL NEED TO SUBMIT COURSE MATERIALS.**

**COMPLETION OF THE MANDATORY DC SOCIAL WORK LAWS AND REGULATIONS REVIEW COURSE IS WAIVED FOR THE 2013 RENEWAL.**

(continued from page 4)

In determining whether a course meets the Board's requirements for approval, you should be mindful of the following regulatory provisions:

**7009.6** To qualify for approval by the Board, a continuing education program shall meet the following requirements:

- (a) Be current in its subject matter;
- (b) Be developed and taught by qualified individuals in **consultation with a licensed social worker**; and
- (c) Meet one of the following requirements:
  - (1) Be administered or approved by:
    - (A) A recognized social work, mental health, or human services organization that is approved by the Board; or
    - (B) A college or university that is accredited by an accrediting body recognized by the Secretary of the United States Department of Education or the Council on Postsecondary Accreditation; or
  - (2) Be submitted by the program sponsors to the Board for review no less than three (3) months prior to the date of the presentation and be approved by the Board.

**7009.10** The Board shall not grant continuing education credits for:

- (a) Work done in the course of an applicant's normal occupation or incident to the performance of his or her regular professional duties, such as teaching, research, or course preparation in the case of a teacher or professor whether on a full-time or part-time basis;
- (b) Meetings and activities not related to the practice of social work which are required as part of an applicant's professional activities such as job orientations, and agency required administrative trainings;
- (c) Individual or group supervision; or
- (d) Other activities, which are not of the type of activities approved by the Board.

Remember, no more than twelve (12) continuing education hours may be accepted in any renewal period, or for reinstatement or reactivation of a license, for approved independent home studies and distance learning continuing education activities.

For example, if during the audit, you submit proof of completing forty (40) continuing education credits, but all forty (40) were done online, this would be counted as follows: Zero (0) ethics, and a total of twelve (12) continuing education credits. You would then be subject to sanction or formal disciplinary action.

Finally, do not falsely attest to having met the continuing education requirements on the application form. If you have not met the requirements, you may elect to either not renew your license until you have completed the required hours, or you may submit a written request to the Board for an extension and provide detailed information as to why you have not met the requirement and cannot do so by July 31, 2013. If you fail to provide a compelling reason for the requested extension, such as a documented, extended, severely disabling medical condition, the Board may choose to deny your request. As such, you should make

every effort to complete the required continuing education credits prior to July 31, 2013. Remember, if you fail to complete all of the continuing education requirements by July 31, 2013 and you are subsequently audited, you will be subject to sanction or formal disciplinary action. Good intentions are not enough.

If you have any questions regarding whether your continuing education courses are approved for credit, please contact Ms. Mavis Azariah, Health Licensing Specialist for the DC Board of Social Work at 202-442-4782 or 202-724-8800, to be sure, before you renew your license.



# CE AUDIT RESPONSE FORM

The Board of Social Work has implemented a new audit form for licensees selected during the CE Audit. If you have been selected for Audit, please submit the form below to the Board of Social Work at: DC Board of Social Work, Attn: CE Audit, 899 North Capitol Street NE, First Floor, Washington DC 20002.

Name (please print) \_\_\_\_\_

License Number \_\_\_\_\_ Total CE hours completed between September 1, 2011 - July 31, 2013 \_\_\_\_\_

*Please fill out chart below:*

NAME OF COURSE & ORGANIZATION that provided the program	Date course was taken	Number of Contact Hours	Was it Live or Distance/Online?	Hours of Live (face-to-face) Ethics
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**HEALTH REGULATION AND LICENSING ADMINISTRATION  
&  
HEALTH OCCUPATIONS BOARDS**

BOARD OF SOCIAL WORK  
AUTHORITY FOR GUIDANCE

NOVEMBER 2012  
DATE OF ISSUANCE

12-002

**OFFICIAL STATEMENT**

**WAIVER OF MANDATORY DC SOCIAL WORK LAWS AND REGULATIONS  
REVIEW COURSE  
FOR 2013 LICENSURE RENEWAL**

This official statement is being issued by the District of Columbia Board of Social Work to notify all D.C. licensed social workers that the requirement to complete the Mandatory DC Social Work Laws and Regulations Review Course has been waived for the renewal period ending July 31, 2013.

In or about May 2012, the Mayor's Office of Boards and Commissions appointed all new members to the District of Columbia Board of Social Work ("Board"). The new Board members have elected to waive this requirement for the next renewal cycle while the Board evaluates the proposed review course.

All other continuing education requirements will remain in effect for the July 31, 2013 renewal. Please see below.

Pursuant to Title 17 of the District of Columbia Municipal Regulations § 7008.4,

7008.4      Beginning with the renewal period ending July 2013, all applicants for renewal of a license shall have completed forty (40) hours of approved continuing education credit during the two (2)-year period preceding the date the license expires, which shall include:

- (a)      A minimum of six (6) hours of continuing education credits in live, face-to-face ethics course(s);
- (b)      A minimum of three (3) hours of continuing education credits in Human Immunodeficiency Virus (HIV) training;
- (c)      ~~Completion of the Mandatory DC Social Work Laws and Regulations Review Course;~~ **(Waived for the 2013 renewal)** and
- (d)      A maximum of twelve (12) continuing education hours in independent home studies, distance learning continuing education activities, or internet courses.

Please contact Ms. Mavis Azariah, Health Licensing Specialist for the Board, at (202) 442-4782 with any questions.

**HEALTH REGULATION AND LICENSING ADMINISTRATION  
&  
HEALTH OCCUPATIONS BOARDS**

BOARD OF SOCIAL WORK  
AUTHORITY FOR GUIDANCE

NOVEMBER 2012  
DATE OF POLICY

12-001  
POLICY NO.

**POLICY STATEMENT**

**GUIDANCE ON DUAL SUBJECT CONTINUING EDUCATION COURSES FOR FULFILLING  
ETHICS AND HIV TRAINING REQUIREMENTS**

This policy statement is being issued by the District of Columbia Board of Social Work to clarify how the Board will calculate dual subject continuing education course credits presented by an applicant/licensee as proof of meeting his or her ethics and HIV continuing education requirements for renewal or as part of a continuing education audit.

Pursuant to Title 17 of the District of Columbia Municipal Regulations § 7008.4,

7008.4      Beginning with the renewal period ending July 2013, all applicants for renewal of a license shall have completed forty (40) hours of approved continuing education credit during the two (2)-year period preceding the date the license expires, which shall include:

- (a)      **A minimum of six (6) hours of continuing education credits in live, face-to-face ethics course(s);**
- (b)      **A minimum of three (3) hours of continuing education credits in Human Immunodeficiency Virus (HIV) training;**
- (c)      ~~Completion of the Mandatory DC Social Work Laws and Regulations Review Course;~~ **(Waived for the 2013 renewal)** and
- (d)      A maximum of twelve (12) continuing education hours in independent home studies, distance learning continuing education activities, or internet courses.

A live continuing education course cannot award an applicant credit for more hours than the applicant actually attended no matter how many subjects are covered during the course.

If an applicant attends a six (6) credit hour, live, face-to-face course that focuses on ethics and HIV training, the Board may count the course as satisfying both requirements (ethics and HIV training); but the applicant will only receive a total of six (6) credits for the course. Likewise, if an applicant attends a three (3) credit hour, live, face-to-face course that focuses on ethics and HIV training, the Board may count the course as satisfying the applicant's HIV training requirement and three (3) of the required six (6) credits in ethics, but the applicant will only receive a total of three (3) credits for the course.

Please contact Ms. Mavis Azariah, Health Licensing Specialist for the Board, at (202) 442-4782 with any questions.



# SUPERVISED PRACTICE OF LICENSED GRADUATE SOCIAL WORKERS AND LICENSED SOCIAL WORK ASSOCIATES

By Carla M. Williams, Esq., Assistant Attorney General & Board Legal Advisor

## WHO MUST BE SUPERVISED?

Pursuant to D.C. Official Code §§ 3-1208.01 and 1208.02, all licensed social work associates (LSWA) and licensed graduate social workers (LGSW) must practice while under the supervision of a licensed independent social worker (LISW) or licensed independent clinical social worker (LISCW) when engaging in the practice of social work.

A LSWA may perform case work, group work, and community organization services while under the supervision of a LISW or LICSW. D.C. Official Code § 3-1208.01(b)(2009).

A LGSW may perform any function described as the practice of social work (in Title 3 Chapter 12 of the D.C. Code) except for diagnosis or treatment of psychosocial problems and psychotherapy, while under the supervision of an LISW.

A LGSW may perform any function described as the practice of social work (in Title 3 Chapter 12 of the D.C. Code) including diagnosis or treatment of psychosocial problems and psychotherapy, while under the supervision of an LICSW.<sup>12</sup>

## WHAT QUALIFIES AS SUPERVISION?

Under 17 DCMR § 7012, the requirement of supervised practice means that the supervisor is fully aware of and responsible for the social work practice of the supervisee. The supervisor must be familiar enough with your day to day activities to be responsible for your social work practice and to sign off on your treatment notes, reports and records. The Board encourages you to read this entire section of the regulations, and draws your attention to the following sections in particular. (*emphasis added*).

### 7012 SUPERVISION OF PRACTICE

7012.7 All supervised practice shall take place under supervision, and shall meet the following requirements:

- (a) At least one (1) hour of every thirty-two (32) hours of supervised practice shall be under immediate supervision;
- (b) The supervision relationship shall include **daily** in-person, telephone, video conference, or internet communication between supervisor and supervisee, as well as **regular personal observation, evaluation, oversight, review, and correction of services provided by the supervisee**;
- (c) The supervisor shall have sufficient knowledge of **all social work contacts** of the supervisee's social work practice, **including face to face contact with the client when necessary**, to develop and to monitor effective service delivery procedures and the supervisee's treatment or service plan; and
- (d) All decisions by a supervisee which require the special skill, knowledge, or training of a social worker shall be made **in collaboration with and with the approval of the supervisor**. Such decisions may include, but are not limited to: type, duration, effectiveness, and method of services provided; fees and billing procedures; and approval of cases.

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<sup>1</sup>\*The literal reading of the law states that a LGSW may perform any function described as the practice of social work, **except for psychotherapy**, under the supervision of a LISW. However, under the law, a LISW can perform all social work functions except psychotherapy, and diagnosis or treatment of psychosocial problems. As such, it is clear that a LISW cannot supervise a LGSW in performing duties that the LISW cannot perform himself or herself.

<sup>2</sup> Although some LISWs may be authorized under chapter 34 (Mental Health Rehabilitation Services Provider Certification Standards) of Title 22-A of the District of Columbia Municipal Regulations to provide additional services, this authorization does not extend to others.

(continued from page 8)

For cases where the supervisor is not always located at the same facility site as the supervisee, there are additional supervision requirements.

7012.8 Where the supervisor is located off-site or practices in a different location from the supervisee for more than two (2) days a week, in addition to the requirements of this chapter, the supervisor and supervisee shall:

- (a) Establish a **written contract** for supervision prior to initiating the supervision relationship;
- (b) Maintain documentation, for at least five (5) years, of supervisory sessions including dates, duration, and focus of supervision, which shall be available for review upon request of the Board or its agent; and
- (c) Be subject to auditing by the Board to ensure compliance with the supervision requirements.

7012.9 A signed copy of the supervision contract shall be maintained by both the supervisor and supervisee for the duration of the supervision relationship, and for an additional three (3) years following the termination of the supervision relationship, and shall contain the following:

- (a) The names and contact information of the supervisor and supervisee;
- (b) The supervision plan and process for providing written evaluation of the supervisee's progress to the supervisee;
- (c) The location(s) of supervision;
- (d) Emergency supervision arrangements or planned absences by supervisor, such as when on vacation; and
- (e) The signatures of the supervisor and supervisee, and date signed.

**These regulations, however, should not be interpreted as allowing an LSWA or LGSW to establish an independent practice. This is clearly and strictly prohibited. See, 17 DCMR 7012.3, an LSWA or LGSW shall not establish an independent practice, and shall not receive compensation of any nature, directly or indirectly, from a patient, except for a salary based on hours worked while under supervision.**

## WHAT SOCIAL WORK PRACTICE COUNTS TOWARD THE 3,000 HOURS OF POST-MASTER'S OR POSTDOCTORAL EXPERIENCE REQUIRED TO OBTAIN A LICSW LICENSE?

District of Columbia Official Code § 3-1208.04 (2009) requires a LGSW who is applying for LICSW licensure to have at least 3,000 hours of post-master's or postdoctoral experience ***participating in the diagnosis and treatment*** of individuals, families, and groups with psychosocial problems, while under the supervision of a licensed independent clinical social worker (LICSW).

## WHAT SOCIAL WORK PRACTICE COUNTS TOWARD THE 3,000 HOURS OF POST-MASTER'S OR POSTDOCTORAL EXPERIENCE REQUIRED TO OBTAIN A LISW LICENSE?

District of Columbia Official Code § 3-1208.03 (2009) requires a LGSW who is applying for LICSW licensure to have at least 3,000 hours of post-master's or postdoctoral experience under the supervision of a licensed independent social worker (LISW).

If you are a LGSW and are engaged in the practice of social work your experience will count toward either LISW or LICSW as set forth above. LSWA's are not eligible for licensure as LISW or LICSW. However, if you are an LGSW, but your duties do not constitute the practice of social work, i.e. a social work license is not required for your job, then your experience obtained in that position will not count toward the required hours of post-master's or postdoctoral experience.

**\*Further, please note that no work experience will be counted for unlicensed practice.**

Please feel free to contact the D.C. Board of Social Work if you need further clarity on supervised practice in the District. All inquiries should be submitted in writing to Mavis Azariah, Health Licensing Specialist, 899 North Capitol Street, N.E., 2nd Floor, Washington, D.C. 20002 or by email at [mavis.azariah@dc.gov](mailto:mavis.azariah@dc.gov). Additionally, you may wish to attend a Board meeting to address your questions directly with the Board. The Board meets on the 4th Monday of each month at 9:30 a.m.

## MEET THE NEW BOARD MEMBERS



**CATHLEEN GRAY, PHD, LICSW** is in private practice after teaching for thirty-five years at the National Catholic School of Social Service where she was an Associate Professor. Dr. Gray was also the director of the Center for Spirituality and Social Work. She still teaches in the Continuing Education Certificate for Spirituality in Clinical Practice. Dr Gray has been in direct practice of social work since 1968. She received her MSW from Boston University and her PhD in human developmental psychology from the University of Maryland in 1988.

In March, 2009 Dr. Gray received the DCMetro NASW Lifetime Achievement Award. She has also been named by the Washingtonian Magazine as one of the 'Top Therapists' in 2009, and as one of the Top Couples Therapist in 2012.

Her teaching, research and practice have mainly been in the areas of working with couples as well as individuals. She is also writes about and is interested in the integration of spirituality into clinical practice.

Her most recent publications have been about Moral Injury and Spiritual Practices to help vicarious trauma.



**FAITH BONNER, LSWA**, began her Social Work career, fifteen years ago, while interning at the Center for Mental Health and was hired after graduation as a Therapeutic Counselor. She received her Bachelor of Arts degree from The University of the District of Columbia in 1991, became licensed at the Bachelors level for Social Work and obtained her Masters of Social Work degree from Howard University in 2012. Ms. Bonner then held the position as a Parent Supervisor/Community Liaison for Pressley Ridge Schools and was later employed as a Foster Home Specialist at Catholic Charities. She licensed foster homes for Catholic Charities foster care program and volunteered for a pilot program which worked with birth parents. This is where she found her passion for working with the birth families of children that are in foster care. Ms. Bonner then worked with Foundations for Homes and Communities as a Therapeutic Social Worker.

In 2005, she began working with Child and Family Services Agency (CFSA) as a Social Worker Associate. In 2009, she transitioned to the CFSA Partnership Program, where she currently serves as a Family Support Worker. This is one of the first prevention programs, where CFSA staff were co-located at various Collaborative Agencies in the communities in the District. She now serves in the Ward seven community of in the District of Washington, DC.

## PAID INACTIVE STATUS

If you intend to retire your license, or if you would like to place your license on "Inactive Status", you must explicitly inform the Board of your intention before the renewal date expires. If you fail to pay renewal fees on time, your license is not inactive; it is delinquent (expired). It is unlawful to practice as a Respiratory Care Practitioner while your license is delinquent/expired.

**PAID INACTIVE FEE:** \$145 (one-time fee)

**TIME LIMITATION:** UNLIMITED

**FEE TO REACTIVATE YOUR LICENSE:** \$ 34

**CONTINUING EDUCATION (CE):** Licensees on Paid Inactive status must continue to meet the continuing education requirements. CE must be presented to the Board when applying for licensure reactivation.

Contact Customer Service at 1 (877) 672-2174, or Ms. Mavis Azariah at: (202) 442-4782 for further information.



**MICHELLE Y. ROSE** currently serves as a law clerk for two judges of the D.C. Superior Court. She has worked on matters from Intellectual Disabilities; Paternity & Child Support; Civil; and Criminal Issues. Ms. Rose is committed to giving voice to those individuals who are unable to utilize their own due to socioeconomic background, race or intimidation. Prior to working at the Courthouse, she worked as a law clerk for the Legal Aid Society of Washington D.C.; D.C. Coalition Against Domestic Violence; and the National Women's Law Center. She also served as a student attorney in the Howard University Fair Housing Clinic.

Ms. Rose is a graduate of Carnegie Mellon University, where she obtained her Bachelor's Degree in Psychology and Statistics. She then obtained her Masters in Public Policy from Georgetown University Public Policy Institute. Ms. Rose also obtained her law degree from Howard University School of Law. A native of Chicago, Ms. Rose loves all hometown teams, especially the Chicago Cubs.

Ms. Rose is an active member of Delta Sigma Theta Sorority, Inc. where she serves as the Social Action Coordinator for the District of Columbia. She also volunteers with Taste of the Nation whose goal is to end childhood hunger.

Ms. Rose currently serves on the Board as the Community Member and is a resident of Ward 8.



**ANNE SELEE** is the Project Coordinator for the Global Sector Leader of the Aerospace and Defense practice, Korn/Ferry International. Ms. Selee has eight years of experience in executive search. She has coordinated numerous board, CEO and functional leadership searches with clients both in the US and abroad. Prior to joining Korn/Ferry, Ms. Selee held positions in the private sector.

While in graduate school at the Howard University School of Social Work, Ms. Selee worked for the Pathfinders Project, where she received experience in direct services psychotherapy treatment, with a concentration on working with people experiencing crisis. She also worked at the John L. Young Women's shelter for Catholic Charities. She conducted intakes, assessments and assisted with the bed assignments at the emergency shelter. She was tasked with recommending the best course of action for service users and made referrals to other agencies. She also provided group therapy and gave information to law enforcement and medical personnel.

Ms. Selee is a Licensed Graduate Social Worker for the District of Columbia, with a reciprocal LGSW license in Maryland. She holds a certificate in Intensive Short-Term Dynamic Psychotherapy, 2009-2010 from the Washington School of Psychiatry, Washington, DC and she is also a member of the Red Cross Local Disaster Action Team Member (DAT Member). Ms. Selee earned a bachelor's degree from The University of Maryland in College Park and graduated at the top of her class from Howard University with a MSW degree and was admitted in two honor societies.



**VELVA TAYLOR-SPRIGGS, LISW**, is a lecturer in the Department of Social Work at Bowie State University in Bowie, Maryland. She has worked for more than 40 years at all levels of government, in various capacities, in areas related primarily to children's mental health as well as behavioral health. She has served as a member of the social work faculty at the University of Maryland and provided consultation on children's mental health in various arenas, including Georgetown University and the Annie E. Casey Foundation.

Within the last ten years, Ms. Taylor-Spriggs held positions of Director of Child and Youth Services at the D.C. Department of Mental Health and Deputy Director of the Division of Behavioral Health at the Maryland Department of Juvenile Services. Many years ago, she co-founded a DC-based family support organization for families of children with serious emotional disturbances. Ms Taylor-Spriggs also served in the U.S. Peace Corps in Central America where she developed expertise in training design and implementation.



## CRIMINAL BACKGROUND CHECK (CBC): ONLY FOR LICENSEES WHO HAVE NOT COMPLETED THE CBC BETWEEN JANUARY 2011 - DECEMBER 2011

### WHERE CAN I GET MY CRIMINAL BACKGROUND CHECK DONE?

Health professionals licensed in the District of Columbia can now receive live scan Criminal Background Check services with MorphoTrust USA (formerly called "L-1 Enrollment"). For more information on how to receive a live scan Criminal Background Check via MorphoTrust Services visit the MorphoTrust USA website or call 1-877-783-4187.

### APPLICANTS COMPLETING CBC THROUGH MORPHOTRUST USA

Applicants choosing to use MorphoTrust USA for CBC will pay MorphoTrust directly for this service. Applicants have the following options to schedule fingerprinting appointments with MorphoTrust USA.

#### 1. On-line Live-Scan Scheduling

- Available 24 hours a day, 7 days a week.
  1. Go to the MorphoTrust website, [www.L1enrollment.com](http://www.L1enrollment.com).
  2. Click on the map link to DC.
  3. Choose Online Scheduling and enter required information and select desired appointment.

#### 2. Call Center Scheduling

- Available Monday - Friday, 9am – 5pm EST.  
Call **(877) 783-4187** and speak to one of the operators.
  1. Operators will collect required information and schedule your appointment.
  2. Be sure to write down your appointment date, time and location provided by the operator.
  3. Out of State Applicants who reside out of the District of Columbia, or are physically unable to go to a location to be fingerprinted may use MorphoTrust USA's Card Scan Processing Program.

This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. Applicants must go online to the MorphoTrust USA website or call 1-877-783-4187.

**\*\*** A FBI Name Search request will be requested by MorphoTrust (formerly doing business as L-1 Enrollment) on behalf of DC DOH if an applicant has received two fingerprint rejections based on quality. Once MorphoTrust personnel receive notice that an applicant has received a second rejection, a name search request form will be submitted by approved MorphoTrust

### LIVE SCAN FINGERPRINTING



#### TWO CHECKS!

Your first check, made payable to "DC Treasurer", will cover the fee for your renewal. Your second, separate check will go towards the Criminal Background Check (CBC); that fee is \$50 for DC residents. **CBC fees vary by state.**

#### LICENSED AFTER JANUARY 2011

If you were licensed after January 2011, and already underwent a CBC for DC licensure, you are exempt from this requirement for this renewal.

#### PREVIOUS HPLA CBC

If you have completed a CBC for the purpose of licensure with DC Health Professional Licensing Administration (HPLA), you are not required to complete another CBC until 2015.

#### CBC FINGERPRINT VENDOR LOCATED AT DOH

You can get your CBC fingerprinting done at the MorphoTrust location on the first floor at the Health Professional Licensing Administration. We are located at 899 North Capitol Street, NE, Washington DC 20002 (across the street from Gonzaga High School).

#### SUBMIT RENEWAL APPLICATION BEFORE CBC

No CBCs will be done/accepted unless a renewal application has been completed and filed with our office.

## HONESTY IS INDEED THE BEST POLICY

By  
Eric Yeager, Esq.  
Health Licensing Specialist  
District of Columbia Department of Health

Licensees and applicants should give serious consideration to the consequences of giving **incorrect, false, or misleading answers and omissions** when responding to the licensure application questions. Regarding the criminal background question, all DOH renewal applications will soon more clearly ask the following: "Have you ever been arrested, convicted or charged for a felony or misdemeanor including a DUI, OWI, or DWI (other than minor traffic violations for which a fine or ticket is the maximum penalty)?"

**For renewal applications, the applicable time period will be "Since your last renewal, have you been arrested, convicted or charged for a felony or misdemeanor including DUI, OWI, DWIs (other than minor traffic violations for which a fine or ticket is the maximum penalty)?"**

There have been many

**"Have you ever been arrested, convicted or charged for a felony or misdemeanor including a DUI, OWI, or DWI (other than minor traffic violations for which a fine or ticket is the maximum penalty)?"**

iterations of this question over the years, and prior versions have asked whether one has "ever" been "investigated," "arrested," or "convicted" for "a crime or misdemeanor other than a minor traffic violation." Licensees and applicants who improperly answer "no" on the criminal background question often explain to the Licensing Boards that they were "confused by the question", "forgot" the arrests/charges, "turned themselves in" to authorities, or thought the arrests/charges were

expunged by courts. However, many of the Licensing Boards find these explanations unpersuasive and impose monetary fines and other disciplinary actions on licensees/applicants who submit false or misleading information on their licensure applications.

Regardless of the arrests, convictions, or other adverse actions in one's past, an applicant or licensee will not improve his or her plight by adding new grounds for disciplinary action through the submission of a false or misleading statement to the Licensing Board. Please remember that, even if the initial matter would not have been an issue, such as a 10-year-old jaywalking charge, by failing to disclose to disclose the arrest on your application, you could face the possibility of disciplinary action just for submitting a false or misleading statement to the Board. Simply put, honesty is always the best policy.

## THE DISTRICT OF COLUMBIA HAS THREE DIFFERENT TYPES OF "DRUNK DRIVING" VIOLATIONS:

1. **Driving While Intoxicated (DWI)** is the act of operating or being in physical control of a motor vehicle with a blood alcohol level of 0.08 or higher.
2. **Driving Under the Influence (DUI)** is the act of operating or being in physical control of a motor vehicle "under the influence of alcohol" and this can mean a blood alcohol level as low as 0.05 or if you show that you are impaired by alcohol to an "appreciable degree."
3. **Operating While Impaired (OWI)** is the act of operating or being in physical control of a motor vehicle while you are so affected by the consumption of alcohol that it impairs your ability to operate a motor vehicle in the same way a reasonably careful and prudent driver, not so impaired, would operate a vehicle in similar circumstances.



## THANK YOU AND FAREWELL TO BOARD OF SOCIAL WORK MEMBERS AND EXECUTIVE DIRECTOR BONNIE RAMPERSAUD



Above: Former (retired) Board Executive Director Bonnie Rampersaud, at left, with outgoing Board Member Eileen A. Dombo, PhD, LICSW.

*Many thanks to Ms. Rampersaud and Ms. Dombo for their years of service and dedication to the Board.*



Above: Health Licensing Specialist Mavis Azariah, Ms. Rampersaud, outgoing Board Member Willa Day Morris, MSW, LICSW (center), Assistant Attorney General Carla M. Williams, and Investigator Deb Moss.

*Many thanks to Ms. Morris for her years of service and dedication to the Board. Thanks also to our dedicated Board staff.*

## FILING A COMPLAINT WITH THE BOARD

To file a complaint against a licensed Social Worker, simply write a letter that describes your complaint. The letter must be signed, and you should attach copies of any pertinent documents that you may have. The letter must also include your address, so we may contact you as necessary and notify you of any findings.

**PLEASE NOTE:** You can print a complaint form from our website at [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)

You should mail the complaint to:

DC Board of Social Work  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

You can also fax the complaint to the Board at (202) 724-8677.

If your complaint alleges unlicensed activity, you should address your complaint to:

Supervisory Investigator  
899 North Capitol Street NE  
Second Floor  
Washington, DC 20002

You can also fax your complaint about unlicensed activity to (202) 724-8677.

*Please be advised that the health professional licensing boards do not have jurisdiction over fee disputes, except for billing for services that were not provided. If you have a fee dispute with a health professional, you can seek redress through the civil courts.*

## BOARD ORDERS

May 31, 2011 to Present

### Summarily Suspended

**Theodora Proctor:** Summarily Suspended. License summarily suspended for crimes involving moral turpitude, substance abuse and for being professionally or mentally incompetent or physically incapable of practicing Social Work in the District of Columbia. (Date of Action: 10/01/2012)

### Suspended

**Amanda Auttoberry:** Suspended. License suspended due to noncompliance with the Continuing Education Audit. (Date of Action: 05/31/2011)

**Beverly Medley:** Suspended. Suspended due to noncompliance with the Continuing Education Audit. Fined \$750 and submit of 40 continuing education credits including (6) hours in Ethics. (Date of Action: 07/22/2011)

**Nikita Richardson:** Suspended. License suspended due to noncompliance with the Continuing Education Audit. (Date of Action: 04/13/2013)

**Anne Stephansky:** Suspended. License suspended due to noncompliance with the Continuing Education Audit. (Date of Action: 05/31/2011)

### Reprimanded

**Michellyn Culler:** Reprimanded. Ordered to enter into an agreement to receive six (6) one-hour sessions of private clinical consultation on standard of care for institutional patient discharges from a Licensed Clinical Social Worker (LCSW) with expertise in institutional patient discharges. (Date of Action: 11/19/2012)

### Fined

**Lorenzo Nixon:** Fined. Ordered to pay a fine of \$750.00 and submit (6) hours of continuing education within 30 days of the signed order due to failure to complete the required continuing education hours for renewal. (Date of Action: 09/23/2011)

## WHEN YOU MOVE OR CHANGE YOUR NAME, PLEASE INFORM THE BOARD

**T**he law requires that all name and address changes be submitted in writing to our office **within 30 days of the change**. Please include your name, address, Social Security number, and license number if you know it. If you have a name change, you must also enclose a copy of your certificate of marriage, divorce decree, or court order that authorizes the change. **Fax your request to (202) 724-5145** or mail your name and address change to:

DC Board of Social Work  
Address/Name Change  
899 North Capitol St. NE  
First Floor  
Washington, DC 20002

# MANDATORY AND VOLUNTARY REPORTERS FOR ADULT PROTECTIVE SERVICES

Dr. Sheila Jones, Chief of the DC Department of Human Services Family Services Administration, recently spoke to the Board of Social Work regarding **mandatory reporting requirements for health care professionals** in the District. Mandatory reporters (which includes Board of Social Work licensees and other health care professionals, as well as bank managers and police officers).

Mandatory Reporters are required to **report suspected abuse, neglect, or exploitation of elders or incapacitated adults**. Reports should provide the name, age, address and location of the person being abused, and as much detail about the abusive situation as possible.

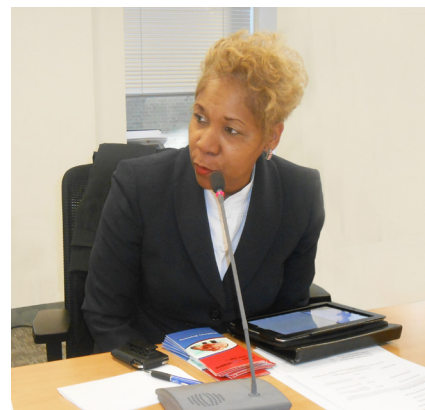
A Mandatory Reporter must make a report by contacting Adult Protective Services. **Call (202) 541-3950 or fax a written report to (202) 541-3964.**

In the event of sexual abuse, serious bodily injury, disease or death believed to be caused by abuse or neglect, and any criminal activity involving abuse or neglect that places the adult in imminent danger, mandatory reporters are required to report to both local departments of social services and law enforcement.

Reports should include as much information as possible.

**Suspicious deaths** must be reported to the local medical examiner and law enforcement. If the case involves **financial fraud**, contact DC's Department of Insurance Securities and Banking at (202) 727-8000.

Dr. Jones urged Board members to stay current on trends concerning elder abuse and financial exploitation.



Dr. Sheila Jones

**CALL**  
**(202) 541-3950**  
**24 HOURS / 7 DAYS A WEEK**



Government of the District of Columbia  
Vincent C. Gray, Mayor



Health Professional  
Licensing Administration

#### Address

DC Board of Social Work  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

#### Phone

(202) 442-4782

#### Fax

(202) 724-8677

#### Webpage

[www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)

#### DC Government website

[www.dc.gov](http://www.dc.gov)

#### Current Members of The District of Columbia Board of Social Work

Cathleen Gray, PhD, LICSW  
Board Chair

Faith Bonner, LSWA  
Board Member

Anne Selee, LGSW  
Board Member

Velva Taylor-Spriggs, LISW  
Board Member

Michelle Y. Rose, Esq.  
Consumer Member

Interim Director, Department of Health  
Saul Levin, MD, MPA

#### Board Staff

#### Interim Executive Director

Karen Scipio-Skinner  
Phone: (202) 724-8818  
Email: [karen.skinner@dc.gov](mailto:karen.skinner@dc.gov)

#### Health Licensing Specialist

Mavis Azariah Armattoo  
Phone: (202) 442-4782  
Email: [mavis.azariah@dc.gov](mailto:mavis.azariah@dc.gov)

#### Assistant Attorney General

Carla M. Williams

#### Investigator

Deb Moss

#### Newsletter Editor/Layout

Nancy Kofie

To use HPLA's website to check and verify a license, go to: [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)