

Frequently Asked Questions

What is the Committee's mailing address?

State Committee for Social Workers
3605 Missouri Blvd
Jefferson City MO 65109

Who do I make the check/money order payable to?

State Committee for Social Workers

How do I obtain a license verification?

Mail a written request to the Committee along with a check or money order in the amount of \$20.00 (per request) made payable to the State Committee for Social Workers. Verification requests may also be done by logging into your MOPRO account.

What do I need to do if I change supervisors and/or settings? Refer to Chapter 2 of regulations:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

Complete and mail a Registration of Supervision form along with the \$25.00 fee to the Committee. The form can also be submitted by logging in to your MOPRO account.

How do I register for the exam?

You will receive written notice of your eligibility to sit for the exam. Contact the Association of Social Work Boards (ASWB) for ALL questions related to the exams. This includes testing accommodations. Their website is aswb.org.

When does my supervisor submit an Attestation form? Refer to Chapter 2 of regulations:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

- 1) All 3000 hours and 24-48 months of supervision are completed.
- 2) No longer under supervisor's supervision.
- 3) No longer receiving supervision at a particular setting.

How many CEs are required for renewal? Refer to regulation 20 CSR 2263-2.082:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

30 hours to include 3 hours of Ethics and 2 hours of Suicide Prevention

May I bill insurance?

The Committee does not have legislative authority to answer questions relating to whether or not you may bill for your services.

As a LMSW am I able to own a private practice? Refer to regulation 20 CSR 2263-2.031:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

No.

Do I have to remain under supervision until I pass the exam? Refer to regulation 20 CSR 2263-2.030 and 2.032: <https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

If you plan to work in a clinical setting, you will need to remain under the supervision of a LCSW until your license is issued.

Who should be maintaining records of supervision?

Supervisors and supervisees should keep copies of experience log, notes, etc.

I hold a license in another state, how do I apply in Missouri?

If you hold an active license in another state and have held such license for one year or longer, then you will need to submit the Reciprocity application, fee, be fingerprinted and have every state in which you hold or held a license in submit license verification to the Committee.

If you hold an active license in another state but it has been less than one year, please contact the office at 573-751-0885 for information.

Is there a list of pre-approved CE providers?

Refer to regulation: <https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

How do I get a form notarized?

Visit your local bank, library, photocopy shops (like the UPS Store), colleges/universities, your organization may have a notary, Secretary of State website, or a number of other locations that can vary based off location.

How do I change my name with the Committee? Mail a copy of your divorce decree, marriage license, court order, etc. to the Committee with a fee of \$10. May also change by logging in to your MOPRO account.

How do I calculate my hours of supervision?

Number of months x 4.2 x number of hours worked per week.

The supervisee is responsible for keeping track of the months and hours they are accumulating. The office does not track the progress throughout. Hours are only calculated by the office when a setting/ supervision is terminated by the supervisor submitting an attestation.

How many hours of supervision are required per month? Refer to regulation 20 CSR 2263-2.030:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

A minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor; however, individual face-to-face supervision may be consolidated for up to four (4) weeks for a total of four (4) hours of individual face-to-face supervision per four- (4-) week period. These hours

shall be included in the total number of supervised hours required in subsection. Fifty percent (50%) of supervision may be group supervision.

If I only work 20 hours a week do I still have to meet 4 hours per month with supervisor?

Yes. Supervision hours are not based on the number of hours you work per week/month, therefore, you are required to completion a minimum of two (2) hours every two (2) weeks of individual face-to-face supervision by the supervisor; however, individual face-to-face supervision may be consolidated for up to four (4) weeks for a total of four (4) hours of individual face-to-face supervision per four- (4-) week period. These hours shall be included in the total number of supervised hours as set forth in the rules promulgated by the committee. Fifty percent (50%) of supervision may be group supervision.

Can supervision be done over the phone? ? Refer to regulation 20 CSR 2263-2.030:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

Electronic communication is acceptable as long as ethical standards for confidentiality are maintained and communication is verbally and visually interactive between supervisor and supervisee.

I have the same supervisor for more than one setting. Are they required to submit an Annual Supervision Report for each setting?

No, the Annual Supervision Report only needs to be submitted by the supervisor based on the initial approval date of the first approved registered setting.

Can I sit early for the LBSW and LMSW exam? Refer to regulation 20 CSR 2263-2.050:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

Candidates for the LBSW exam and the LMSW exam can take the exam within the final semester. In order for this to occur the candidate needs to request a letter from a designated official at the CSWE accredited university indicating that the individual is in their final semester in addition to submitting the application for licensure, fee and the required documentation.

Can I sit early for the LCSW exam? Refer to regulation 20 CSR 2263-2.050:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2263-2.pdf>

Candidates for the LCSW exam can set for the exam once they have completed 2,250 hours and 18 months of supervision. In order for this to occur candidates will need to ensure their supervisor(s) have submitted an email stating the individual has completed at least 2250 hours and 18 months and is on track to finish supervision, in addition to submitting the application for licensure, fee and the required documentation.

I changed supervisors and/or settings. When do they submit the Annual Report?

They will submit the Annual Progress report at the anniversary date of their approval with the supervisee, meaning every 12 Months they are with a supervisee. They will not submit it at the anniversary date of another supervisor.