

## Chapter SFC 3

## APPLICATION FOR SOCIAL WORKER CERTIFICATION

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Note: Chapter SFC 3 was created as an emergency rule effective April 26, 1993.

**SFC 3.01 Application for certification as a social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as a social worker shall submit a completed, signed application form together with:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a bachelor's, master's or doctoral degree in social work.

(2) Verification that the school or program which awarded the social work degree was accredited by or a pre-accreditation program of, the council on social work education, at the time the applicant graduated from the program or school.

(3) Verification of successful completion of the examination required.

(4) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(5) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.02 Application for social worker certification without examination by persons who have engaged in the practice of social work prior to May 1, 1993.** A person who engaged in 400 hours of the practice of social work in any year prior to May 1, 1993, or in 500 hours of the practice of social work in any 18 month period prior to May 1, 1993, may apply for certification as a certified social worker on or before May 31, 1995, by submitting the fee under s. 440.05 (1), Stats., and the completed, signed application form together with:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the college or university from which the applicant has graduated with a bachelor's degree.

(2) Verification that the college or university which awarded the bachelor's degree was accredited or a regionally accredited institution at the time the applicant graduated from the college or university.

(3) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(4) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

(5) Satisfactory evidence that the applicant engaged in the practice of social work before May 1, 1993. The applicant shall

demonstrate that he or she performed services including, but not limited to, each of the following components:

(a) Evaluation and assessment of difficulties in psychosocial functioning of a group or another individual;

(b) Developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance;

(c) Intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs.

Note: The deadline for receipt of applications for certification under the social worker section is May 31, 1995. Applications for certification under the social worker section received after that date shall be denied.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.03 Application for social worker certification without examination by persons who were employed as social workers after April 30, 1992, but before May 1, 1993.** A person who is employed as a social worker at any time during the period after April 30, 1992 and before May 1, 1993, may apply for certification as a certified social worker without examination by applying on or before May 31, 1995, and submitting the fee under s. 440.05 (1), Stats., together with the completed, signed application form and:

(1) Satisfactory evidence that he or she was employed under the title "social worker" at any time on or after April 30, 1992, but before May 1, 1993; or

(2) Satisfactory evidence that the predominant focus of his or her duties was the provision of social work services including, but not limited to, each of the following components:

(a) Evaluation and assessment of difficulties in psychosocial functioning of a group or another individual;

(b) Developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance;

(c) Intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs.

(3) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(4) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offense which did or could result in revocation or suspension of the applicant's driver's license.

Note: The deadline for receipt of applications under the social worker section is May 31, 1995. Applications for certification under the social worker section received after that date shall be denied.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.04 Application for social worker certification without examination by persons employed as a social worker by a government agency between May 1, 1993, and May 31, 1994.** A person who is offered and accepts employment or is employed as a social worker by a federal, state or local government agency on and after May 1, 1993, but before June 1, 1994, may apply for certification as a certified social worker on or before June 1, 1994, by submitting the fee under s. 440.05 (1), Stats., together with the completed, signed application form and:

(1) Satisfactory evidence that he or she was offered and accepted employment as a social worker or is employed as a social worker by a federal, state or local government agency in this state on or after May 1, 1993, but before June 1, 1994.

(2) Satisfactory evidence that the predominant focus of his or her duties is or will be the provision of social work services including, but not limited to, the following components:

(a) Evaluation and assessment of difficulties in psychosocial functioning of a group or another individual;

(b) Developing plans or policies to alleviate those difficulties, and either carrying out the plan or referring individuals to other qualified resources for assistance;

(c) Intervention planning, which may include psychosocial evaluation and counseling of individuals, families and groups; advocacy; referral to community resources, and facilitation of organizational change to meet social needs.

(3) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(4) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

*Note:* The deadline for receipt of applications under the social worker section is June 1, 1994. Applications for certification under the social worker section received after that date shall be denied.

*History:* Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.05 Application for certification as an advanced practice social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as an advanced practice social worker shall submit the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work.

(2) Verification that the school or program which awarded the social work degree was accredited, or a pre-accredited program of the council on social work education, at the time the applicant graduated from the program or school.

(3) Verification of successful completion of the examination required.

(4) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(5) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

*History:* Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.06 Application for certification as an advanced practice social worker without examination.** No examination is required of a person who applies for certification as an advanced practice social worker on or before May 31, 1995, and submits the fee under s. 440.05 (1), Stats., together with the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the college or university

from which the applicant has graduated with a master's or doctoral degree in social work, marriage and family therapy, psychology, sociology, professional counseling, or other human service program acceptable to the social worker section.

(2) Verification that the college or university which awarded the master's or doctoral degree was regionally accredited by the New England association of schools and colleges, the middle states association of colleges and schools, the north central association of colleges and schools, the northwest association of schools and colleges, the southern association of colleges and schools, or the western association of schools and colleges at the time the applicant received the master's or doctoral degree under sub. (1).

(3) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(4) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

*Note:* The deadline for receipt of applications for certification under the social worker section is May 31, 1995. Applications for certification under the social worker section received after that date shall be denied.

*History:* Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.07 Application for certification as an independent social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as an independent social worker shall submit the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work.

(2) Verification that the school or program which awarded the social work degree was accredited, or a pre-accreditation program of the council on social work education, at the time the applicant graduated from the program or school.

(3) An affidavit that the applicant has completed the equivalent of 2 years of full-time practice of social work under the supervision of a supervisor approved by the social worker section after receiving a master's or doctoral degree. Pre-certification supervised practice shall meet the criteria under s. SFC 4.01.

(4) Verification of successful completion of the examination approved by the section, or verification that the applicant has obtained certification of the academy of certified social workers (ACSW) of the national association of social workers.

(5) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(6) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

*History:* Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.08 Application for certification as an independent social worker without examination.** No examination is required of a person who applies for certification as an independent social worker on or before May 31, 1995, and submits the fee under s. 440.05 (1), Stats., together with the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the college or university from which the applicant has graduated with a master's or doctoral degree in social work, marriage and family therapy, psychology, sociology, professional counseling, or other human service program acceptable to the social worker section.

(2) Verification that the college or university which awarded the master's or doctoral degree was regionally accredited by the New England association of schools and colleges, or the middle states association of colleges and schools, or the north central

association of colleges and schools, or the northwest association of schools and colleges, or the southern association of colleges and schools, or the western association of schools and colleges at the time the applicant received the master's or doctoral degree under sub. (1).

(3) An affidavit that the applicant has completed the equivalent of 2 years of full-time practice of social work under the supervision of a supervisor approved by the social worker section after receiving a master's or doctoral degree. Pre-certification supervised practice shall meet the criteria under s. SFC 4.01.

(4) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(5) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

Note: The deadline for receipt of applications for certification under the social worker section is May 31, 1995. Applications for certification under the social worker section received after that date shall be denied.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.09 Application for certification as an independent clinical social worker.** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as an independent clinical social worker shall submit the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work with a concentration in clinical social work, including completion of supervised clinical field training.

(2) Verification that the school or program which awarded the social work degree was accredited or a pre-accreditation program of the council on social work education at the time the applicant graduated from the program or school.

(3) An affidavit that the applicant has completed the equivalent of 2 years of full-time practice of social work in clinical social work under the supervision of a supervisor approved by the social worker section after receiving a master's or doctoral degree. Pre-certification supervised practice shall meet the criteria under s. SFC 4.01.

(4) Verification of successful completion of the examination approved by the section, or verification that the applicant is a board certified diplomat (BCD) of the American board of examiners in clinical social work.

(5) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(6) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.10 Application for certification as an independent clinical social worker without examination.** No examination is required of a person who applies for certification as an independent clinical social worker on or before May 31, 1995, and submits the fee under s. 440.05 (1), Stats., together with the completed, signed application form and:

(1) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with a master's or doctoral degree in social work, marriage and family therapy, psychology, sociology, professional counseling or other human service program approved by the social worker section with a concentration in clinical social work, including completion of supervised clinical field training.

(2) Verification that the college or university which awarded the master's or doctoral degree was regionally accredited by the New England association of schools and colleges, or the middle states association of colleges and schools, or the north central association of colleges and schools, or the northwest association of schools and colleges, or the southern association of colleges and schools, or the western association of schools and colleges at the time the applicant received the master's or doctoral degree under sub. (1).

(3) An affidavit that the applicant has completed the equivalent of 2 years of full-time practice of social work in clinical social work under the supervision of a supervisor approved by the section after receiving a master's or doctoral degree. Pre-certification supervised practice shall meet the criteria under s. SFC 4.01.

(4) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(5) All pertinent information relating to any convictions or pending charges for all crimes and any traffic offenses which did or could result in revocation or suspension of the applicant's driver's license.

Note: The deadline for receipt of applications for certification under the social worker section is May 31, 1995. Applications for certification under the social worker section received after that date shall be denied.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 3.11 Temporary certificate.** The social worker section may issue a temporary certificate permitting the use of the title "social worker" to an individual who pays the fee under s. 440.05 (6), Stats., and who meets all the qualifications for the certificate except for passing the required examination. The temporary certificate shall be valid for a period of 9 months from date of issue of the temporary certificate, or release of the examination scores from the next available examination after the date of the application for the temporary certificate, whichever is earlier. The temporary certificate expires upon notification of failure of the examination or expiration of the 9 month period. The temporary certificate may not be renewed.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; am. Register, December, 1995, No. 480, eff. 1-1-96.

**SFC 3.12 Reciprocal certificate.** (1) The social worker section shall grant a certificate as a social worker under s. 457.08 (1), Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as a social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of the certificate under s. 457.08 (1), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under a social worker certificate.

(2) The social worker section shall grant a certificate as an advanced practice social worker under s. 457.08 (1) and (2), Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as an advanced practice social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.08 (2), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant or by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under an advanced practice social worker certificate.

(3) The social worker section shall grant a certificate as an independent social worker under s. 457.08 (1) and (3), Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as an independent social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.08 (3) Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under an independent social worker certificate.

(4) The social worker section shall grant a certificate as an independent clinical social worker under s. 457.08 (1) and (4), Stats., to an applicant who pays the fee required under s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(a) The applicant has a current credential as an independent clinical social worker or the substantial equivalent in good standing in another state or territory of the United States.

(b) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.08 (4), Stats.

(c) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(d) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under an independent clinical social worker certificate.

History: Cr. Register November, 1994, No. 467, eff. 12-1-94.