

Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors Newsletter

Board Telephone: (717) 783-1389
E-Mail Address: socialwo@pados.dos.state.pa.us

Fall 1999

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Commonwealth of Pennsylvania

Tom Ridge
Governor

Kim Pizzigrilli
Secretary of the Commonwealth

Dorothy Childress
Commissioner
Bureau of Professional
and Occupational Affairs

For more information, visit us through the
Pennsylvania homepage at www.state.pa.us
or visit the Department of State directly at:
www.dos.state.pa.us

Message from Chairman

Greetings:

We are pleased to present the first newsletter of the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. As a result of the passage of Act 136 of 1998, the Social Work Board has been reconstructed to include licensed social workers (LSW), licensed clinical social workers (LCSW); licensed marriage and family therapists (LMFT); and licensed professional counselors (LPC).

The new board will consist of thirteen members: two public members, the commissioner of the Bureau of Professional and Occupational Affairs, five LSWs including one CSW, three PCs and two MFTs.

Although the transition has already begun, those wishing to apply for any of the new licenses should wait until advised that the board is prepared to accept applications. Board members are being added, regulations must be written, the application process must be developed and specific requirements for each license must be spelled out. Every effort will be made through the media, the Department of State website and the professional organizations to inform you of the method and time to apply. The board is in the process of developing the regulations and the application for the LCSW.

The next few years must be a time of cooperation, hard work and input from the new and present board members and all licensees. The primary responsibility of the new board is **to work for the protection of the public**. The restructuring of the board gives all of us the opportunity to recommend changes in the existing regulations for social workers. Whether you wish to change or strengthen any existing social work regulation or to add a regulation, we urge you to write to the board to define your request. We are making every effort to make this a participatory process. We welcome your input.

Once again, I would like to remind you that board meetings are open to the public and yours to attend. If you wish to make a presentation, please write to the board office, identifying your topic and requested time to be placed on the board's agenda.

Sincerely,

Manuel J. Manolios, LSW
Chairman

Reporting Suspected Child Abuse

Persons, who in the course of their employment, occupation or practice of their profession come into contact with children, shall report or cause a report to be made when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused child.

Child Abuse, as defined in the Child Protective Services Law (CPSL), includes any of the following:

- any recent act or failure to act by a perpetrator which causes nonaccidental serious physical injury to a child under 18 years of age;
- an act or failure to act by a perpetrator which causes nonaccidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
- any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child under 18 years of age;

■ serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

Sexual abuse or exploitation is the employment, use, persuasion, inducement, enticement or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of sexual exploitation of children.

If you have reasonable cause to suspect that a child has been abused, a report should be made immediately by telephone to *CHILDLINE* at

1-800-932-0313. Within 48 hours of the oral report, a written report must also be made to the appropriate county children and youth service agency by the reporter. Forms can be obtained from the county children and youth service agency.

Willful noncompliance with the reporting requirements of the CPSL will result in the initiation of disciplinary action before the professional licensure board. Criminal sanctions may also be applicable.

A board-regulated practitioner who participates in good faith in making a report; cooperating with an investigation; testifying in a proceeding arising out of an instance of suspected child abuse; or taking photographs, shall have criminal, civil and disciplinary immunity that might result from these actions.

To obtain a copy of the regulations, please contact the board office.

Department of State Creates Web pages for Licensing Boards and Commissions

The Department of State has a new online resource to make professional licensure information more accessible to the public. "The Ridge Administration believes the Internet is a valuable tool to make information more accessible to Pennsylvanians," Secretary Pizzingrilli said. "Over the last three years, the Department of State has undergone an extensive modernization. Through the use of new technology like the Internet, we are becoming more responsive and more effective in meeting the needs of the public."

The Department of State has expanded its website to include professional licensure information for 27 boards and commissions under its jurisdiction. The website is available through the Pennsylvania homepage at www.state.pa.us or directly through the Department of State's website at www.dos.state.pa.us.

Consumers and licensed professionals who visit the site can access licensure laws, and application and exam information; request copies of regulations; review meeting dates; and download complaint forms. The new site also marks the first step in the department's efforts to make professional licensure records and board information available to the public via the Internet.

More than 800,000 professionals are licensed and regulated by the boards and commissions under the department's jurisdiction. By improving access to licensure and board information, the department seeks to improve the level of service offered to consumers and professionals who use this information every day.

As part of the Ridge Administration's efforts to improve customer service and provide greater access to public information, the De-

partment of State revised its Internet website to provide better service and to improve efficiency 24 hours a day, seven days a week. The site allows for instant and convenient access to election information and voter registration statistics; tips on charitable giving; fees and filing requirements for incorporating in Pennsylvania; and basic information about the department. In 1997, Pennsylvania became one of the first states in the nation to tabulate and post election returns to the Internet on election night; and in April 1998, the department began posting campaign-finance reports for statewide candidates on the Internet — fulfilling Gov. Ridge's pledge to provide greater access to campaign-finance information.

The Pennsylvania Homepage, www.state.pa.us, was selected as the best state website in the country by *Government Technology* magazine.

Meet Commonwealth Secretary Kim Pizzingrilli



Kim Pizzingrilli
Secretary of the Commonwealth

Kim Pizzingrilli was appointed Secretary of the Commonwealth by Gov. Tom Ridge on Feb. 4, 1999, and was unanimously confirmed by the state Senate on March 23. She previously had been named Acting Secretary by Gov. Ridge on Oct. 27, 1998.

The Secretary of the Commonwealth is a member of the Governor's executive board and administers the Department of State, a \$32-million-a-year state agency that protects public welfare through licensing nearly 1 million business, health, and real estate professionals; maintaining registrations and financial information for thousands of charities soliciting contributions from Pennsylvanians; sanctioning professional boxing, kick-boxing and wrestling in the Commonwealth; overseeing Pennsylvania's electoral process; and maintaining corporate filings.

By statute, the Secretary is a member of the Board of Property, the Board of Finance and Revenue; the State Athletic Commission; the

Navigation Commission for the Delaware River and its Navigable Tributaries; and the Pennsylvania Municipal Retirement Board. The Secretary is the keeper of the Great Seal of the Commonwealth and has the duty of authenticating government documents through the seal's use.

Secretary Pizzingrilli has devoted her entire professional career to public service. From 1996 until her appointment, Pizzingrilli served as deputy secretary for regulatory programs in the Department of State where she assisted the Secretary of the Commonwealth in the review and development of department regulatory programs and initiatives; and administered the Bureau of Charitable Organizations, the Bureau of Commissions, Elections and Legislation, the Bureau of Professional and Occupational Affairs, and the Bureau of Enforcement and Investigation. Pizzingrilli joined the department in 1995, as a special assistant to the Secretary.

From 1987 until her appointment in the Department of State, Pizzingrilli served as a senior regulatory analyst with the Pennsylvania Independent Regulatory Review Commission. She began her career in state government in 1981, in the Pennsylvania Treasury Department where she served as an auditor, accountant, and assistant director of the Bureau of Audits.

Secretary Pizzingrilli is a 1981 graduate of the University of Pittsburgh at Johnstown, where she earned a bachelor's degree in business economics. She went on to complete her graduate work at the University of Pennsylvania, earning a master's degree in governmental administration in 1988. She is a member of the National Association of Secretaries of State, and Women Executives in State Government.

She and her family reside in Cumberland County.

Board Members

Manuel J. Manolios, LSW, Chairman
Licensed Social Worker Member
Pittsburgh (Allegheny County)

Dennis P. McManus, Vice Chairman
Public Member
Pittsburgh (Allegheny County)

Grace Bohr, M.S., M.F.T.
Marriage and Family Therapy Member
Scranton (Lackawanna County)

Michael J. DeStefano, LSW
Licensed Social Worker Member
Ridgway (Elk County)

Frank R. Grady
Public Member
Camp Hill (Cumberland County)

Karen Hickernell, LSW
Licensed Social Worker Member
Mount Joy (Lancaster County)

Raymond W. Hoover
Professional Counselor Member
Camp Hill (Cumberland County)

Dina M. Lomas, LSW
Licensed Social Worker Member
Bethlehem (Northampton County)

Thomas F. Matta, Ph.D.
Marriage and Family Therapy Member
Erie (Erie County)

J. Michael Wilkins, M.A., N.C.C.
Professional Counselor Member
New Castle (Lawrence County)

Dorothy Childress, Commissioner
Bureau of Professional and
Occupational Affairs

Staff:

Jude Walsh, Esq.
Counsel

Mark Greenwald, Esq.
Prosecutor

Clara Flinchum
Administrator

How a Regulation is Adopted

by Joyce McKeever, Deputy Chief Counsel, Pennsylvania Department of State

Each year, licensing boards and commissions in the bureau propose and adopt numerous regulations and amendments to current regulations. Some regulations, such as fees for examinations and renewals, are required by statute. In other instances, boards make changes to long-standing policy or wish to enact new standards of professional conduct for licensees.

Whether a new regulation is necessary, or changes to old regulations are made, all proposed rulemaking of the boards must be adopted under the law and procedures spelled out in the Commonwealth Documents Law, the Commonwealth Attorneys Act and the Regulatory Review Act.

The Commonwealth Documents Law requires the board or commission that wishes to enact a new rule to publish a proposal in the *Pennsylvania Bulletin*, the official publication of important documents for all Commonwealth agencies. The proposal announces the intention of the agency and explains to the public why the regulation is necessary or benefits the public. The public can comment or object to the board's proposal for a period of thirty days after publication. Thereafter, the board can propose a final rulemaking, which is also published in the *Pennsylvania Bulletin*.

The Regulatory Review Act requires the board or commission to submit the proposal to the state House and Senate standing committees which have oversight over all licensing boards

in the bureau and the Independent Regulatory Review Commission (IRRC). The board proposal is submitted to the regulatory reviewers at the time it is published in the *Pennsylvania Bulletin*. The public comments which the board or commission receives are also sent to the committees and the IRRC. In turn, the committees or IRRC submit comments to the board and/or the commission.

Licensing boards and commissions must consider public, legislative and IRRC comments when a final regulation is proposed. An agency has two years from the close of the public comment period to submit a final-form regulation. The final-form regulation is again submitted to the state House and Senate standing committees and to IRRC. The committees and IRRC review the board's final rulemaking. That review results in an action to either approve or disapprove the regulation. The committees have 20 days within which to act to disapprove a regulation. When they do so, IRRC is notified. Thereafter, IRRC meets to consider the final rulemaking. IRRC may disapprove or approve the regulation, irrespective of the action taken by the legislative committees. If IRRC approves the regulation, publication of the final regulation is authorized.

If IRRC disapproves a proposed final regulation, disapproval bars publication in the *Pennsylvania Bulletin*. The board or commission then has a seven-day period in which it may notify the House and Senate committees

and IRRC that it intends to proceed with final rulemaking, notwithstanding the disapproval. If a board or commission decides to resubmit final rulemaking, it may do so within 40 days of IRRC's original disapproval.

The licensing board or commission, as with any state agency, can submit the regulation without any changes or it can make revisions to its proposal and submit a revised regulation which is intended to address the concerns raised in the disapproval. When no changes are made to final form regulation, the committees have 14 days to report a concurrent resolution. A resolution would bar publication unless the Governor successfully (without override) vetoes the resolution.

If a board or commission decides to revise the final rulemaking, the revisions are considered again by the House and Senate committees and IRRC. If both approve the changes, publication of the final regulation is then authorized. If either of the committees or IRRC disapprove the revised regulation, either of the legislative committees may within 14 days report a concurrent resolution barring publication. If the resolution is not reported, the House or Senate fails to adopt, or the Governor successfully vetoes the resolution, the regulation may be published in the *Pennsylvania Bulletin* as final.

Under the Commonwealth Attorneys Act, the Attorney General must approve all regulations before they are final. Once a regulation is published, it becomes law.

Letters of Good Standing

When requesting the board to send to another state board a "letter of good standing" verifying licensure with the Pennsylvania Board of Social Workers, Marriage and Family Therapists and Professional Counselors, please forward a request letter to the board office. Include a \$10 check for processing, payable to: Commonwealth of PA.

Commentary

Reporting Elder Abuse: “Voluntary or Mandatory”

by Jeffrey J. Wood, Esquire, Chief Counsel, Pennsylvania Department of Aging

Jeffrey J. Wood, Esquire, was appointed Chief Counsel to the Pennsylvania Department of Aging by Gov. Tom Ridge in April 1995. Wood assigns and supervises the Aging legal work, advises Aging Secretary Richard Browdie on matters affecting older Pennsylvanians, and represents Aging in administrative forums, county courts and state appellate courts on elder law issues including contracts, regulations, legislation, constitutional challenges, health care matters, and particularly with the Pharmaceutical Assistance Contract for the Elderly (PACE) Program and older adult protective service intervention in cases of abuse, exploitation and fraud.

Our senior citizens may be one of our most valuable resources, but they can also become our most vulnerable citizens. Sickness, loneliness, or mere “old age” can leave an older adult vulnerable to abuse. **The purpose of this Commentary is to provide general information, not legal advice, about the issue of ‘reporting elder abuse’.**

The Pennsylvania Department of Aging (PDA) is formally charged by the Older Americans Act (42 U.S.C.A. § 3025(a)) and the Pennsylvania General Assembly (71 P.S. § 581-1) with being an advocate for the interests of older Pennsylvanians at all levels of government. PDA oversees many services and benefits to older people — most provided through the 52 statewide Area Agencies on Aging (AAAs), and works with the Governor’s Office and the General Assembly on legislation benefiting older persons. PDA has consistently pursued its role as advocate inside and outside state government through planning, training and research as well as the administration of federal and state funds for elderly programs through AAAs. PDA and AAAs are both leaders of, and partners in, what is known as the state and local Aging Services Network.

PDA and AAAs through The Older Adults Protective Services Act (35 P.S. § 10225.101 *et seq.*) have assisted thousands of older Pennsylvanians to overcome abusive situations or protect them from potential abandonment, abuse, financial exploitation or neglect, including self-neglect. The Act provides that any person having reasonable cause to believe that an older adult is in need of protective services may report such information to the AAA (35 P.S. § 10225.302(a)). An older adult is defined by the Act as a person in our Commonwealth who is age 60 or over (35 P.S. § 10225.103; see 71 P.S. § 581-2).

The Act, which was effective July 1988¹, enables anybody to voluntarily report suspected abandonment, abuse, financial exploitation or neglect. Abuse is defined in the Act as: the infliction of injury, unreasonable confinement, intimidation or punishment with resulting physical harm, pain or mental anguish; or as the willful deprivation of necessary goods or services to maintain physical or mental health; or, as any sexual act, harassment or placing one in reasonable fear of serious bodily injury (35 P.S. § 10225.103; see 23 Pa. C.S.A. § 6102 and 18 Pa. C.S.A. § 2301). Consequently, **any person** who has personal knowledge that abuse has been, or is being, perpetrated upon an older adult, may **voluntarily** report such to the AAA.

Notwithstanding, the Act’s voluntary reporting directive, the Act has been amended by Act 13-97, effective December 1997, mandating any employee or administrator of a facility (facility being defined in the Act) who has reasonable cause to suspect that an individual receiving care, services or treatment from a facility is a victim of abuse, shall immediately make a report of such abuse to the AAA (35 P.S. § 10225.701 (a)(1)). Further, any employee or an administrator who has reasonable cause to suspect that such individual is the victim of sexual abuse, serious physical injury or serious bodily injury or that a death is suspicious shall, in addition to contacting the AAA and PDA, immediately contact law enforcement officials to make a report (35 P.S. § 10225.701 (b)(1)). Consequently, **any employee** or an administrator who has knowledge that abuse has been, or is being, perpetrated upon an older adult, is **mandatorily required** to report, depending upon the severity of the

abuse, to the AAA, PDA and law enforcement. In addition to The Older Adults Protective Services Act voluntary and mandatory elder abuse reporting declarations, our Crimes Code (18 Pa. C.S.A. § 101) mandates reporting criminal acts or abuse for certain Commonwealth Agencies and for certain medical personnel, when such Agencies and personnel are engaged in the performance of their duties. That is, in specific circumstances, the law requires reporting:

The Crimes Code, as amended by Act 28-95, effective September 1995, requires any member or agent of the Commonwealth Agencies of PDA, Department of Health or Department of Public Welfare, when in the course of conducting the performance of regulatory or investigative duties, and having reasonable cause to believe that an individual receiving care, services or treatment has suffered bodily injury or been unlawfully restrained, shall immediately report such criminal act abuse to the local law enforcement agency or to the Office of Attorney General (18 Pa. C.S.A. § 2713(c)). That is, where personnel or agents of PDA, Department of Health or Department of Public Welfare have cause to believe that the criminal act of omission defined as “neglect of care-dependent person” has been, or is being, perpetrated, it is mandatory that such Commonwealth Agency personnel report to law enforcement or the Attorney General. Consequently, any **employee or agent** of PDA, Health or Public Welfare **must report** suspected neglect of care-dependent persons.

Further, the Crimes Code, Act 334-72, effective June 1973, directs that a physician, intern or resident, or any person conducting, managing or in charge of any hospital or pharmacy, or in charge of any ward or part of a hospital, to whom shall come or be brought any person suffering from any wound or other injury inflicted, by his own act or by the act of another, by means of a weapon or has injuries inflicted in violation of any penal law of this Commonwealth (18 Pa. C.S.A. § 5106(a)), shall report such criminal act injuries to the local law enforcement agency or to the State Police. Such is **mandatory reporting for medical personnel** when injuries sustained are the result of suspected criminal activity.

Reporting Elder Abuse: “Voluntary or Mandatory”

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PDA continues its efforts to raise public and professional awareness of elder abuse and remains committed to intervening in the lives of our older Pennsylvanians in appropriate cases while avoiding unnecessary infringement of their civil liberties. At the same time, PDA provides services and legal protection to victims and confidentiality for those who report cases of abuse. PDA is looking to the future, planning how to best meet the needs of Pennsylvania’s older citizens and their com-

munities. As we head into the 21st century, our emphasis is on health care and disease prevention, and our mission continues to be to enhance the lives of communities, families and older Pennsylvanians. . . we need you to carry on this mission. Elder abuse happens everywhere — across the country, across the state and across the street. But you can do something about it. But first, you must open your eyes to the issue.

‘The Act, initially enacted as Act 79-87, but was amended and Sections renumbered by Act 169-96, effective March 1997. Further, the Act was amended by Act 169-96 to add Chapter 5, effective July 1998, relating to criminal background checks for personnel providing care to older adults; however, such discussion is outside the scope of this Commentary.

The Complaints Process

The Bureau of Professional and Occupational Affairs (BPOA) complaints unit receives and evaluates all complaints to determine whether the BPOA has jurisdiction. If an investigation is warranted, the complaint is referred to the Bureau of Enforcement and Investigation (BEI).

BEI interviews relevant individuals, obtains evidence and provides a report of the investigation to a paralegal in the complaints unit. The paralegal analyzes the investigative report and refers the matter to a BPOA prosecuting attorney, where one of the following determinations is made: formal disciplinary action is warranted; the matter may be resolved informally; there is insufficient evidence to file charges; there is no violation of the law or regulations.

If formal action is warranted, the prosecuting attorney prepares an Order to Show Cause, setting forth allegations and asks for a response from the individual cited (respondent). A hearing is scheduled only if an answer is filed and a hearing is requested. If the respondent does not file an answer, the board or a board-appointed hearing examiner issues an order based on the allegations.

In many cases, the respondent may be willing to settle the matter informally without a hearing, and a consent agreement is negotiated for presentation to the respective board. If that board adopts the consent agreement and issues an order, the matter is settled. If the consent agreement is rejected, or if the respondent requests a full hearing, then a

hearing is held before the board or a hearing examiner. At the hearing, both the Commonwealth and the respondent may present testimony and documentary evidence.

After the hearing, the board or hearing examiner reviews the record and decides the case by issuing a written order to dismiss, or to impose one or more of the following: reprimand; monetary penalty; suspension or revocation of the license; or other sanctions allowed by law.

A decision by a hearing examiner may be appealed to the appropriate board. All final orders of a board may be appealed to the Commonwealth Court.

Important Notice Regarding Public Access to Information

The Bureau of Professional and Occupational Affairs is sensitive to its licensees’ concerns about personal privacy. However, the Pennsylvania Right-to-Know Act, 65 P.S. § 66.1, mandates release of information contained in a “public record” stored by that agency if a member of the public requests it.

The bureau wants you to know that it will take all reasonable steps to safeguard personal information contained in your licensure records. We realize that many of you use your home address on the licensure records maintained by the bureau. However, given the uncertainty over what the Right-to-Know Act requires, neither the bureau nor the board that issues

your license can guarantee the confidentiality of the address shown on your licensing record. Therefore, we recommend that, if you have a personal security concern, you might want to consider what many of our licensees have already done: use a business address or box number as the official address on their licensure records.

Continuing Education for Social Workers

by Dina Lomas

A number of issues regarding continuing education have come to our attention which would be beneficial to address.

Through the audit process, the board found that a number of Certificates of Attendance did not include **required** information. A Pennsylvania SW Board Approval Number must appear on the certificate unless the course is offered by a pre-approved provider. "Approval pending" is not acceptable. If a course is sponsored or cosponsored by a pre-approved provider, the name of the pre-approved provider must appear on the Certificate of Attendance. Pre-approved providers are listed on the continuing education application and in the Rules and Regulations of the board — 49 Pa. Code §47.36. A list of the pre-approved providers is included in this newsletter.

Sometimes there is confusion about the National Association of Social Workers (NASW) and their involvement with continuing education. NASW is one of the pre-approved providers which sponsor several conferences throughout the year. However, NASW is not the approving authority for continuing education courses for which they are not sponsors or cosponsors. For licensing purposes in Pennsylvania, the

Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors is the approving authority for social work continuing education. Courses approved by other state social work boards are **not** automatically accepted by the Pennsylvania board. Any Pennsylvania licensee wishing to take a course in another state or in the Commonwealth of Pennsylvania who has not been approved by the Pennsylvania board, or offered by a pre-approved provider, is required to submit an application for approval to the board of office at least one day prior to the program.

The Pennsylvania board and administrative staff have devoted much time and effort to making certain that Certificates of Attendance contain the required information for those conferences approved through the board office. The application requires a sample of the Certificate of Attendance and is not approved until all the required information is provided, including the actual signature of the person verifying attendance. This process should help minimize problems that our licensee population experiences in future Certificate of Attendance audits.

The board is also in the process of addressing issues relatively new to social work continuing education. Teleconferences, conferences on using the Internet and conferences addressing alternative medicine are just a few examples. In reviewing conferences for approval, they are approached with the question of whether the material presented represents a **post-master's** level of **social work education**. This is in accordance with Rules and Regulations of the board, 49 Pa. Code, §47.35, which stipulates that the course offers "(1) subject matter pertaining to the enhancement of the social worker's knowledge and practice skills..." With courses related to the Internet, credits have been approved for time that is focused on social work education and research, but not for time devoted to basic office practices.

As always, the board welcomes your feedback and input as we continue to address these, and new issues, as they arise.

Continuing Education Requirement and License Renewals

Continuing education will not be required for the first renewal immediately following the issuance of the original license. However, immediately after the first renewal, each licensee must start earning the 30 hours required to obtain the second renewal. For example, licensee "A" receives an initial license on July 3, 1999. Licensee "B" receives an initial license on Nov. 26, 2000. Since all licenses expire on Feb. 28, 2001 (and it's the first renewal cycle for both of these licensees), neither licensee "A" nor "B" will be required to have completed any of the 30 hours of continuing education to renew their licenses. However, both licensees must begin to accrue the 30 hours after Feb. 28, 2001 and be completed **prior** to the **second** license renewal.

SPOA 2701 (REV 7/99)
 Courier Delivery Address:
 124 Pine Street, 1st Floor
 Harrisburg, PA 17101

STATE BOARD OF SOCIAL WORKERS,
 MARRIAGE AND FAMILY THERAPISTS AND PROFESSIONAL COUNSELORS
 P.O. Box 2649
 Harrisburg, PA 17105
 717-783-1389

Application for Approval of Continuing Education Courses and Programs

Standards for courses and programs

1. Continuing education programs must be directed toward the enhancement of social workers knowledge and practice skills related to helping people achieve adequate and productive personal, interpersonal, and social adjustments in their individual lives, families and community. The board will not approve continuing education programs in office management or in marketing the practice. **Effective March 1, 1999, only 10 hours of homestudy accepted.**

2. There must be an established mechanism measuring the quality of the course or program.

3. There must be established criteria for selecting and evaluating faculty or source material.

4. One (1) credit hour equals 50-60 minutes of actual instruction, exclusive of coffee breaks, lunch, etc. The minimum duration must be two (2) hours; however, the hours need not be contiguous. Continuing Education Courses must be taken within the two-year renewal period for which they are approved (i.e. March 1, 1999 - February 28, 2001).

5. An instructor of a new course/program may apply for approval for credit hours toward their own continuing education requirements. Instructor-applicant should attach letter stating this is the first time instructing this course/program.

6. All Sponsor/Provider approvals expire February 28th of each odd numbered year. A separate application is required for each two-year renewal period.

Instructions:

1. The original **and one copy** of the completed application must be submitted by the sponsor/provider to the above address at least **90 days** (per 49 Pa. Code, Section 47.34 (b) before the date the course or program commences. If the individual Social Worker is applying for approval, the application is still required to be submitted **at least one day before the date the course or program commences.** Board evaluation takes 30 - 90 days depending on volume.

2. The application must be printed or typed only. All questions must be fully answered. The designated field of licensure should be listed after the instructor's name.

3. The following documents must accompany each application submitted:

A. Course outline indicating starting time, breaks, lunch and ending times; course objectives; and a sample attendee course evaluation form.

B. Sample of the Certificate of Attendance that is to be issued to each person in attendance. The sample Certificate must contain the name of sponsor, title of course, and spaces marked for each of the following: name of licensee, date of course, number of clock hours, PA Board Approval number, and signature of the person authenticating attendance. If social work licensee is applying on an individual basis, licensee may insert "PA SW Board Approval # _____" on the Certificate of Attendance. **Homestudy** should be so marked.

C. **\$25.00** check or money order made payable to "Commonwealth of PA". Fees are **non-refundable** and **will not** be waived.

Failure to submit the fee will delay the application(s). A processing fee of **\$20.00** will be charged for a returned check or money order, regardless of the reason for non-payment.

D. Check whether applicant is provider/sponsor, or individual LSW taking the course.

Information:

The following are pre-approved providers as listed in Title 49, Section 47.36

1. Graduate and undergraduate schools accredited by the Council on Social Work Education located in Alexandria, Virginia - 703-683-8080

2. The Child Welfare League of America and its state and local affiliates located in Washington D.C. - 202-638-2952

3. The National Association of Social Workers and its state and local affiliates located in Harrisburg, PA - (717) 232-4125

4. The National Association of Black Social Workers and its state and local affiliates located in Detroit, Michigan - (313) 862-6700

5. Family Service America, Inc. and its state and local affiliates located in Milwaukee, Wisconsin - (414) 359-1040

6. The National Federation of Societies for Clinical Social Work, Inc. and its state and local affiliates located in Chester Springs, PA - (215) 321-8911

If you attend a continuing education course or program provided by one of the above, no further approval is required by the PA Board.

Commonwealth of Pennsylvania
 Department of State
 Professional and Occupational Affairs
 STATE BOARD OF SOCIAL WORKERS, MARRIAGE AND FAMILY
 THERAPISTS AND PROFESSIONAL COUNSELORS
 P.O. Box 2649
 Harrisburg, PA 17105

OFFICIAL USE ONLY

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APPLICATION FOR APPROVAL OF CONTINUING EDUCATION FOR SOCIAL WORKERS

Applicant is (please check one): Provider/Sponsor
 Individual-LSW License Number # _____

Application Fee - \$25.00 - Make check or money order payable to Commonwealth of PA. Fee is non-refundable. A processing fee of \$20.00 will be charged for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

The Provider/Sponsor must submit this application in duplicate at least 90 days prior to the program. Please print or type. All lines must be completed - "see attached" is not acceptable. Applications are reviewed on a first-come, first-serve basis. Applications from individuals must be submitted at least one day before the date the course or program commences.

1. Name and telephone number of person completing application _____
Telephone # _____

Last First Middle

2. Name of Sponsor _____ E-mail _____

Address of Sponsor _____
Street City State Zip Code

3. Name of Instructor _____ Title _____

Degree _____ License # (if any) _____ (Do not submit resumes)

4. Title of course _____

Location _____

5. Date of course _____ Specific Hours _____
Month Day Year

6. Number of credit hours requested (actual instruction hours) _____

7. Is this part of Grand Rounds? Yes No Home Study? Yes No

8. Target audience(s) - Indicate groups you target as potential participants in the activities you intend to offer or to sponsor for credit.

- Social Workers Physicians Nurses
- Special Educators Psychologists Educators
- Graduate Students Psychiatrists Other (Specify) _____

9. Describe the role of Licensed Social Workers in the development of your CE program offerings.

10. Describe your policy for evaluating participant satisfaction, how you deal with participant complaints, and the refund policy. Attach sample form used.

11. Have you had this exact program previously approved in PA? _____ If so, prior approval number _____

12. Has this program been approved in any other state? () Yes () No If yes, list states where approved and telephone number(s). _____

Agreement

I understand information in this application will be used by members of the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. I certify that the information provided herein is accurate, and, if approved, agree to abide by the criteria and procedures set by the State Board for continuing education for Social Workers and upon request will submit evaluation forms.

Signature of Applicant

Date

***** BOARD USE ONLY *****

REFERENCE NUMBER _____ BOARD APPROVAL NUMBER _____

APPROVED [] DISAPPROVED []

BY BOARD MEMBER _____
Signature Date

REASON(S) FOR DISAPPROVAL

- () Not 90 days prior to program
- () Not related to Social Work
- () Not post-master's Social Work
- () Not 2 hours in duration
- () Need broken into related topics
- () No detailed time schedule
- () No Sample Certificate of Attendance
- () No detail in courses
- () No outline of courses
- () No learning objectives
- () No specific course hours
- () No specific course dates
- () No goals listed

() Other _____

Disciplinary Actions

Following is a chronological listing of formal disciplinary or corrective measures taken by the board from Jan. 1, 1999 to June 22, 1999. Each entry includes the name of the respondent; the respondent's license number; the respondent's city; the sanction imposed; a brief description of the basis for the disciplinary or corrective measure; the effective date of the disciplinary or corrective measure; and whether the disciplinary or corrective measure was taken pursuant to an Adjudication and Order (A&O) or Consent Agreement and Order (C&O).

Every effort has been made to ensure that the following information is correct. However, this information should not be relied upon without verification from the board office. It should be noted that the names of persons listed below may be similar to the names of persons who have not had disciplinary or corrective measures taken against them.

Please contact the board to verify these actions and their effective dates. Official confirmation of the current status of a license or registration can be obtained by writing the board at P.O. Box 2649, Harrisburg, PA 17105-2649.

MARCELLA H. ROULHAC, license no. **SW-002652-E**, of West Chester, Chester County, was assessed a \$200 civil penalty for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

ANN SWAIN, license no. **SW-002175-E**, of Glen Mills, Delaware County, was assessed a \$250 civil penalty and placed on inactive status for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

ROSEMARIE J. KAMAL, license no. **SW-003623-E**, of Philadelphia, was assessed a \$100 civil penalty for failing to complete 30 hours of continuing education in a timely manner. (3-16-99) (C&O)

WILLIAM J. BISHOP, license no. **SW-002720-E**, of Doylestown, Bucks County, was revoked for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

IRVING W. SHANDLER, license no. **SW-002963-E**, of Broomall, Delaware County, was revoked, reprimanded and assessed a \$100 civil penalty for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

DONALD H. LUCAS, license no. **SW-000412-E**, of Pineville, LA, was revoked for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

MARCIA S. LURIN, license no. **SW-003999-E**, of Louisville, KY, was revoked and assessed a \$100 civil penalty for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

SUSAN B. KULLMAN, license no. **SW-003275-E**, of Prescott, AZ, was assessed a \$250 civil penalty and had her license rendered inactive, for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (3-16-99) (C&O)

DIANE RENEE McCOY LACKEY, license no. **SW-003075-E**, of Philadelphia, was assessed a \$100 civil penalty for failing to complete 30 hours of continuing education in a timely manner. The board shall accept the continuing education credits submitted by Lackey, applying 30 credits to the period March 1, 1995 to Feb. 28, 1997, and the remainder to the period March 1, 1997 to Feb. 28, 1999. (4-20-99) (C&O)

ROLAND J. WATERS JR., license no. **SW-004271-E**, of Laverock, Philadelphia County, was revoked for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (5-18-99) (C&O)

DEBORAH A. ZELITCH, license no. **SW-002393-E**, of Yardley, Bucks County, was assessed a \$100 civil penalty for failing to complete 30 hours of continuing education in a timely manner. The board shall accept continuing education credits submitted by Zelitch, applying ten credits to complete the renewal period of March 1, 1995 to Feb. 28, 1997 and the remainder for the renewal period of March 1, 1997 to Feb. 28, 1999. (5-18-99) (C&O)

KAREN B. NEYER, license no. **SW-002797-E**, of Philadelphia, was assessed a \$100 civil penalty for failing to complete 30 hours of continuing education in a timely manner. (5-18-99) (C&O)

JANIS L. COULTER, license no. **SW-000570-E**, of Blossburg, Tioga County, was assessed a \$250 civil penalty and had her license placed on inactive status for failing to complete 30 hours of continuing education and/or respond to the board's request for information. (5-18-99) (C&O)

NANCY C. STEHLE, license no. **SW-003591-E**, of Winslow, Arizona, voluntarily surrendered her license to practice social work in PA and was assessed a \$250 civil penalty for failing to complete 30 hours of continuing education and respond to the board as requested. (6-22-99) (C&O)

To File a Complaint

If you believe the practice or the service provided by a licensed professional to be unethical, immoral, below an acceptable standard of practice or out of the scope of the profession, you are urged to contact the Bureau of Professional and Occupational Affairs and file a complaint.

in Pennsylvania:

1-800-822-2113

out of state:

1-717-783-4854

A complaint form is available on the department's internet site.

The web address is: www.dos.state.pa.us



Change of Name and/or Address Reminder

To ensure receipt of renewal notices or other important information from the board, licensees must contact the board office **as soon as possible** in writing with any changes of name or address. Otherwise, renewals, newsletters or official correspondence will not reach the correct destination and could result in late fees for renewals.

Name changes require a copy of a court order, marriage certificate or divorce decree or other official document. Please send changes to:

**State Board of
Social Workers, Marriage and
Family Therapists and
Professional Counselors
P.O. Box 2649
Harrisburg, PA 17105-2649**

To receive an updated license reflecting change in status, please include a \$5 check, payable to: *Commonwealth of PA*.

PENNSYLVANIA

**State Board of Social Workers,
Marriage and Family Therapists
and Professional Counselors**

P.O. Box 2649
Harrisburg, PA 17105-2649

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