



# CSWMFT News

## Message from the Chairperson - Erin Michel, MSW, LSW



### Summer 2017 Issue 3

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Having served for several years on the CSWMFT Board, I am honored to be selected by my colleagues to serve as Chairperson. My vision for the Board is to honor the uniqueness of each profession, create consistency in operations across committees, and continue to promote high quality customer service to licensees and the public. I look forward to working with my colleagues on the Board, CSWMFT staff, and you, to ensure the Board fulfills its critical mission of protecting the public. Joining me in Board leadership are three new Professional Standards Committee (PSC) Chairpersons: Lisa Haberbusch (Social Worker PSC), Sara Salkil (MFT PSC), and Ryan Pickut (Counselor PSC).

I assume the role of Chairperson during the transition to more modernized electronic record systems. We have recently adopted a new licensing system that streamlines the licensure process and allows licensees to have direct access to progress in their license applications. Later this summer, we expect to start using an online resource called CE Broker for tracking and auditing continuing education, as well as maintaining CE program and provider information. It is exciting to be moving into an online environment that should help us process applications faster and reduce audit-related correspondence.

As Board Chairperson, but also as a fellow licensee, I invite you to attend CSWMFT Board meetings. We would love to see you there and answer any questions you may have. Meetings are open to the public and take place on the 3rd Thursday and Friday every-other month. Our next meeting is September 21-22. About once a year, there are proposed law and rule changes that are open for public comment. I encourage you to stay familiar with regulations for your license.

## Executive Director's Update - Brian Carnahan

Have you ever considered serving on the CSWMFT Board? The Board cannot fulfill its public protection role without the licensed professionals who serve on the Board. The knowledge and experience of licensed professionals helps to ensure the Board develops effective rules and policies governing the practice of Social Work, Counseling, and Marriage and Family Therapy. More information, and an application, can be found at <http://www.governor.ohio.gov/Administration/BoardsandCommissions.aspx>. You are welcome to contact me with any questions regarding serving on the Board.

During its July 2017 meeting, the CSWMFT Board approved two rule amendments that are working their way through the rule filing process. A new rule was proposed concerning conditional authority to practice. Proposed new rule 4757-1-09 will create process for out of state licensees to seek the Board's approval to continue treating an existing client for a certain period or to work with a new client in circumstances where the client's needs will be best met by that out of state licensee. Approval will be temporary and conditioned on client need.



## CSWMFT News

### Executive Director's Update - Continued

In addition to 4757-1-09, the Board approved an amendment to 4757-9-05. Rule 9-05 covers continuing education. The proposed change creates a new continuing education approval status called association approval status. This status will allow national and state associations affiliated with Social Work, Counseling and Marriage and Family Therapy to apply for Board authorization to approve continuing education programs or providers. All associations, including two currently named in the rule, NASW and ASWB, will be asked to apply for authority to issue approval. The Board does not expect any change in the ability of NASW or ASWB to approve CEs after this rule change. All approved associations will annually report to the Board on the number and type of approvals. This rule change will enable more associations representing licensees of the CSWMFT Board to approve continuing education.

These rules, as a number of other proposed changes shared in prior communications, will be finalized before the end of the year. The proposed changes can be found in the "Breaking News" section of the CSWMFT web site.

The Board has introduced a new laws and rules video - <http://cswmft.ohio.gov/CELawsRulesExam.aspx>. The video replaces the law and rules "exam". There is no charge for viewing the video. We encourage you to use it as a resource. As a certificate of completion is no longer issued, applicants are asked to attest they are aware they are required to view the video.

***Next Meeting  
of the  
CSWMFT  
Board:***

***Thursday,  
September 21  
and Friday,  
September 22***

Application and renewal fees are increasing effective September 1, 2017. The application and renewal fee for MFTs, LPCs, and LSWs will increase to \$80, while the IMFT, LPCC, and LISW application and renewal fee will increase to \$100. We realize spending more to apply for or renew a license could be a burden for many. The Board requires the additional resources to ensure it can effectively meet its mission and provide a high level of customer service.

The new eLicense application and renewal system has been "live" for nearly two months. Over two thirds of CSWMFT licensees have registered in eLicense. All active and escrow licensees of the Board, as well as persons with a pending license application, should have received a registration e-mail from the Board. Even if your license is not due for renewal soon, please consider registering as soon as possible. The new system is the means through which you will change your address or request services from the Board such as ordering a replacement wall certificate or making a name change. If you lost the original email you can still register by selecting the "request a security code" button on the registration page at [elicense.ohio.gov](http://elicense.ohio.gov).





## Ethics: Multiple Relationships - Tracey Hosom

Many times during individual counseling, other people may be brought into sessions as an adjunct to treatment. It is important to clarify with all parties the rules of confidentiality and informed consent when they participate in sessions.

Multiple relationships are covered in OAC 4757-5-03 Standards of ethical practice and professional conduct: multiple relationships. Section C is particularly relevant:

(C) When counselors, social workers, and marriage and family therapists provide services to two or more people who have a relationship with each other (for example couples, family members), licensees shall clarify with all parties which individuals shall be considered clients and the nature of the licensee's professional obligations to the various individuals who are receiving services. Licensees, who anticipate a conflict of interest among the individuals receiving services or who anticipate having to perform in potentially conflicting roles (for example, a licensee who is asked or ordered to testify in a child custody dispute or divorce proceeding involving clients), shall clarify their role with the parties involved and take appropriate action to minimize any conflict of interest. If a licensee is asked to testify in a child custody case, they should review rule 4757-6-01 of the Administrative Code prior to any court appearance for guidance as to their role in these circumstances.

It is important to consider this rule in more than just custody dispute matters. In a recent complaint, the licensee brought in the client's parents upon request of the client. Over time, the treatment became primarily focused on the relationships

among the client and the parents. A few months after the client stopped treatment, the client's parents asked to come in to see the licensee. Unfortunately, the client then asked to come back into treatment, and a session was held between the client and the "new clients". In this situation there seems to be confusion then as to the true nature of the treatment. Who is the client? Is this "family" treatment? This sets up a clear conflict of interest.

Once you have an established therapeutic role with an individual, it is best practice to refer other family members to obtain their own individual or couples treatment. Establishing clear treatment expectations and practices should become a part of informed consent clarified with the parties at the onset of counseling. If you find yourself in a situation that is unclear, best practice responses include: consulting with peers, seeking supervision, and, as always, contacting the board with any questions.

The rules require.....

Be sure to keep the Board informed of name changes, mailing address, and e-mail address changes. Name changes can be submitted to the Board through a service request in the eLicense portal. Mailing address and e-mail address updates can be done by the licensee in the eLicense portal.





## Disciplinary Actions Taken Against Licensees (Since May 2017)

### Social Workers:

- Heidi Betz (SWA) Non-sexual boundaries. Reprimand
- Sarah Chiamonte (SWA) Standards of Care. Surrender of registration
- Leah Cohen (LSW) Reprimand and Last Chance Agreement
- Ivy Gardner (LSW) Audit Failure. Revocation.
- Karen J. Howard (LSW) Non-cooperation. Reprimand and personal counseling
- Akia Lampkin (LSW) Record issues. Reprimand.
- Sandra Martinak (LSW) Audit Failure. Revocation
- Roy S. Merwin (LISW) Audit Failure. Revocation
- David Noll (LISW) Standards of Care. Reprimand and additional CEUs
- Lindsey Parrish (LSW) Confidentiality issues. Reprimand
- Freda Saleem (LISW) Audit Failure. Revocation
- Atoiya Williams (LSW) Non-sexual boundaries. Reprimand, refund, and CEUs.
- Nancy M. Young (LISW) Standards of Care. Surrender of license

### Upcoming Events

- September 21 and 22 .....CSWMFT Board Meeting**
- November 8-10.....All Ohio Counselors Conference**
- November 16 and 17.....NASW Ohio Annual Conference**
- November 16 and 17.....CSWMFT Board Meeting**





## Some Suggestions for Applicants— Brian Carnahan and Andy Miller

Many persons embarking on a career in social work, marriage and family therapy, and counseling, are anxious to obtain their license and start working. Those of us who work at the various professional licensing boards in Ohio can understand the desire to have a license issued as soon as possible. After spending time and effort on your education, you want to start working now!

The process to obtain a license can seem confusing and daunting. There are rules and requirements to meet and deadlines to observe. And, no matter how well-defined the process, it still involves questions and unknowns that can arise based on the circumstances of individual applicants. There are some steps you can take that will help with the application process. Below are a few to consider that should help make for a smoother transition from student to licensed professional. We assume you will be applying to CSWMFT for your license, but if not, the suggestions below should be helpful in any jurisdiction in which you plan to apply.

- Do your research. Familiarize yourself with the web site of the board. Many licensing boards rely heavily on these online resources and often view the website as a gateway to a license. The web is not only used to support an application system, but is also often a great source of basic information and contacts. Many licensure boards, like Ohio, are moving towards a totally online application and renewal system, so accessing the board's website is a future necessity.
- Submit documentation and information by the deadline, or before if possible. At the CSWMFT Board, we find that applications move more smoothly when the majority of required documents are submitted quickly. We recognize that sometimes application requirements cannot be submitted at the same time. We add items to your application file as they come in.
- Recognize that your questions or your efforts to follow up and gauge progress are important, but are also likely interrupting those staff members who are reviewing applications. Regularly requesting updates on application status may help to settle an applicant's anxiety, but at the same time creates backlog for the staff answering such requests. This is where your reliance on the web site and related information is critical.
- Timeframes for processing can be fluid. Many boards hesitate to offer definitive timeframes when asked about progress or timing. Your application is likely one of dozens, if not hundreds, that the license examiner is reviewing. It is okay to ask for a general timeframe of how quickly items and applications are being processed right now, but asking for a specific deadline can be a difficult question for boards. Staff never know how many people are going to apply on any given day, what questions will be posed, or what emergencies will arise.

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## Suggestions for Applicants - Continued

- Follow guidance from your college and university, and from coworkers and supervisors at your internship site, but remember that the best and most accurate information always comes directly from the source. It is a good idea to double-check anything you hear against what's on the Board's website.
- Monitor your email and follow up promptly. We find we occasionally have to contact applicants for additional information. For example, someone may answer a question on the application which requires clarification. Getting the answer quickly helps to move the process along.
- As noted above, boards occasionally have to request additional information. Be prepared to explain issues or exceptions that may arise with your application. For example, if you have a criminal conviction, you may be required to provide an explanation, with particular focus on why events occurred the way they did, what underlying reasons there were for your actions, and what you've done since then to correct that behavior. Responding by relying on your education and training will help with resolving issues with your application. Letters of support documenting that the issues leading to past criminal offenses have been resolved are extremely important. Those letters could be from employers, field placement supervisors, and/or sources where you addressed the concerns.

Remember, getting your license is just the first step in what will hopefully be a very fulfilling career. Using the steps above to work through the licensure process will help ensure that first step is an easy one.

Interested in working for the Board. We're **hiring!** Check out the available opportunity at <https://tinyurl.com/>

## Staffing Changes

CSWMFTB is experiencing some staffing changes. In a game of organization musical chairs, Margaret-Ann Adorjan, is moving from her role supporting MFTs to the investigations team. Margaret-Ann has been with CSWMFT since 2006. Her experience as a licensure coordinator and compliance officer will help her in her new role. Margaret-Ann replaces Tammy Tingle who retired after 30 years of dedicated service.

Andy Miller will be transitioning into the MFT role. Since 2011, Andy has worked to license Social Workers. Andy will be working with MFTs and serving as the compliance officer,

I want to thank Margaret-Ann and Andy for their willingness to step into new roles. In the next issue of the newsletter we'll be able to announce the addition of a new staff member. Stay tuned.



## Renewal Update - Rhonda Franklin

The new eLicense system is up and operational. This new data base system is quite a change from our previous renewal system. For many of you it will take some getting uses to! With the inception of the new system paper/printed renewal applications are no longer available. All renewals must be completed online. Most communication regarding license renewal will now be emailed to licensees, if you haven't received any information from the board regarding your renewal and your renewal date is within the next 90 days, more than likely we do not have your current email address on file. Please contact the board and update your email address promptly. If you do not have an e-mail account, this would be the time to create an e-mail account. If you are having technology challenges, do what I do: consult a teenager. On a more serious note, the Board is happy to help with any systems issues you encounter, call or e-mail us.

**COUNSELOR,  
SOCIAL WORKER  
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FAMILY  
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WEB SITE:  
<http://cswmft.ohio.gov>

One major change accompanying the introduction of eLicense is the requirement for licensees with the supervisory designation to upload proof of completion of the supervisory designation continuing education when renewing their license. Your renewal cannot be completed without this information uploaded into the system.

We hope to have CE Broker services in place within the next few months that will allow all licensees to save copies of their completed continuing education online. Look for information to come regarding CE Broker.

The eLicense system allows licensees to request the inactive/escrow renewal online after registering in the system. Click options on your license file, then in the drop down menu, select Special Request, enter a brief reason for the inactive status and click send. Once your request has been approved you will receive an email with instructions on how to renew into inactive/escrow status. A few things to remember about the inactive status: 1) there is a fee for inactive renewal; 2) you must renew inactive/escrow every two years until you decide to relinquish your license or return to active practice.

When I attended a continuing education conference a few months ago continued competency was one of the topics of discussion. Does continuing education assure continued competency in your field of practice? What are your thoughts? Is there a better way to measure continued competence in the professions licensed by CSWMFTB? Feel free to respond to me with any feedback at Rhonda.franklin@cswb.ohio.gov: