

Fall
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Issue 1

News Link



COUNSELOR, SOCIAL
WORKER & MARRIAGE
AND FAMILY
THERAPIST BOARD

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Have you had a recent name change? Send a name change form by going to the board's website and click on item # 11.

Notes from Renewal Coordinator, Rhonda Franklin

Recently the board has increased the number of licensees' continuing education audits to 30%. The audits have shown that there is confusion about which trainings are pre-approved by the board or which trainings need post program approval. The information below will help you identify if a program is pre-approved or needs post program approval.

MFTs:

MFTs may complete trainings, workshops and programs that are pre-approved by the board for Counselors and/or Social Workers, but must submit these trainings for review by completing and submitting the post program approval forms.

MFTs may complete all 30 of their continuing education hours via distance learning. There are no restrictions on topics via distance learning.

Post program approval is also required for publications and presentations/teaching.

Post program approval request forms are not required if a program is pre-approved for MFTs. A pre-approved program will have an approval number with a (T) in the lettered prefix, if it is approved for MFTs. For example (**RCT05062012**)

Post program approval request forms are available on the board's website (www.cswmft.ohio.gov) under the CEU courses and forms link.

Post program approval forms must be submitted prior to renewing your license.

AAMFT approved trainings are not automatically accepted by this board.

Social Workers and Counselors:

All **face-to-face** workshops, trainings, or programs completed **within** in the State of Ohio must have board approval to count toward the renewal of your license. The sponsoring organization must apply for pre-approval. Licensees cannot apply for pre-approval.

Board approval numbers begin with a variation of these letters (**RCSTX, MCSTX**) followed by numbers (e.g. RSC050612). A (C) in the approval number indicates approval for counselors an (S) approval for social workers, a (T) approval for MFTs. If a training program does not have board pre-approval it will not be accepted for your license renewal with the exception of Social Workers completing trainings with **NASW or ASWB** approval. These approvals are currently being accepted. (*)

NBCC is not automatically accepted for counselors.

Distance learning trainings such as: online, home study, mail order, webinars, may be submitted for post program approval as most of them do not have board pre-approval.

Post program approval is required for all distance learning, coursework not in your field of licensure, out of state trainings, publications and presentations/teaching. The post program approval request forms must be submitted within 90 days of the completion of a workshop. The post program approval form can be found on the board's website (www.cswmft.ohio.gov) under the CEU Courses and forms link.

Post program approval is required for course work taken in fields other than the field in which you are licensed.

Not submitting a post program approval form for trainings that are not pre-approved prior to the renewal of your license will result in a **CAUTION LETTER** in your licensure file, if you are audited and have CEU's that were not approved by the Board.

Social Workers may complete all of their required continuing education via distance learning.

Counselors may complete only 15 hours of continuing education per renewal cycle via distance learning. There is no restriction on topics covered via distance learning.

Licensees please check the board's website regularly for changes in The Laws and Rules
<http://cswmft.ohio.gov>



Renew online and save postage, waiting time and have an immediate receipt showing you have renewed your license!

Following is one of the many comments the Board has received:

The board offers an online Laws & Rules CEU program that will meet your 3 hours of ethics. Go to the board's front page and click on item 1. Online Laws & Rules Exam & CEU.

Notes from Audit Coordinator, Paula Broome

We are on the verge of something great: Audit Post Cards!! Due to the increase in monthly audits, the Board has decided to send a post card instead of the three page audit letter. This will save the Board hundreds of dollars in postage and printing. Best of all I won't have to stuff 491 envelopes every month!

Licenses who are computer savvy will find this to be an added convenience, but I realize that a few of our licensees are without easy access to a computer or to email. These licensees can request (in writing) that a paper audit form be mailed to them. Please email me at paula.broome@cswb.state.oh.us or send a fax to 614-728-7790.

For those of you with computer access this will be a fast and easy process! The postcard will direct you to the Board's website, and the Board's website will have a link to the audit form. This link will contain detailed instructions that will help answer any questions. The audit form is an active PDF form where you can type in your audit information and list all your certificates. You can choose to print and mail the audit form to the Board, or you can choose to print to a PDF printer and save your audit form to your desktop. Later you can attach the file (and your scanned attendance certificates) to an email to the Board.

These are exciting and innovative times for our licensees! Look for a postcard like these.



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50 WEST BROAD STREET, SUITE 1075
COLUMBUS, OHIO 43215-5919



Licenses Name
Address
City, OH Zip

CONTINUING EDUCATION AUDIT

<MAILING NAME>

You have been selected for Continuing Education Audit of your <license number> license. This audit is due on <audit Due Date>

The AUDIT FORM is available on the Board's website www.cswmft.ohio.gov click on the audit link.

If you have questions or prefer a paper audit form you may contact the audit coordinator Paula Broome at Paula.Broome@cswb.state.oh.us

Whether you are practicing in the State of Ohio or not you are required by law to complete this audit.

Ethics - Who may authorize treatment for minors?

Who may authorize treatment for minors? Appropriate informed consent requires that a counselor, social worker, or marriage and family therapist provides due diligence in ascertaining who has legal authorization. Simply because a parent brings a child in for treatment, doesn't necessarily mean they are authorized to do so. Request documented proof of authorization; this may be a divorce decree listing custody, or other guardianship documentation. Does the document prohibit one parent or another? Are both parents required to make treatment decisions for the minor? Many times practitioners have explained, "Well it's just a standard shared parenting agreement." But this is not always the case. The courts are getting creative regarding parents' rights. They may specifically spell out criteria, such as "both parents are allowed to obtain second opinions prior to commencing mental health treatment." Keep a copy of the relevant documents in the minor client's records, and frequently check with the parents for any changes.

4757-5-02 (B)(3) In instances when clients are unable to read or understand the consent document or have trouble understanding the primary language contained in the informed consent document, licensees shall take steps to ensure the client's comprehension including providing a detailed verbal explanation or arranging for a qualified interpreter or translator as needed. If a client because of age or mental condition is not competent to provide informed consent the licensee shall obtain consent from the parent, guardian, or court appointed representative. Best professional practice dictates that a counselor, social worker, or marriage and family therapist shall adhere to the court documents. If a counselor, social worker, or marriage and family therapist does not understand the court document, they shall contact the court for clarification before proceeding with treatment.

Questions or comments you would like to see addressed under the "Ethics Issues" column can be sent to: Tracey.Hosom@cswb.state.oh.us