



ACSWS Alberta College
of Social Workers
CLINICAL SOCIAL WORK REGISTRY
POLICIES AND PROCEDURES

Updated June 2018

I. Definitions

A. Clinical Social Work	<p>Clinical Social Work is a mental health profession based on the application of knowledge and theory of “psychosocial development, behaviour, psychopathology, unconscious motivation, interpersonal relationships and environmental stress”*. It utilizes social work methods to assess, diagnose and provide psychotherapeutic interventions across the lifespan with individuals, couples, families and groups. Clinical Social Workers demonstrate a commitment to continuing competence, ethical practice and respect for diversity.</p> <p>* National Institute for Clinical Social Work Advancement (as cited in <i>Handbook of Clinical Social Work Supervision (3rd edition) Carlton E. Munson, PhD p. 9.</i>)</p>
B. Clinical Supervision	<p>Clinical supervision is defined as the relationship between a clinical supervisor and a supervisee that looks at case dynamics and conceptualization, clinical theory, therapeutic interventions, and “self” in relation to the case. Supervision can be provided:</p> <ul style="list-style-type: none">• Individually• In a group• In a case consultation format <p>by a supervisor identified in the supervision plan</p>
C. Direct Clinical Practice	<p>Direct clinical practice includes time spent with clients, documentation, consultation, case conferencing, file review, provision of supervision, preparation time, and similar client related activities. It does not include teaching, research, or other non-client related activities.</p>
D. Supervisors	<p>1. Clinical Supervisor of Record The supervisor named in the supervision plan for an applicant to the clinical social work registry who oversees and is accountable for the training and development of the applicant, along with being accountable for evaluating the completion of requirements and readiness of the applicant to write the Clinical Social work exam.</p> <p>2. Approved Clinical Social Work Supervisor A designation recognizing advanced standing and expertise in the practice area of clinical supervision. Automatically qualified to serve as the clinical supervisor of record for an applicant to the clinical registry.</p> <p>3. Employment Supervisor The person who supervises an applicant in the employment setting.</p> <p>4. Other Clinical Supervisors Any supervisor (beyond the Clinical Supervisor of Record) named in the supervision plan who provides clinical supervision to an applicant to the clinical registry for up to 50 hours.</p>

II. Application to the Registry	
A. Requirements for Admission to the Registry	<p>1. <u>Minimum Qualifications to Apply</u> All applicants to the clinical registry must meet the following minimum qualifications prior to applying:</p> <ul style="list-style-type: none"> a) Hold a minimum of a Master’s degree in social work. b) Have completed a minimum of 450 documented hours of supervised clinical practice by a Registered Social Worker with an MSW. These hours may be demonstrated through clinical field education as part of a MSW degree program or post-MSW clinical work experience. <p>2. <u>Coursework Requirements</u></p> <ul style="list-style-type: none"> a) Completion of coursework in the following 3 areas is required: <ul style="list-style-type: none"> i. Human Behaviour and Development from a Biopsychosocial perspective ii. Assessment, Diagnosis, and Treatment Planning iii. Psychotherapy and Clinical Practice including evidence-based approaches b) Coursework must be at a post-secondary level or equivalent with an evaluative component (approximately 45 hours). Proof of completion and a course outline for each course is required before it will be deemed to be completed. c) Applicants without coursework in these 3 areas may be granted conditional approval of their application with the expectation they provide proof of completion of the course work requirements before being approved to write the clinical exam. <p>3. <u>Supervised Hours</u></p> <ul style="list-style-type: none"> a) Each applicant will complete 1600 hours of direct clinical practice hours, 900 hours of which must be direct client hours, under the supervision of a Clinical Supervisor of Record. <p>4. <u>Clinical Supervision</u></p> <ul style="list-style-type: none"> a) Each applicant will receive 100 hours of supervision, at least 50 hours of which must be received from the Clinical Supervisor of Record. b) The clinical supervisor of record must directly review a minimum of 10 sessions between the supervisee and clients, spread throughout the period of supervised practice. Reviews may be live or by means of audio or video recordings. <p>5. <u>Clinical Exam</u></p> <ul style="list-style-type: none"> a) Upon completion of supervised hours, supervision hours, and course work, an applicant may be approved to write the clinical social work exam administered by the Association of Social Work Boards (ASWB); b) An applicant will be admitted to the Clinical Registry upon ACSW receiving notification from the ASWB that the applicant has passed the exam.

<p>B. Clinical Supervisor of Record</p>	<p>1. <u>Clinical Supervisor of Record or Approved Clinical Social Work Supervisor Required</u> Each applicant to the Clinical Registry must have a Clinical Supervisor of Record OR an Approved Clinical Social Work Supervisor who is responsible for the oversight of their practice during the period of supervised hours.</p> <p>2. <u>Clinical Supervisor of Record Requirements</u> To be approved as a Clinical Supervisor of Record, prospective supervisors must complete form C.1 and must meet the following requirements:</p> <ul style="list-style-type: none"> a) Must not be under an order of discipline; b) Must be: <ul style="list-style-type: none"> i. A member of the ACSW Clinical Social Work Registry; or ii. A social worker in clinical practice with another professional social work regulatory body; and have a minimum of 5 years of <i>experience</i> in clinical social work. c) Must hold an MSW or recognized equivalency as determined by ACSW. d) Must be competent in the area of practice which they propose to supervise (See ACSW Stands of Practice and CASW Code of Ethics); e) Must be familiar with regulations, by-laws and standards of practice of the ACSW; and f) Must not have a conflict of interest with any relevant parties. <p>3. <u>Clinical Supervisor of Record is Applicant Specific</u> A Clinical Supervisor of Record is approved for a specific applicant to the Clinical Registry only and must apply to be approved for each subsequent applicant.</p>
<p>C. Initial Application</p>	<p>1. <u>Contents of application package</u> All applicants to the Clinical Registry must submit an application to the Clinical Committee. The application package must include:</p> <ul style="list-style-type: none"> a) The Application for Membership on the Clinical Specialty Registry (FORM A.1) b) The Supervision Plan (FORM A.2) c) The application fee d) A detailed resume e) Official MSW transcript f) Detailed description of all clinical courses completed (course outlines preferred) as well as field practical (only required for non-clinical MSW; g) List of continuing competency activities completed and submitted to the ACSW over the past 2 years; h) A letter of agreement where multiple supervisors are involved (Form A.3)

	<p>i) Other documents as may be identified in the application package, including 2 professional reference letters, one of which must be provided by a Clinical Social Worker.</p>
	<p>2. <u>Applications must be complete</u> Only complete applications will be submitted to the Clinical Committee for review.</p> <p>a) It is the applicant’s responsibility to ensure that all required forms and supporting documentation are submitted to the office of the ACSW in a timely manner.</p> <p>b) If more than 6 months has passed since the last documents were received, an incomplete application may be destroyed.</p> <p>c) Each time a new application is submitted the application fee must be paid. Application fees are non-refundable.</p> <p>d) Complete applications will be presented to the Clinical Committee at meetings held four times per year. Meetings are typically held in February, May, September and November. Applicants should contact the ACSW office to find out the committee meeting dates.</p> <p>e) Application materials must be received at least 1 week prior to the meeting to be put forward to the Committee.</p> <p>f) If the application is incomplete or unclear, the Clinical Committee will inform the applicant of which aspects are outstanding. The applicant may provide additional information to be considered at a subsequent meeting.</p> <p>g) The Clinical Committee meets monthly by phone in between meetings and will consider any updates/revisions to applications at that time.</p>
	<p>3. <u>Supervision Plans</u> Supervision plans must be approved by the Clinical Committee before supervised hours will can be counted.</p> <p>a) The supervision plan must reflect a minimum of 100 supervision hours spread throughout the period of supervised practice referred to in the supervision plan</p> <p>i. The clinical supervisor of record is responsible for the provision of a minimum of 50 hours of direct clinical supervision spread throughout the period of supervised practice.</p> <p>ii. The remaining 50 supervision hours may include:</p> <ul style="list-style-type: none"> • Individual supervision; • Group supervision; • Case consultation (with a supervisor identified and approved in the supervision plan). <p>iii. Direct supervision may be face-to-face, via telephone or internet, or by any other form of communication suitable to the parties.</p>

	<ul style="list-style-type: none"> iv. The clinical supervisor of record must directly review a minimum of 10 sessions between the supervisee and clients, spread throughout the period of supervised practice. Reviews may be live or by means of audio or video recordings. v. supervision as documented in the supervision plan must reflect: <ul style="list-style-type: none"> • the frequency and duration of supervision • with whom the supervision will take place • the supervision approach • the focus of supervision b) The supervision plan applies to a minimum of 1600 hours of direct clinical practice hours (excluding the 100 hours of supervision received). <ul style="list-style-type: none"> i. Of the 1600 direct clinical practice hours, 900 hours must be direct face to face client hours. c) The supervision must be completed in not less than two years and not more than five years. <ul style="list-style-type: none"> i. An extension may be granted at the discretion of the committee in extenuating circumstances. ii. Applicants must submit a written request to extend the timeframe. d) Any changes to the supervision plan must be submitted to the Committee for prior approval: <ul style="list-style-type: none"> i. Practice hours completed that are not in accordance with an approved supervision plan may not be counted toward the required practice hours. This includes but is not limited to any changes in the applicant’s employment/practice setting, clinical supervisor of record, work place supervisor, practice/client focus, etc. ii. An applicant who is taking a leave from practice must submit a revised supervision plan with updated timelines. e) An applicant who is charged with a criminal offense, is under discipline by the ACSW or an employer, or who is dealing with any other matter that may have an impact on their ability to provide effective services to their clients must report this status to the Clinical Committee. The Committee will review the circumstances and determine whether any conditions should be placed on the applicant or the applicant’s practice.
	<p>4. <u>Multiple Supervisors</u> Where the clinical supervisor of record is external to the employment setting, or there are multiple supervisors, the applicant is responsible for coordinating roles with all parties.</p> <ul style="list-style-type: none"> a) The applicant, clinical supervisor of record, employment supervisor and other clinical supervisors (if applicable) will discuss and agree on how the supervision can be most helpful, prior to completing the supervision plan.

	<p>b) The applicant will include a letter of agreement (Form A.3 with the application package outlining roles and responsibilities of all supervisors. The letter is to be signed by all parties.</p>
<p>III. Post Application Process</p>	
<p>A. Evaluations of Supervisee</p>	<p>1. <u>Interim Evaluations</u> Interim evaluations of the supervisee’s practice must be submitted every six months or as otherwise provided below:</p> <p>a) Clinical Supervisor of Record: The clinical supervisor of record must complete and submit an Evaluation (Form B.1) to the Clinical Committee every 6 months.</p> <p style="padding-left: 40px;">i. Each interim evaluation must reflect a minimum of 6 clinical supervision hours from either the Clinical Supervisor of Record, the Other Clinical Supervisor or a combination of both.</p> <p>b) Other Clinical Supervisors: Any other clinical supervisors must complete and submit to the clinical supervisor of record the Supplemental Evaluation (Form B.2) relevant to the period of supervision.</p> <p>c) Each clinical supervisor must provide a copy of the evaluation to the supervisee in a timely manner.</p> <p>d) If there is a significant disagreement between the evaluations of the clinical supervisor of record and the other clinical supervisors, all parties must discuss the concerns and develop a plan for resolution.</p> <p>e) Any time there is cause for concern with regard to the supervisee’s practice an interim evaluation should be completed by the clinical supervisor of record and provided to any other clinical supervisors, the employment supervisor, and the supervisee.</p> <p>f) The supervisee must review and sign all interim evaluations.</p> <p>g) Each interim evaluation report is to be submitted to the Clinical Committee and shall remain part of the supervisee’s file. A copy should also be maintained in the clinical supervisor of record’s file.</p> <p>h) If a supervisee takes a leave of absence, or changes supervisors, an interim evaluation should be completed immediately prior to the leave or change. The next interim evaluation will be due six months after returning to practice or after the start of the new supervisor.</p>
	<p>2. <u>Final Evaluation</u></p> <p>a) Once the requirements of supervised hours have been met, the Clinical Supervisor of Record must submit an Evaluation (Form B.1) indicating that it is the final evaluation. A copy of the evaluation form must be provided to the applicant.</p> <p style="padding-left: 40px;">i. The final evaluation has no minimum number of clinical supervision hours that must be reflected.</p>
<p>B. Clinical Exam</p>	<p>1. <u>Approval to take the Clinical Exam</u></p>

	<ul style="list-style-type: none"> a) The clinical supervisor of record may give approval for the applicant to write the clinical exam at the time of the final evaluation provided that, in her/her opinion, the applicant is ready for autonomous practice (as per definition). b) When the applicant is approved to take the exam, the applicant’s name is submitted to the testing vendor authorizing the exam. The applicant is then provided information about how to register for the exam. Authorization to take the exam is good for up to one year. c) An exam applicant who fails the exam must wait 90 days prior to re-taking the exam. d) An exam applicant who fails the exam three times must reapply to join the registry at the initial application stage. e) Exam applicants are responsible for all costs associated with taking the exam and for being aware of all policies and procedures related to scheduling, taking or missing the exam. f) If the exam applicant does not take the exam within one year of approval the application will be considered closed. If an applicant whose file has been closed wishes to be considered again in the future, the applicant must begin the process with a new application. g) If there are extenuating circumstances the exam applicant may request an extension for a maximum of six months. A request must be received within 6 months of the file being closed.
<p>C. Admission to the Registry</p>	<ul style="list-style-type: none"> 1. <u>Successful completion of clinical exam</u> <ul style="list-style-type: none"> a) An applicant who has completed all the requirements to join the Clinical Registry shall be added to the register once official notice of the passing score has been received by the ACSW from the testing vendor. 2. <u>Porting Credentials</u> <ul style="list-style-type: none"> a) Porting Clinical Social Work Credentials – applies when a member was registered as a Clinical Social Worker in their previous jurisdiction. To join the ACSW Clinical Registry under this porting policy, the member must, within one year of registration with the ACSW, submit the following: <ul style="list-style-type: none"> i. Letter of intent to port credentials from another jurisdiction; ii. Proof of previous clinical registration; iii. A letter indicating past or current membership in good standing from the previous regulatory body; and iv. Proof of successful completion of the ASWB clinical exam.

	<p>a.1) For out of jurisdiction credentials to be ported under this policy, the credential must be current within two years from the date the social worker applies to be on the Clinical Social Work Registry in Alberta.</p> <p>b) Porting an MSW from a jurisdiction without a clinical social work registry – applies when a member practiced clinical social work in another jurisdiction that does not have a formally established clinical social work registry</p> <p>To join the Clinical Registry under this policy, the member must have their clinical social work experience adjudicated by the ACSW Clinical Committee. Within one year of registration with the ACSW the member must submit the following to the ACSW:</p> <ul style="list-style-type: none"> i. Letter of intent to have clinical social work experience recognized as equivalent to the ACSW Clinical Social Work Registry; ii. Transcripts/course work; iii. Supporting documentation outlining clinical supervision history (100 hours); iv. Supporting documentation regarding number of hours of direct clinical practice hours (1600 hours); v. Two current letters of reference (one of which must be completed by a clinical social worker); vi. An in-person interview may be requested by the Committee; and vii. Proof of successful completion of the ASWB Clinical Exam viii. Application fee <p>b.1) For out of jurisdiction experience to be recognized under this policy it must not be more than two years old from the date the social worker applies to be on the Clinical Registry.</p> <p>c) Member comes from a jurisdiction with a formally established clinical registry and was not a member of that registry</p> <p>The member must complete the standard application process for the ACSW Clinical Registry.</p> <p>Council has the discretion, on an exceptional basis, to approve an application to the Clinical Registry that does not meet the requirements outlined in a.1) or b.1) above.</p>
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IV. Reinstatement

<p>A. Process</p>	<p>1. <u>Clinical Registry members who have been off the registry for 3 years or less:</u> Clinical Registry members who have been off the registry for 3 years or less must request reinstatement in writing and ensure any outstanding competency requirements are met or, alternatively, rewrite the clinical exam. An administration fee is due at the time of the reinstatement.</p>
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	<p>2. Clinical Registry members who have been off the registry for more than 3 years must request reinstatement in writing and successfully re-write the clinical exam. A \$50 administration fee is due at the time of reinstatement.</p>
<p>B. Calculating Time</p>	<p>1. <u>Cancelled Practice Permit</u> If a member is removed from the Clinical Registry as a function of a cancelled practice permit, the calculation of the 3 year period begins from the day of suspension.</p> <p>2. <u>Removal from Registry only</u> If a member is removed from the Clinical Registry at his/her request, or as a result of non-payment of the Clinical Registry renewal fee, the 3 year period is calculated from the renewal date.</p>
<p>V. Approved Clinical Social Work Supervisors</p>	
<p>A. Applicant Qualifications</p>	<p>1. To be approved as an Approved Clinical Social Work Supervisor, applicants must meet the following requirements:</p> <ul style="list-style-type: none"> a) be a member of the Clinical Social Work Registry; b) have a minimum of 5 years of post MSW experience in clinical social work; c) have completed a minimum of 30 hours of clinical supervision course work/training within the past 3 years since the date of application (an applicant may be provisionally approved pending completion of these course work/training hours); d) have provided a minimum of 100 hours of clinical social work supervision within the past 3 years since the date of application; e) have received a minimum of 15 hours of supervision of supervision by a mental health professional within the past 3 years since the date of application; f) provide 2 References from mental health professionals who can attest to your supervision skills and practice (Form D.2); g) meet standard G.1(1) of the ACSW Standards of Practice – Professional Accountability within the Profession h) complete Form D.1 and submit to Clinical Committee
<p>B. Renewal of Designation</p>	<p>1. To renew one’s designation as an Approved Clinical Social Work Supervisor, the following requirements must be met:</p> <ul style="list-style-type: none"> a) be a member of the Clinical Social Work Registry (including having completed competency requirements for the Clinical Registry); b) Must complete a Declaration of Intention to Practice as an Approved Clinical Social Work Supervisor in the annual renewal; and

	c) Must agree to conform to Standard G.1(i) of the ACSW standards of Practice.
VI. Continuing Competency	
A. Competency Requirements	<p>1. The continuing competence requirement for the Clinical Social workers are as follows:</p> <p>a) Full time: a minimum of 10 hours of clinical supervision, minimum of 20 category A credits and a total of 50 credits (no min for b or c categories)</p> <p>b) Part time: a minimum of 5 hours of clinical supervision, minimum of 10 category A credits and a total of 25 credits (no min for b or c categories)</p> <p>c) Inactive: No minimum for each category but requires a total of 10 credits</p>
VII. Decision Review	
A. Request for Review	<p>1. <u>Disagreement with a decision of the Clinical Committee</u> An applicant who disagrees with a decision made by the Clinical Committee may request a review of the decision:</p> <p>a) A request for review may be submitted, in writing, to the Clinical Social Work Committee. A request must state the specific decision and reasons for the request.</p> <p>b) The first level of review shall be by three members of the committee who were not involved in the original decision with regard to the application.</p> <p>c) If the applicant is not satisfied with the outcome of the review, the applicant may request a review by ACSW Council.</p> <p>Any request for review must be submitted within 30 days of receipt of the decision by the Committee.</p>