

CHAPTER 44G

STATE BOARD OF SOCIAL WORK EXAMINERS

Authority

N.J.S.A. 45:15BB-1 et seq.

Source and Effective Date

R.1998 d.66, effective December 23, 1997.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 44G, State Board of Social Work Examiners, expires on June 21, 2003. See: 35 N.J.R. 380(a).

Chapter Historical Note

Chapter 44G, State Board of Social Work Examiners, consisting of Subchapter 14, Fees, was adopted as R.1993 d.23, effective January 4, 1993. See: 24 N.J.R. 2523(a), 25 N.J.R. 191(a). Subchapters 1 through 5, 7 and 8 were adopted as R.1994 d.189, effective April 4, 1994. See: 25 N.J.R. 3081(a), 26 N.J.R. 1524(a). Subchapters 9 through 12 were adopted as R.1996 d.19, effective January 2, 1996. See: 27 N.J.R. 1755(a), 28 N.J.R. 189(a). Subchapter 6, Continuing Education, was adopted as R.1997 d.167, effective April 7, 1997. See: 28 N.J.R. 4733(a), 29 N.J.R. 1342(a)

Pursuant to Executive Order No. 66(1978), Chapter 44G, State Board of Social Work Examiners, was readopted as R.1998 d.66, effective December 23, 1997. See: Source and Effective Date. See, also, annotations.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. PURPOSE AND SCOPE; DEFINITIONS

- 13:44G-1.1 Purpose and scope
- 13:44G-1.2 Definitions
- 13:44G-1.3 Persons requiring licensure; persons requiring certification

SUBCHAPTER 2. AGENCY ORGANIZATION AND ADMINISTRATION

- 13:44G-2.1 Description of the Board
- 13:44G-2.2 Office location and mailing address

SUBCHAPTER 3. AUTHORIZED PRACTICE

- 13:44G-3.1 Practice as a licensed clinical social worker; scope
- 13:44G-3.2 Practice as a licensed social worker; scope
- 13:44G-3.3 Practice as a certified social worker; scope

SUBCHAPTER 4. APPLICANT QUALIFICATIONS; BOARD-APPROVED EXAMINATION; ENDORSEMENT

- 13:44G-4.1 Eligibility requirements; licensed clinical social worker
- 13:44G-4.2 Eligibility requirements; licensed social worker
- 13:44G-4.3 Eligibility requirements; certified social worker
- 13:44G-4.4 Refusal to issue, suspension or revocation of license or certification
- 13:44G-4.5 Endorsement

SUBCHAPTER 5. (RESERVED)

SUBCHAPTER 6. CONTINUING EDUCATION

- 13:44G-6.1 License and certification renewal and continuing education requirement
- 13:44G-6.2 Credit-hour requirements
- 13:44G-6.3 Approval of course offerings
- 13:44G-6.4 Sources of continuing education credits and credit-hour calculations
- 13:44G-6.5 Documentation of continuing education credit
- 13:44G-6.6 Waiver of continuing education requirements
- 13:44G-6.7 Responsibilities of continuing education sponsors

SUBCHAPTER 7. LICENSE AND CERTIFICATION RENEWALS

- 13:44G-7.1 Biennial license and certification renewal
- 13:44G-7.2 Reinstatement

SUBCHAPTER 8. CLINICAL SUPERVISION

- 13:44G-8.1 Clinical supervision

SUBCHAPTER 9. GENERAL OBLIGATIONS OF LICENSEES AND CERTIFICATE HOLDERS; UNLICENSED PRACTICE

- 13:44G-9.1 Notification of change of address; service of process
- 13:44G-9.2 Notification of change of name
- 13:44G-9.3 Unlicensed practice of social work

SUBCHAPTER 10. BUSINESS PRACTICES; PROFESSIONAL CONDUCT

- 13:44G-10.1 Display of notice of licensure or certification; notification of availability of fee information
- 13:44G-10.2 Financial arrangements with clients
- 13:44G-10.3 Licensed clinical social worker; financial arrangements with clients
- 13:44G-10.4 Conflicts of interest
- 13:44G-10.5 Professional interactions with clients
- 13:44G-10.6 Termination of services
- 13:44G-10.7 Sexual conduct, harassment; discrimination
- 13:44G-10.8 Reporting of violations by other licensees
- 13:44G-10.9 Prohibition on solicitation; unethical referrals and kick-backs
- 13:44G-10.10 Prohibition on excessive fees

SUBCHAPTER 11. ADVERTISING

- 13:44G-11.1 Definitions
- 13:44G-11.2 Advertising; general requirements
- 13:44G-11.3 Minimum content
- 13:44G-11.4 Use of professional credentials and certifications
- 13:44G-11.5 Advertisements regarding fees; required disclosures
- 13:44G-11.6 Prohibited types or methods of advertising
- 13:44G-11.7 Use of testimonials
- 13:44G-11.8 Retention of advertisements

SUBCHAPTER 12. CLIENT RECORDS; CONFIDENTIALITY

- 13:44G-12.1 Preparation and maintenance of client records
- 13:44G-12.2 Use of computer to prepare client records
- 13:44G-12.3 Confidentiality
- 13:44G-12.4 Release of client record

SUBCHAPTER 13. (RESERVED)

SUBCHAPTER 14. FEES

- 13:44G-14.1 Fees

SUBCHAPTER 1. PURPOSE AND SCOPE;
DEFINITIONS

13:44G-1.1 Purpose and scope

(a) The rules contained in this chapter implement the provisions of the Social Workers' Licensing Act of 1991, P.L. 1991, c.134, and regulate the profession of social work within the State of New Jersey.

(b) This chapter shall apply to any individual licensed or certified by the State Board of Social Work Examiners, regardless of the setting where the individual is working.

(c) This chapter shall not apply to those individuals exempt from the provisions of the Act pursuant to N.J.S.A. 45:15BB-5.

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).
Rewrote (b) and (c).

13:44G-1.2 Definitions

The following words and terms, as used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Clinical social work" means the professional application of social work methods and values in the assessment and psychotherapeutic counseling of individuals, families, or groups.

"Clinical social work services" means social work services which may be performed only by a licensed clinical social worker or a licensed social worker under supervision pursuant to N.J.A.C. 13:44G-8. Clinical social work services include, but are not limited to, the following:

1. Clinical assessment, defined as the process of evaluation in which a licensed clinical social worker or a licensed social worker conducts a differential, individualized and accurate identification of the psycho-social/behavioral problems existing in the life of the individual client, the family or group for the purpose of establishing a plan to implement a course of psychotherapeutic counseling. A clinical social work assessment includes, but is not limited to, a mental status examination and a psychosocial history. The clinical social worker may utilize currently accepted diagnostic classifications including, but not limited to, the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders, as amended and supplemented.

2. Clinical consultation, defined as ongoing case discussion and evaluation focusing on, but not limited to, clinical social work data, clinical goals and treatment plans for the implementation of psychotherapeutic counseling with individuals, groups and families. Clinical consultation may also include intervention with appropriate individuals and entities;

3. Psychotherapeutic counseling, defined as ongoing interaction between a social worker and an individual, family or group for the purpose of helping to resolve symptoms of mental disorder, psychosocial stress, relationship problems or difficulties in coping with the social environment;

4. Client centered advocacy, defined as the service in which, as part of the psychotherapeutic process, the social worker functions on behalf of individuals, families or groups to bring about or influence change to improve the quality of life, enhance empowerment and assure the basic rights of the client; and

5. Clinical supervision of individuals pursuant to the standards set forth in N.J.A.C. 13:44G-8.1.

"Social work" means the activity directed at enhancing, protecting or restoring a person's capacity for social functioning, whether impaired by physical, environmental, or emotional factors.

"Social work services" means services which may be performed only by a Board licensee or certificate holder. Social work services include, but are not limited to, the following:

1. "Social work assessment," defined as identifying problems and gathering sufficient information to make referrals and to determine and implement a plan of social care and action;

2. "Social work counseling," defined as the professional application of social work methods and values in advising and providing guidance to individuals, families or groups for the purpose of enhancing, protecting or restoring the capacity for coping with the social environment, exclusive of the practice of psychotherapy and includes giving advice, delineating alternatives, helping to articulate goals and providing needed information.

3. "Social work consultation," defined as discussion and evaluation focusing on data, goals and objectives, including intervention with individuals, agencies, businesses, organizations, groups and communities for purposes of problem solving;

4. "Social work planning," defined as specifying future objectives, evaluating the means for achieving them, including identifying appropriate resources, and making deliberate choices about appropriate courses of action in order to enhance social well-being;

5. "Social work community organization," defined as the process of social interaction and the method of social work concerned with meeting broad needs and bringing about and maintaining adjustment between needs and resources in a community or other areas; helping people to deal more effectively with their problems and objectives by helping them develop, strengthen and maintain qualities of participation, self-direction and cooperation; and bringing about changes in community and group relationships and in the distribution of decision-making power. The community which is the primary client may be an organization, neighborhood, city, county, state or national entity;

6. "Social work policy," defined as the practice concerned primarily with translating laws, technical knowledge and administrative rulings into organizational goals and operational policies to guide organizational behavior; designing organizational structure and procedures or processes through which social work goals can be achieved; securing resources in the form of material, staff and clients; and obtaining the public support necessary for attaining social work goals;

7. "Social work administration," defined as applying specialized social work knowledge, skills and techniques to the coordinated totality of activities in a social welfare organization in order to transform policies into services; also, a method of practice by which the social worker plans, assigns, coordinates, evaluates and mediates the interdependent tasks, functions, personnel, and activities that are called upon to achieve the mission of the organization;

8. "Social work research," defined as the formal organization and the methodology of data collection and the analysis and evaluation of data; and

9. "Social work client-centered advocacy," defined as the service in which the social worker functions on behalf of individual clients, groups, or other entities including, but not limited to, social work and governmental agencies, and specific issues related to those organizations. The purpose of client centered advocacy is to bring about or influence change to improve the quality of life, enhance empowerment and assure the basic rights of the entity or individual being served by the social worker.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In "Social work services", inserted new 2, "Social work counseling", and recodified former 2 through 8 as 3 through 9.

13:44G-1.3 Persons requiring licensure; persons requiring certification

Unless exempted from licensure or certification pursuant to N.J.S.A. 45:15BB-5, a person whose activities are within the scope of practice of N.J.A.C. 13:44G-3.1 is required to be licensed as a clinical social worker; a person whose activities are within the scope of practice of N.J.A.C. 13:44G-3.2 is required to be licensed as a social worker;

and a person whose activities are within the scope of practice of N.J.A.C. 13:44G-3.3 is required to be certified as a social worker.

SUBCHAPTER 2. AGENCY ORGANIZATION AND ADMINISTRATION

13:44G-2.1 Description of the Board

(a) The State Board of Social Work Examiners, created in the Division of Consumer Affairs, Department of Law and Public Safety, pursuant to P.L. 1991, c.134, shall consist of nine members as follows:

1. Two public members;
2. The Commissioner of Human Services, or his or her designee;
3. Three individuals who have been actively engaged in the practice of social work for at least five years immediately preceding their appointment and, except for members first appointed, licensed or certified pursuant to P.L. 1991, c.124, as follows:
 - i. A licensed clinical social worker;
 - ii. A licensed social worker; and
 - iii. A certified social worker; and
4. Three individuals who, except for members first appointed, shall be licensed or certified pursuant to P.L. 1991, c. 124, as follows:
 - i. A social work educator representing a baccalaureate level program;
 - ii. A social work educator representing a master's level program; and
 - iii. A social worker with a doctorate level degree.

(b) The Governor shall appoint all Board members other than the Commissioner of Human Services or his or her designee. Except for members first appointed, all Board members shall be appointed for three-year terms.

(c) The Director of the Division of Consumer Affairs shall appoint an Executive Director and may hire any assistants as are necessary to administer the work of the Board.

13:44G-2.2 Office location and mailing address

The offices of the Board are located at 124 Halsey Street, Newark, New Jersey 07102. The mailing address of the Board is Post Office Box 45033, Newark, New Jersey 07101.

SUBCHAPTER 3. AUTHORIZED PRACTICE

13:44G-3.1 Practice as a licensed clinical social worker; scope

(a) The scope of practice of a licensed clinical social worker includes, but is not limited to:

1. Clinical social work services. Clinical social work services include, but are not limited to, clinical assessment, clinical consultation, psychotherapeutic counseling, client centered advocacy, and clinical supervision of individuals pursuant to the standards set forth in N.J.A.C. 13:44G-8.1. These terms are more specifically defined in N.J.A.C. 13:44G-1.2; and

2. Social work services. Social work services include, but are not limited to, social work assessment, social work consultation, social work counseling, social work planning, social work community organization, social work policy, social work administration, social work research, and social work client-centered advocacy. These terms are more specifically defined in N.J.A.C. 13:44G-1.2.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a)2, inserted a reference to social work counseling.

13:44G-3.2 Practice as a licensed social worker; scope

(a) The scope of practice of a licensed social worker includes, but is not limited to:

1. Social work services. Social work services include, but are not limited to, social work assessment, social work counseling, social work consultation, social work planning, social work community organization, social work policy, social work administration, social work research, and social work client-centered advocacy. These terms are more specifically defined in N.J.A.C. 13:44G-1.2; and

2. Clinical social work services, under the supervision of a licensed clinical social worker or other supervisor acceptable to the Board pursuant to the clinical supervision standards set forth in N.J.A.C. 13:44G-8.1. Clinical social work services include, but are not limited to, clinical assessment, clinical consultation, psychotherapeutic counseling and client centered advocacy. A licensed social worker may not, however, provide clinical supervision. These terms are more specifically defined in N.J.A.C. 13:44G-1.2.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a)1, inserted a reference to social work counseling; and in (a)2, inserted a reference to other supervisors, and deleted former i and ii.

13:44G-3.3 Practice as a certified social worker; scope

(a) The scope of practice of a certified social worker includes, but is not limited to, social work services. Social work services include, but are not limited to, social work assessment, social work consultation, social work counseling, social work planning, social work community organization, social work policy, social work administration, social work research, and social work client-centered advocacy. These terms are more specifically defined in N.J.A.C. 13:44G-1.2.

(b) A certified social worker shall not engage in clinical social work services.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), inserted a reference to social work counseling.

SUBCHAPTER 4. APPLICANT QUALIFICATIONS;
BOARD-APPROVED EXAMINATION;
ENDORSEMENT**13:44G-4.1 Eligibility requirements; licensed clinical social worker**

(a) For purposes of this section, "two years of full-time clinical social work" means 1,920 hours of face-to-face client contact within any three consecutive year period subsequent to earning a master's degree in social work under direct supervision pursuant to the standards set forth in N.J.A.C. 13:44G-8.1.

(b) An applicant for licensure as a clinical social worker shall submit the following, on forms provided by the Board.

1. A completed application form, which requests information concerning the applicant's educational and experiential background;

2. The application fee set forth in N.J.A.C. 13:44G-14.1;

3. An official transcript indicating that the applicant:

i. Received a master's degree in social work from an educational program accredited, or in candidacy for accreditation, by the Council on Social Work Education; or a doctorate degree in social work from an accredited institution of higher education;

ii. Completed 12 semester hours of graduate level course work in methods of clinical social work practice, exclusive of field placement, from an educational program accredited, or in candidacy for accreditation, by the Council on Social Work Education. The applicant shall obtain 12 credits in any of the following areas of study:

(1) Human behavior and the social environment;

(2) Diagnosis and assessment in social work practice;

(3) Models of psychotherapy or clinical practice (for example, psychodynamic, behavioral, cognitive therapies, task-centered, psychosocial, crisis intervention approaches, etc.);

(4) Clinical supervision and consultation; and/or

(5) Intervention with special populations;

4. A supervisor's certification, or the applicant's affidavit in lieu of supervisor's certification, indicating that the applicant has acquired two years of full-time clinical social work experience under supervision within a period of not less than two, and not more than three consecutive years;

5. Proof that the applicant has successfully completed the clinical examination administered by the American Association of State Social Work Boards; and

6. Proof that the applicant was a licensed social worker at the time that the experience in (a) above was acquired, or proof that the applicant engaged in social work practice in a setting in which licensure is not required pursuant to N.J.S.A. 45:15BB-5.

Amended by R.1996 d.19, effective January 2, 1996.

See: 27 N.J.R. 1755(a), 28 N.J.R. 189(a).

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), inserted "subsequent to earning a master's degree in social work"; and in (b), rewrote 4, deleted "unless the applicant is applying for licensure without examination pursuant to the provisions of N.J.A.C. 13:44G-5.1" in 5, and added 6.

Cross References

Exemption, see N.J.A.C. 13:44G-4.5.

13:44G-4.2 Eligibility requirements; licensed social worker

(a) An applicant for licensure as a social worker shall submit the following, on forms provided by the Board:

1. A completed application form, which requests information concerning the applicant's educational and experiential background;

2. The application fee set forth in N.J.A.C. 13:44G-14.1;

3. An official transcript indicating that the applicant has received a master's degree in social work from an educational program accredited, or in candidacy for accreditation, by the Council on Social Work Education; or a doctorate in social work from an accredited institution of higher education; and

4. Proof of successful completion of the intermediate examination administered by the American Association of State Social Work Boards.

i. An applicant pursuing a master's degree in social work and enrolled in the last semester of an educational program accredited or in candidacy for accreditation by the Council on Social Work Education is eligible to take the intermediate examination.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a)4, deleted "unless the applicant is applying for licensure pursuant to the provisions of N.J.A.C. 13:44G-5.2", and added i.

Cross References

Exemption, see N.J.A.C. 13:44G-4.5.

13:44G-4.3 Eligibility requirements; certified social worker

(a) An applicant for certification as a social worker shall submit the following, on forms provided by the Board:

1. A completed application form, which requests information concerning the applicant's educational and experiential background;

2. The application fee set forth in N.J.A.C. 13:44G-14.1; and

3. The following documents:

i. An official transcript indicating that the applicant has received a baccalaureate degree in social work from an educational program accredited, or in candidacy for accreditation, by the Council on Social Work Education; or

ii. An official transcript indicating that the applicant acquired a baccalaureate degree prior to April 6, 1995, from an accredited institution of higher education in one of the following fields: Guidance and Counseling, Human Services, Marriage and Family Counseling, Psychology, Sociology, Vocational/Disability Rehabilitation, and Social Work (from institutions not accredited, or in candidacy for accreditation, by the Council on Social Work Education) and an affidavit or other form as the Board may require attesting to the applicant having acquired one year of full-time social work experience (1,600 hours in any consecutive 18-month period) prior to April 6, 1995.

Amended by R.1996 d.423, effective September 3, 1996.

See: 28 N.J.R. 2319(a), 28 N.J.R. 4103(a).

In (a)3 deleted exception for applicants applying for certification under 13:44G-5.3 and added provision for applicants acquiring baccalaureate degrees prior to April 6, 1995.

13:44G-4.4 Refusal to issue, suspension or revocation of license or certification

The Board may refuse to issue or renew or may suspend or revoke any license or certification issued by the Board, after an opportunity to be heard pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., for any of the reasons set forth in N.J.S.A. 45:1-21.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

13:44G-4.5 Endorsement

(a) An applicant who is licensed or registered under the laws of a state, territory or jurisdiction of the United States and who otherwise meets the requirements of N.J.A.C. 13:44G-4.1 and 4.2 may be exempted from the examination requirements of N.J.A.C. 13:44G-4.1 and 4.2 provided that:

1. The educational and experiential requirements of the state, territory or jurisdiction are substantially the same as the requirements of the Social Workers' Licensing Act of 1991; and

2. The applicant has passed an examination similar to the Board-approved examination.

(b) An applicant for licensure pursuant to this section shall submit the following to the Board:

1. A completed application form, which requests information concerning the applicant's educational and experiential background;

2. The application fee set forth in N.J.A.C. 13:44G-14.1;

3. The documentation required pursuant to N.J.A.C. 13:44G-4.1 or 4.2 relative to educational and experiential requirements for the type of licensure sought; and

4. Examination results.

Recodified from 13:44G-5.4 by R.1998 d.66, effective January 20, 1998. See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a)2, substituted "passed" for "taken".

SUBCHAPTER 5. (RESERVED)

Subchapter Historical Note

Subchapter 5, Licensure Without Examination; Certification Without Proof of Educational Criteria; Endorsement, consisting of N.J.A.C. 13:44G-5.1 through 13:44G-5.3, was repealed by R.1998 d.66, effective January 20, 1998. See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

SUBCHAPTER 6. CONTINUING EDUCATION

13:44G-6.1 License and certification renewal and continuing education requirement

Any applicant who applies for a license or certification renewal for the biennial period commencing September 1, 1998 or any following renewal period shall confirm on the renewal application that the applicant has completed Board-approved continuing professional education programs of the types and number of credits specified in N.J.A.C. 13:44G-6.2, 6.3 and 6.4. The Board shall not issue a license or certification renewal to any applicant who fails to confirm that the applicant has completed the continuing professional education requirements unless the Board issues the applicant a valid waiver pursuant to N.J.A.C. 13:44G-6.6.

13:44G-6.2 Credit-hour requirements

(a) An applicant for a biennial license or certification renewal for the period commencing September 1, 1998 shall complete, during the preceding biennial period, a minimum of 10 credits of continuing education. A licensed clinical social worker shall complete at least five of the 10 credits in courses or programs directly related to clinical practice. For any biennial renewal period thereafter, an applicant shall complete a minimum of 20 credits of continuing education. A licensed clinical social worker shall complete at least 10 of the 20 credits in courses or programs directly related to clinical practice.

(b) If an applicant for renewal initially obtains a license or certificate within the second year of a biennial license period, the applicant shall complete not fewer than one-half of the minimum required credits of continuing education. A licensed clinical social worker shall complete at least five of the 10 credits in programs which directly relate to clinical practice.

(c) If the licensee or certificate holder earns more than 20 credits during a biennial period, the licensee or certificate holder may carry a maximum of five surplus credits into a succeeding biennial period.

13:44G-6.3 Approval of course offerings

(a) Licensees or certificate holders shall obtain pre-approval from the Board in order to receive continuing education credit for all continuing education programs except as follows:

1. Coursework which a licensee or certificate holder completes or is appointed to teach in an educational program accredited, or in candidacy for accreditation, by the Council on Social Work Education (CSWE);

2. Programs for which the sponsor has obtained Board-approval; and

3. Instances where the Board determines that prior approval is not reasonably obtainable.

(b) The Board shall grant continuing education credit only for programs which are directly related to social work practice as noted in (c) below, and which are advertised and available on a nondiscriminatory basis.

(c) The following are acceptable content areas for continuing education:

1. Theories and concepts of human behavior and the social environment;

2. Social work practice, knowledge and skills;

3. Social work research, program evaluation or practice evaluation;

4. Management/administration/social policy;

5. Social work ethics; and

6. Any area which the Board deems to be of current importance.

(d) The following are unacceptable content areas for continuing education:

1. Personal development; and
2. Supervisory sessions.

(e) The Board shall maintain a list of all approved programs, courses and seminars at its offices.

(f) All licensees seeking pre-approval for continuing education programs shall forward the appropriate review fee as set forth in N.J.A.C. 13:44G-14.1.

13:44G-6.4 Sources of continuing education credits and credit-hour calculations

(a) The Board shall grant credit only for continuing education programs that are at least one instructional hour long, and are directly related to social work practice. For purposes of this subchapter, an "instructional hour" represents a 60-minute clock hour with no less than 50 minutes of content within the hour. Programs may include one 10-minute break for each instructional hour.

(b) A licensee or certificate holder shall complete and be able to verify such completion of a continuing education offering in order to receive any continuing education credit. The Board shall grant a licensee or certificate holder continuing education credit for each two-year period as follows:

1. Attendance at continuing education programs available at international, national, State, regional or sub-regional conferences: one credit for each hour of attendance;

2. Attendance at continuing education programs offered at accredited academic institutions: one credit for each hour of attendance.

3. Academic coursework:

- i. Coursework in an educational program accredited, or in candidacy for accreditation, by the CSWE: three continuing-education credits for each course credit awarded beyond the required educational standards which the social worker must complete for licensure or certification as set forth in N.J.A.C. 13:44G-4.1(b)3i, 4.2(a)3 and 4.3(a)3.

- ii. Coursework in an educational program not accredited, or not in candidacy for accreditation by the CSWE: three continuing education credits for each course credit awarded;

4. A refereed article published in a professional journal within the preceding biennial period: nine credits per article;

5. Teaching appointments for courses offered in accredited institutions: 15 credits for each new course

which a licensee or certificate holder teaches. For the purposes of this subsection, "new" represents a course that the licensee or certificate holder has not taught previously in any educational setting;

6. Presentations at workshops, training sessions and seminars: one and one-half credits for each hour of a new offering up to a maximum of nine credits; and

7. In-service training, excluding job orientation sessions: one credit for each hour of training.

13:44G-6.5 Documentation of continuing education credit

(a) A licensee or certificate holder shall keep comprehensive records of the continuing education hours which the licensee or certificate holder completes in order to verify program attendance or activity completion. Each licensee and certificate holder shall submit such documentation to the Board upon its request.

(b) The licensee or certificate holder shall verify attendance at approved continuing education programs by a certificate of attendance or by a statement from the instructor of the offering. The verification shall include the name of the licensee or certificate holder, the name of the sponsor, the title, location and date of the offering, the signature of a program official and the number of continuing education hours.

(c) The licensee or certificate holder shall verify individual activities by retaining the following:

1. For publications, a copy of the published article;

2. For presentations, copies of the program, syllabus, outlines and bibliographies;

3. For teaching appointments, copies of the syllabus, bibliography, course outline and verification from the academic institution that the course was not previously offered.

(d) A licensee or certificate holder shall verify completion of academic coursework by an official transcript.

(e) A licensee or certificate holder shall maintain verification records for five years following the renewal period for which the Board has granted the licensee or certificate holder continuing education credit.

13:44G-6.6 Waiver of continuing education requirements

(a) The Board may, at its discretion, waive continuing education requirements on an individual basis for reasons of hardship such as illness, disability, active service in the military or other good cause.

(b) A licensee or certificate holder who seeks a waiver of the continuing education requirements shall provide to the Board, in writing, the specific reasons for requesting the

waiver and such additional information as the Board may request in support of the waiver.

13:44G-6.7 Responsibilities of continuing education sponsors

(a) A continuing education sponsor shall obtain board approval for each course offered and advertised as satisfying continuing education requirements.

(b) The continuing education sponsor shall submit the following for each course for which the sponsor seeks approval:

1. A detailed description of course content and hours of instruction;
2. A curriculum vitae of the lecturer, including specific background which demonstrates that the lecturer is reputable and qualified in the area of instruction; and
3. The fee required pursuant to N.J.A.C. 13:44G-14.1.

(c) The sponsor shall not make substantive changes to an approved course or program, such as a change in course content or instructor, without prior notice to, and approval by, the Board.

(d) The sponsor shall monitor attendance at each approved course and furnish to each enrollee a verification of attendance, which shall include at least the following information:

1. Title, date and location of course offering;
2. Name and license or certificate number of the attendee;
3. Number of credits awarded; and
4. Name and signature of officer or responsible party.

(e) At the conclusion of the program, the sponsor shall solicit evaluations from both the participants and the instructor. The sponsor shall retain the evaluations for three years.

(f) Continuing education programs shall be offered on a non-discriminatory basis. Nothing in this section implies that membership organizations may not discount the cost of attending continuing education programs for dues-paying members, or that agencies may not seek accreditation for programs offered to staff only.

SUBCHAPTER 7. LICENSE AND CERTIFICATION RENEWALS

13:44G-7.1 Biennial license and certification renewal

(a) Prior to the expiration of the current biennial period, the licensee or certificate holder shall complete and sign the Board's biennial renewal notice form and shall forward the form to the Board together with the biennial renewal fee.

(b) If the licensee or certificate holder fails to renew his or her license or certification on or before the date specified in the biennial renewal notice, the license or certification shall automatically expire and the individual shall immediately cease practice.

(c) Each licensee or certificate holder is responsible for license or certificate renewal prior to the applicable expiration date. Failure to receive the renewal notice form shall not be a defense to untimely renewal.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (b), inserted a reference to certificate holders; and added (c).

13:44G-7.2 Reinstatement

(a) If a license or certificate expires due to nonpayment of a biennial renewal fee, it may be reinstated within five years upon application to the Board, payment of the biennial license or certification fee and the reinstatement fee as set forth in N.J.A.C. 13:44G-14, and demonstration that any other requirements for license or certificate renewal have been met.

(b) The Board will not renew a license or certificate if the renewal application is submitted to the Board more than five years after the date of license or certificate expiration. In such event, the individual shall be required to apply for an initial license and to take the Board-approved examination or to apply for initial certification.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), inserted a reference to certificates.

SUBCHAPTER 8. CLINICAL SUPERVISION

13:44G-8.1 Clinical supervision

(a) All licensed social workers engaged in clinical social work practice shall have clinical supervision in accordance with the following standards:

1. Clinical supervision shall consist of contact between a social worker and a supervisor during which at least the following occurs:
 - i. The social worker apprises the supervisor of the diagnosis and treatment of each client;
 - ii. The social worker's cases are discussed;
 - iii. The supervisor provides the social worker with oversight and guidance in diagnosing and treating clients;
 - iv. The supervisor regularly reviews and evaluates the professional work of the social worker; and

v. The supervisor provides at least one hour of face-to-face individual or group clinical supervision per week.

2. Clinical supervision may be rendered by:

- i. A clinical social worker licensed by this State;
- ii. A Board certified psychiatrist licensed by the New Jersey Board of Medical Examiners;
- iii. A psychologist licensed by the New Jersey Board of Psychological Examiners; or
- iv. Any other supervisor the Board may deem acceptable.

3. All applicants shall obtain the Board's prior written approval of any person rendering supervision other than a person identified in (a)2i through iii above.

4. The supervisor shall retain responsibility for the standards of clinical social work practice with respect to treatment being rendered to the client.

5. The supervisor shall refer the clients to the social worker unless the social worker is employed by an agency and obtains supervision pursuant to (d) below.

6. The supervisor or the supervisor's employer shall receive the fee paid by clients for services performed by the social worker engaged in a supervisory relationship.

(b) Prior to commencement of the supervisory relationship, each social worker shall provide the supervisor with proof of licensure.

(c) A supervisor shall oversee a maximum of six social workers pursuing the two years of full-time clinical social work experience as set forth in N.J.A.C. 13:44G-4.1.

1. A supervisor who provides group supervision shall oversee a maximum of four social workers in any single group.

(d) Upon written consent of the employer, the social worker shall arrange for off-premises supervision, where no supervision is available onsite.

1. In the case of supervision received through fee for services, the social worker shall obtain the client's written consent to disclose documentation to the supervisor.

(e) The social worker shall disclose that he or she is practicing under supervision, and shall identify the supervisor for the client.

(f) All social workers shall ensure that the supervisor provides progress reports concerning the social worker to the social worker and the employer on at least a quarterly basis.

1. The progress report shall contain an assessment of at least the following information concerning the social worker:

- i. Ability to establish a professional relationship;
- ii. Ability to assess client's needs and to plan appropriate interventions;
- iii. Ability to make interventions appropriate to client needs;
- iv. Ability to be flexible in choosing and changing interventions as appropriate;
- v. Ability to assess prudently the supervisee's own capacities and skills in a professional situation;
- vi. Ability to work effectively in a one-to-one relationship;
- vii. Ability to work effectively in a group situation;
- viii. Ability to work effectively where systems level interventions are required; and
- ix. A detailed description of any areas of concern which the supervisor perceives in the social worker's performance.

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).
Rewrote the section.

SUBCHAPTER 9. GENERAL OBLIGATIONS OF LICENSEES AND CERTIFICATE HOLDERS; UNLICENSED PRACTICE

13:44G-9.1 Notification of change of address; service of process

(a) Each licensee and certificate holder shall notify the Board, in writing, within 30 days of any change in the address on file with the Board and shall specify whether the address is a residence or employment address.

(b) Service of an administrative complaint or other process initiated by the Board, the Attorney General or the Division of Consumer Affairs at the address on file with the Board shall be deemed adequate notice for the commencement of any inquiry or disciplinary proceeding.

(c) Each licensee and certificate holder shall, within 30 days of receiving a notice of disciplinary action taken against the licensee or certificate holder in another jurisdiction, report to the Board in writing his or her receipt of such notification.

13:44G-9.2 Notification of change of name

(a) Any licensee or certificate holder whose name has been legally changed shall forward to the Board by certified mail, return receipt requested, no later than 30 days following the change of name the following:

1. Legal evidence of such change; and
2. A copy of the licensee or certificate holder's original license or certificate with proof that he or she is the same person to whom the Board issued the license or certificate.

(b) Upon receipt of the items set forth in (a) above, the Board shall issue to the individual a new license or certificate.

(c) Upon receipt of the new license or certificate as set forth in (b) above, the licensee or certificate holder shall immediately remit the original license or certificate to the Board.

New Rule, R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

Former N.J.A.C. 13:44G-9.2, "Unlicensed practice of social work" recodified to N.J.A.C. 13:44G-9.3.

13:44G-9.3 Unlicensed practice of social work

(a) The following acts or practices shall be deemed to be the unlicensed practice of social work:

1. Offering or rendering social work services by any person other than a licensed clinical social worker, a licensed social worker or a certified social worker or any person who is not exempt from licensure under the Social Workers' Licensing Act, N.J.S.A. 45:15BB-5.
2. The use by any person other than a licensed clinical social worker, a licensed social worker or a certified social worker of any title or designation that includes the words social worker or social work or that may mislead the public, such as, but not limited to, social worker, licensed clinical social worker, licensed social worker, certified social worker, medical social worker, social work technician; and any of the abbreviations SW, LCSW, LSW, CSW, SWT or similar abbreviations. Licensed and certified social workers shall use only the title or designation corresponding to the license or certification held.
3. Engaging in the independent practice of clinical social work for a fee by any person other than a licensed clinical social worker.
4. Offering or rendering clinical social work services by a licensed social worker, unless the licensed social worker is under supervision pursuant to N.J.A.C. 13:44G-3.2 and 8.1.

5. Offering or rendering clinical social work services by an individual working in a nonprofit organization, and possessing a master's degree in social work from an educational program accredited, or in candidacy for accreditation, by the Council on Social Work Education, unless that individual possesses a license issued by the Board.

6. Offering or rendering clinical social work services by a certified social worker.

Recodified from N.J.A.C. 13:44G-9.2 and amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), inserted new 5 and recodified former 5 as 6.

**SUBCHAPTER 10. BUSINESS PRACTICES;
PROFESSIONAL CONDUCT**

13:44G-10.1 Display of notice of licensure or certification; notification of availability of fee information

(a) All licensed or certified social workers employed in an agency setting and licensed clinical social workers conducting independent practice shall ensure that the following notices are prominently displayed in a waiting room or other area where they will be visible to the social worker's clients:

1. "Social workers are licensed or certified by the Board of Social Work Examiners, an agency of the Division of Consumer Affairs. You may notify the Board of any complaint relative to the practice conducted by a social worker. The Board's address is Division of Consumer Affairs, Board of Social Work Examiners, Post Office Box 45033, 124 Halsey Street, Newark, New Jersey 07101."
2. "INFORMATION ON PROFESSIONAL FEES IS AVAILABLE TO YOU ON REQUEST."

13:44G-10.2 Financial arrangements with clients

(a) Fees for social work services and clinical social work services shall be reasonable and commensurate with the status and experience of the social worker when compared with fees of social workers offering like services or treatment in the geographic area and shall be consistent with the provisions of N.J.A.C. 13:44G-10.10 prohibiting excess fees.

(b) Where payment of the usual fee would be a hardship, a social worker shall refer the client to other sources for provision of needed services.

(c) Before providing social work services or clinical social work services, a licensee or certificate holder shall assist the client to understand financial arrangements. The information shall include, but not be limited to:

1. The identity of the person or entity responsible for payment of the fee for services;
2. The fee for services or the basis for determining the fee to be charged;
3. Whether the licensee or certificate holder will accept installment payments; and
4. The financial consequences, if any, of missed appointments.

(d) The provisions of this section shall not apply to a social worker in an agency setting.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), inserted a reference to clinical social work services; and added (c) and (d).

13:44G-10.3 Licensed clinical social worker; financial arrangements with clients

(a) In addition to complying with N.J.A.C. 13:44G-10.2, a licensee providing clinical social work services shall prepare and maintain a written list of current fees for standard services and, upon request, shall provide the list to clients.

(b) The licensee shall include all of the following information on the list:

1. Whether Medicaid clients are accepted;
2. Whether Medicare clients are accepted;
3. Whether other third party payor plans are accepted;
4. Whether insurance payments (excluding deductible and copay) are accepted as payment in full; and
5. Whether special fee categories are available, such as senior citizens or members of designated groups (for example, preferred provider plan members).

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), inserted a reference to N.J.A.C. 13:44G-10.2; and deleted former (c).

13:44G-10.4 Conflicts of interest

(a) A social worker providing social work services shall not provide those services in circumstances that would be expected to limit the social worker's objectivity and impair professional judgment or increase the risk of exploitation.

(b) A social worker providing clinical social work services shall not enter into any relationship that would be expected to limit objectivity and impair professional judgment or increase the risk of exploitation. Examples of such relation-

ships include, but are not limited to, professional treatment of employees, tenants, students, supervisors, close friends or relatives and supervision of close friends and relatives.

(c) A social worker who has identified a conflict of interest shall notify the parties involved and shall take action to eliminate the conflict.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

Added (a); redesignated former (a) as (b), and added a reference to supervision of close friends and relatives; and deleted former (b).

13:44G-10.5 Professional interaction with clients

(a) A social worker shall advise the client or the client's legal guardian, in terms the client or guardian can understand, of the nature and purposes of the services to be rendered and the limits and obligations associated with such services, including, but not limited to, circumstances where the confidential information may be requested and where disclosure of the confidential information may be legally required. The disclosure shall occur as soon as possible in the social worker-client relationship and, as needed, through the course of the relationship.

(b) A social worker shall not provide social work services while under the influence of alcohol or any mind altering drug that impairs delivery of services.

(c) A social worker shall obtain competent professional assistance in order to determine whether to voluntarily suspend, terminate or limit the scope of the social worker's professional and/or scientific activities which are foreseeably likely to lead to inadequate performance or harm to a client, colleague, student or research participant.

(d) When interacting with a research subject, a social worker shall observe research requirements consistent with accepted standards of practice.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

Rewrote (a).

13:44G-10.6 Termination of services

(a) A social worker shall terminate services to a client when the services are no longer required or no longer meet the client's needs or interests.

(b) A social worker shall not abandon or neglect a client in need of professional services without making reasonable arrangements for the continuation of such care or offering to help the client find alternative sources of assistance.

(c) A social worker who anticipates the termination or interruption of services to a client shall notify the client promptly and seek the transfer, referral or continuation of service in relation to the client's needs and preferences.

13:44G-10.7 Sexual conduct, harassment; discrimination

(a) As used in this section, the following terms shall have the following meanings unless the context indicates otherwise:

1. "Client" means any person who is the recipient of a professional social work service rendered by a social worker. "Client," for purposes of this section, also means a person who is the recipient of professional social work services even if those services are unrelated to ongoing social work services.

2. "Client-social worker relationship" means an association between a social worker and a client wherein the social worker owes a continuing duty to the client to be available to render professional social work services consistent with his or her training and experience.

3. "Harassment" means deliberate or repeated comments, contacts, or gestures which intimidate or offend an individual on the basis of that individual's race, religion, color, national origin, marital status, sexual orientation, physical or mental disability or any other preference or personal characteristic, condition or status.

4. "Sexual contact" means the knowing touching of a person's body directly or through clothing, where the circumstances surrounding the touching would be construed by a reasonable person to be motivated by the social worker's own prurient interest or for sexual arousal or gratification. "Sexual contact" includes, but is not limited to, the imposition of a part of the licensee's body upon a part of the client's body, sexual penetration, or the insertion or imposition of any object or any part of a licensee or client's body into or near the genital, anal or other opening of the other person's body.

5. "Sexual harassment" means solicitation of any sexual act, physical advances, or verbal or non-verbal conduct that is sexual in nature, and which occurs in connection with a social worker's activities or role as a provider of social work services, and that is unwelcome, offensive to a reasonable person, or creates a hostile workplace environment, and the licensee knows, should know or is told this; or is sufficiently severe or intense to be abusive to a reasonable person in that context. "Sexual harassment" may include conduct of a non-sexual nature if it is based upon the sex of an individual. "Sexual harassment" may consist of a single extreme or severe act or of multiple acts and may include, but is not limited to conduct of a licensee with a client, co-worker, employee, student or supervisee whether or not such individual is in a subordinate position to the licensee.

(b) A social worker shall not accept as a client an individual who, within the immediately preceding 24 months, was the social worker's sexual partner.

(c) A social worker shall not engage in sexual contact with a client with whom the social worker has a client-social worker relationship, a former client to whom any social work services were rendered within the immediately preceding 24 months, a current student, a supervisee or supervisor or a research participant.

1. The 24 month limitation shall not apply, and the prohibition shall extend indefinitely, in circumstances where the former client is or should be recognized by the social worker as clearly vulnerable by reason of emotional or cognitive disorder to exploitive influence by the social worker.

(d) A social worker shall not condone or engage in sexual harassment or harassment.

(e) A social worker shall not condone or engage in any form of discrimination on the basis of an individual's race, age, religion, color, national origin, marital status, gender, sexual orientation, physical or mental disability or any other preference or personal characteristic, condition or status.

(f) A social worker shall not seek or solicit sexual contact with a client, and shall not seek or solicit sexual contact with any person in exchange for professional services.

(g) A social worker shall not engage in any discussion of an intimate sexual nature with a client, unless that discussion is related to legitimate client needs. Such discussion shall not include disclosure by the social worker of his or her own intimate sexual relationships.

(h) A social worker shall not promote, permit or condone sexual contact between group members in therapy groups.

(i) A social worker shall not engage in any other activity which would lead a reasonable person to believe that the activity serves the social worker's personal prurient interests, is for the sexual arousal or the sexual gratification of the social worker or the client, or constitutes the sexual abuse of the social worker or the client.

(j) It shall not be a defense to any action under this section that:

1. The client solicited or consented to sexual contact with the social worker; or

2. The social worker was in love with or had affection for the client.

(k) Violation of any of the prohibitions or directives set forth herein shall be deemed to constitute gross or repeated malpractice pursuant to N.J.S.A. 45:1-21(c) or (d) or professional misconduct pursuant to N.J.S.A. 45:1-21(e).

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).
Rewrote the section.

2. The additional services contemplated and the fee to be charged therefor. In the absence of such disclosures, the social worker shall be prohibited from charging an additional fee for the advertised service; and

3. The period during which the advertised fee will remain in effect. In the absence of such disclosure, the advertisement shall be deemed to be effective for 30 days from the date of its initial publication.

(c) The advertisement of any specific fee shall not preclude the social worker from decreasing the fee or waiving the fee in individual circumstances.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), substituted a reference to social work services for a reference to professional services.

13:44G-11.6 Prohibited types or method or methods of advertising

(a) A social worker shall not guarantee that satisfaction or a cure will result from the performance of professional services.

(b) A social worker shall not communicate information that may identify a client without the client's written consent.

(c) A social worker shall not offer a professional service which the social worker knows or should know is beyond his or her ability to perform, and shall adhere to the specifications set forth in N.J.A.C. 13:44G-10.5.

(d) A social worker shall not advertise any technique or communication which appears to intimidate, exert undue pressure or unduly influence a prospective client.

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (c), required adherence to specifications set forth in N.J.A.C. 13:44G-10.5.

13:44G-11.7 Use of testimonials

(a) An advertisement containing a lay or an expert testimonial shall be based upon the testimonial giver's personal knowledge or experience obtained from a provider relationship with the social worker or upon the testimonial giver's direct personal knowledge of the subject matter of the testimonial.

(b) Prior to using the testimonial, the social worker shall obtain a signed, notarized statement and release indicating the testimonial giver's willingness to have his or her testimonial used in the advertisement.

(c) A layperson's testimonial shall not attest to any technical matter beyond the layperson's competence to comment upon.

(d) An expert testimonial shall be rendered only by an individual possessing specialized expertise sufficient to allow the rendering of a bona fide statement or opinion.

(e) A social worker shall be able to substantiate any statement of fact appearing in a testimonial.

(f) Where a social worker directly or indirectly provides compensation to a testimonial giver, the fact of such compensation shall be conspicuously disclosed in a legible and readable manner in any advertisement in the following language or its substantial equivalent:

COMPENSATION HAS BEEN PROVIDED FOR THIS TESTIMONIAL

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (e), deleted a second sentence.

13:44G-11.8 Retention of advertisements

(a) The social worker shall retain for a period of three years from the date of initial publication or dissemination, a copy of every advertisement appearing in print or electronic media. The social worker shall indicate on all advertisements in his or her possession the date and place of publication or dissemination.

(b) Documentation relating to the use of testimonials shall be retained for a period of three years from the date of the last use. Documentation shall include, but not be limited to:

1. The name, address and telephone number of the testimonial giver;
2. The type and amount or value of compensation; and
3. The notarized statement and release required pursuant to N.J.A.C. 13:44G-11.7(b).

Amended by R.1998 d.66, effective January 20, 1998.

See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a), substituted "or electronic media" for "media as well as a video or audio tape of every advertisement communicated by electronic media" at the end of the first sentence, and inserted a reference to dissemination in the second sentence.

SUBCHAPTER 12. CLIENT RECORDS; CONFIDENTIALITY

13:44G-12.1 Preparation and maintenance of client records

(a) A social worker shall prepare and maintain for each client a contemporaneous, permanent client record that accurately reflects the client contact with the social worker whether in an office, hospital or other treatment, evaluation or consultation setting.

(b) A social worker shall include at least the following information in the client record:

1. The client name (on each page of the record), address and telephone number;
2. The location and dates of all treatment, evaluation or consultation settings;
3. The identity of each provider of treatment, evaluation or consultation and the supervisor, if any;
4. The presenting situation;
5. Significant social history;
6. Past and current medications, when appropriate;
7. A social work assessment, unless a separate record is kept;
8. A treatment or service plan;
9. Progress notes for each session;
 - i. A social worker may dictate progress and session notes for later transcription provided the transcription is dated and identified as preliminary pending the social worker's final review and approval;
10. Information regarding referrals to other professionals and reports and records provided by other professionals; and
11. Fees charged and paid unless a separate financial record is kept.

(c) A social worker providing clinical services shall include in the client record the following information, in addition to the information required pursuant to (a) above:

1. Significant medical and psychosocial history;
2. A diagnostic assessment; and
3. Prognosis.

(d) The social worker shall periodically review and update the treatment or service plan.

(e) The social worker shall retain the permanent client record for at least seven years from the date of the last entry, unless otherwise provided by law, or in the case of a minor, until age 25.

- i. This requirement shall not apply to a social worker in an agency setting where it is not the policy of the agency to allow the social worker to maintain control over the retention of client records.

(f) All social workers shall comply with this section notwithstanding an employer's recordkeeping requirements.

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (b)7, added “, unless a separate record is kept”; and in (e), added i.

13:44G-12.2 Use of computer to prepare client records

(a) A licensee who prepares a client record maintained solely on a personal or other computer shall use a write-protected program which:

1. Contains an internal permanently activated date and time recordation for all entries;
2. Automatically prepares a back-up copy of the file; and
3. Is designed in such manner that, after the social worker “signs” by means of a confidential personal code (“CPC”), the entry cannot be changed in any manner.

(b) The social worker shall include in the client record at least two forms of identification; for example, name and record number or any other specific identifying information.

(c) The social worker shall finalize or “sign” the entry by means of a CPC. Where more than one individual is authorized to make entries into the computer file of any client record, the social worker responsible for the practice shall assure that each such person obtains a CPC and uses the program in the same manner.

(d) Social workers shall document any addenda or corrections to a client's record in a separately dated, signed and timed note.

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).
Rewrote (d).

13:44G-12.3 Confidentiality

(a) A social worker shall preserve the confidentiality of information obtained from a client in the course of performing social work services for the client, except in the following circumstances.

1. Disclosure is required by Federal or state law or regulation, such as, but not limited to, N.J.S.A. 2A:62A-17, and 42 C.F.R. Part 2.
2. Disclosure is required by the Board or the Office of the Attorney General during the course of an investigation.
3. Disclosure is required by a court of competent jurisdiction pursuant to an order.
4. The social worker's failure to disclose the information presents a clear and present danger to the health or safety of an individual.
5. The social worker is a party defendant to a civil, criminal or disciplinary action arising from the social work services provided, in which case a waiver of the privilege accorded by this section shall be limited to that action.

6. The patient or client is a defendant in a criminal proceeding and the use of the privilege would violate the defendant's right to a compulsory process or the right to present testimony and witnesses on that person's behalf.

7. The patient or client agrees to waive the privilege accorded by this section. In circumstances when more than one person in a family is receiving social work services, each family member who is at least 14 years of age or older must agree to the waiver. Absent a waiver of each family member, a social worker shall not disclose any information received from any family member.

(b) A social worker shall establish and maintain a procedure to protect the client record from access by unauthorized persons.

(c) The social worker shall establish procedures for maintaining the confidentiality of client records in the event of the social worker's relocation, retirement or death and shall establish reasonable procedures to assure the preservation of client records in accordance with the time frame set forth in N.J.A.C. 13:44G-12.1(e) in the event of the social worker's separation from a group practice.

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (a)7, inserted "who is at least 14 years of age or older" in the second sentence; and in (c), inserted a reference to the time frame set forth is N.J.A.C. 13:44G-12.1(e).

13:44G-12.4 Release of client record

(a) At the request of the client or authorized representative, a social worker shall provide the client record or a summary thereof, within 30 days of the request directly to:

1. The client or the client's guardian, except that:

i. A social worker may withhold information contained in the client record from a client or the client's guardian if, in the reasonable exercise of his or her professional judgment, the social worker believes release of the information would adversely affect the client's health or welfare; and

ii. Pursuant to N.J.S.A. 9:17A-1 et seq. the social worker shall not be required to release to a minor client's parent or guardian records or information relating to the minor's sexually transmitted disease, termination of pregnancy or substance abuse.

2. The client's health insurance carrier. Only the following basic information shall be provided. The information provided shall be marked "Confidential" and forwarded to the attention of a specific individual if identified by the client or authorized representative.

i. The client's name, age, sex, address, educational status, identifying number within the insurance program, date of onset of difficulty, date of initial consultation, dates and character of sessions (individual or group) and fees;

ii. Diagnostic information, defined as therapeutic characterizations of the type found in the current version of the DSM or in another professionally recognized diagnostic manual;

iii. Status of the client (voluntary or involuntary; inpatient or outpatient);

iv. The reason for continuing social work services, limited to an assessment of the client's current level of functioning and level of distress. Each aspect shall be described as "none," or by the term mild, moderate, severe or extreme; and

v. Prognosis, limited to an estimate of the minimal time during which treatment might continue.

3. Another licensed health care professional, hospital, nursing home or similar licensed institution which is providing or has been asked to provide treatment to the client.

(b) A social worker may require a record request to be in writing.

(c) A social worker may elect to provide a summary of the client record, as long as the summary adequately reflects the client's history and treatment, unless otherwise required by law.

(d) A social worker may charge a reasonable fee for the reproduction of the client record or the preparation of a summary. The fee shall be no greater than an amount reasonably calculated to recoup the costs of copying or transcription.

(e) A social worker shall not charge a fee for completion of health insurance claim forms.

(f) A social worker may charge a reasonable fee for completion of reports required for third party reimbursement of client treatment expenses when the third party makes a separate request for reports to be completed.

1. If additional information is requested by a third party, the social worker shall procure informed consent from the client for release of the specific information requested.

(g) When a report is needed to enable a client to receive ongoing care by another practitioner or for use in judicial proceedings, a social worker shall not require advance payment as a condition for releasing the report; except that a social worker may require advance payment for release of a report prepared by the social worker as an expert witness.

(h) This section shall not apply to a social worker in an agency setting who does not, by agency policy, have control over or authority to release client records.

Amended by R.1998 d.66, effective January 20, 1998.
See: 29 N.J.R. 4388(a), 30 N.J.R. 372(b).

In (f), added "when the third party makes a separate request for reports to be completed" at the end of the first sentence, and added 1.

SUBCHAPTER 13. (RESERVED)

SUBCHAPTER 14. FEES

13:44G-14.1 Fees

(a) Charges for licensure, certification and other services:

- 1. Application fee \$ 75.00
- 2. Initial clinical license fee:
 - i. If paid during the first year of a biennial renewal cycle \$160.00
 - ii. If paid during the second year of a biennial renewal cycle \$80.00
- 3. Initial license fee:
 - i. If paid during the first year of a biennial renewal cycle \$120.00
 - ii. If paid during the second year of a biennial renewal cycle \$60.00

- 4. Initial certification fee:
 - i. If paid during the first year of a biennial renewal cycle \$70.00
 - ii. If paid during the second year of a biennial renewal cycle \$35.00
- 5. Clinical license renewal fee, biennial \$160.00
- 6. License renewal fee, biennial \$120.00
- 7. Certification renewal fee, biennial \$70.00
- 8. Late renewal fee 100.00
- 9. Reinstatement fee 150.00
- 10. Endorsement fee 75.00
- 11. Duplicate wall certificate 40.00
- 12. Change of address 25.00
- 13. Verification of licensure/certification \$25.00
- 14. Verification of continuing education credits 40.00
- 15. Continuing education fees:
 - i. Continuing education sponsors (biennial) \$100.00
 - ii. For each course for which a licensee seeks approval \$5.00

Amended by R.1996 d.279, effective June 17, 1996.
 See: 28 N.J.R. 1597(a), 28 N.J.R. 3179(a).
 Reduced fees.
 Amended by R.1997 d.167, effective April 7, 1997.
 See: 28 N.J.R. 4733(a), 29 N.J.R. 1342(a).
 Added (a)15.