



ALBERTA COLLEGE OF
SOCIAL WORKERS

Clinical Registry

Policy and Procedures

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I. Definitions and Terms	
Clinical Social Work	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. <i>* National Institute for Clinical Social Work Advancement (as cited in Handbook of Clinical Social Work Supervision (3rd edition) Carlton E. Munson, PhD p. 9.)</i>
ACSW Clinical Registry	A voluntary registry of the Alberta College of Social Workers (ACSW) which recognizes Registered Social Workers (RSW) who have an advanced standing in clinical social work practice. Per Section 2, Schedule 27 of the <i>Health Professions Act</i>, “Clinical Social Worker”, “Registered Clinical Social Worker”, and “RCSW” are protected titles in Alberta. Sections 10 (2) of the <i>Social Workers Profession Regulation</i> outlines the base criteria for admission to the Clinical Registry. Therefore, the ACSW is authorized to establish and regulate the voluntary Clinical Registry. While Registered Social Workers may also have the knowledge, skill, and expertise to practice clinical social work and perform diagnostics with the Diagnostic Statistical Manual (DSM), all Registered Clinical Social Workers are deemed to have this expertise by virtue of their designation.
Application Streams	There are three separate application streams for Registered Social Workers on the General Registry of the ACSW be admitted to the Clinical Registry. They are as follows: Pre-Supervision Stream Typical applicants to this stream are recent MSW graduates, who have limited to no clinical social work experience. After having their application approved by the Clinical Committee candidates on the pre-supervision stream begin the process of completing 1600 hours direct clinical practice hours and 100 hours of clinical supervision overseen by their Clinical Supervisor of Record. During this period, which lasts for a minimum of two years, candidates must submit interim evaluations every 6 months to the Clinical Committee for review and approval. Upon the completion of the required hours, with the approval of both the Clinical Supervisor of Record and Clinical Committee, the candidate’s name is submitted to take the ASWB (Association of Social Work Boards) Clinical Exam. Upon passing the exam, the candidate is then admitted to the ACSW Clinical Registry. Post-Supervision Stream Applicants to this stream have acquired a minimum of 5 years post-MSW clinical experience. They must have completed 3000 hours of post-MSW direct clinical practice, and 100 hours of post-MSW supervision with an advanced clinical practitioner prior to applying to the post-supervision stream. After having their application approved by the Clinical Committee, candidates will have their names

	submitted to take the ASWB Clinical Exam. Upon passing the exam, the candidate is then admitted to the ACSW Clinical Registry. Porting Stream Applicants to this stream have been recognized as a Registered Clinical Social Worker (or Licensed Clinical Social Worker) in a jurisdiction recognized by the ACSW and have already taken the ASWB Clinical Exam. In order to be recognized as an RCSW they must apply to port their clinical social work credential. Upon approval of their application by the Clinical Committee porting applicants are admitted to the ACSW Clinical Registry.
Direct Clinical Practice	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.
Clinical Supervision	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 for purposes of admission to the Clinical Registry can be provided: • Individually/Dyadic • In a group • In a case consultation format
Supervisors	For the purpose of admission to the Clinical Registry the following descriptors apply for supervisors involved in either the Pre-Supervision or Post-Supervision streams: Pre-Supervision Stream Clinical Supervisor of Record The supervisor, named in the supervision plan, who oversees and is accountable for the training and development of a candidate on the Pre-Supervision stream. They are responsible for evaluating the completion of requirements and readiness of the candidate to write the ASWB Clinical Exam. They must be an RCSW. They must meet the requirements listed in <i>Section II.B.iii</i> as an RCSW or an Approved Clinical Social Work Supervisor in order to supervise candidates to the Clinical Registry. Other Clinical Supervisor Any supervisor beyond the Clinical Supervisor of Record, named in the supervision plan, who provides clinical supervision to a pre-supervision stream candidate. They do not have to be an RCSW or Registered Social Worker. Employment Supervisor The person who supervises a candidate in the employment setting but does not necessarily provide clinical supervision.

	<u>Post-Supervision Stream</u> <i>Advanced Clinical Practitioner</i> A supervisor who has provided clinical supervision for candidates to the post-supervision stream. They must be a regulated mental health professional with at least 5 years of post-advanced education (Master/Doctoral degree related to mental health) clinical mental health experience. They are an independent clinical decision maker and experienced with diverse populations. They may have developed mastery of one or more areas of clinical mental health expertise and are sought out for supervision and consultation based upon their professional role.
<u>Clinical Committee</u>	The Clinical Committee is a legislative committee established under the authority of the Health Professions Act (HPA) to make recommendations to the ACSW Council on requirements for admission to the Clinical Registry and to review applications of those applying to be a Registered Clinical Social Worker. The Committee is made up of Registered Clinical Social Workers from across the province of Alberta.

II. Application, Candidacy, and Admission to the Clinical Registry

A. General Application Information

- i. Form A.1 must be submitted with all applications to the ACSW Clinical Registry with the required application documents for the applicant's respective application stream
- ii. Applications must be submitted before the submission deadlines listed on the ACSW Clinical Registry webpage in order to be reviewed by the Clinical Committee at one of their quarterly meetings
- iii. After Clinical Committee review, if an application requires further clarification or changes, the Clinical Committee will inform the applicant of which aspects should be addressed for re-submission
- iv. An applicant or candidate charged with a criminal offense, under a 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, as well as or in addition to the Registrar if not already done so
- v. Successful applicants to the Post-Supervision and Pre-Supervision streams become candidates to the ACSW Clinical Registry
- vi. Successful applicants to the porting stream are admitted to the ACSW Clinical Registry

B. Pre-Supervision Stream

Successful applicants to the Pre-Supervision Stream become candidates of the ACSW Clinical Registry. They are approved to start counting their 1600 hours of direct clinical practice and 100 supervision hours as outlined in their supervision plan. The completion of these hours is overseen by their Clinical Supervisor of Record. Upon completion of these required hours and approval by the Committee and their Clinical Supervisor of Record, the candidate will have their name submitted to take the ASWB Clinical Exam. Upon passing the exam, the candidate will be admitted to the ACSW Clinical Registry and have additional annual registration renewal and continuing competence requirements in order to maintain their RCSW status.

i. Minimum Qualifications to Apply

All applicants to the Pre-Supervision stream must meet the following minimum qualifications prior to applying:

- a) Be an RSW, on the general registry and in good standing, with the Alberta College of Social Workers

	b) Hold a minimum of a master's degree in social work
ii. Coursework Requirements	Completion of coursework requirements may be submitted with the application in the form of course outlines and proof of completion (ex. Transcripts, certificates etc.). Applicants without coursework in these 3 areas may be granted conditional candidacy with the expectation they provide proof of completion of the course work requirements before being approved to write the clinical exam. a) Completion of coursework in the following 3 areas is required: 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)
iii. Clinical Supervisor of Record	Each applicant to the Pre-Supervision stream must have a Clinical Supervisor of Record who is responsible for the oversight of their clinical practice and supervision. The Clinical Supervisor of Record must be an RCSW <u>or</u> an Approved Clinical Social Work Supervisor (see Section III: Approved Clinical Social Work Supervisor). To become the Clinical Supervisor of Record for a candidate on the pre-supervision stream, following requirements must be met: a) Must not be under an order of discipline; b) Must be: 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 g) A Clinical Supervisor of Record, who is not an Approved Clinical Social Work Supervisor is approved for a specific applicant to the Clinical Registry only and must apply to be approved for each subsequent applicant <u>OR</u> h) Be an Approved Clinical Social Work Supervisor (see section III: Approved Clinical Social Work Supervisor)
iv. Multiple Supervisors	When the Clinical Supervisor of Record is external to the employment setting, or there are multiple supervisors, the applicant (future candidate) is responsible for coordinating roles with all parties. 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 b) The applicant must include a letter of agreement signed by all parties with the application package outlining roles and responsibilities of all supervisors
v. Completing Required Direct Clinical Practice and Supervision Hours	The supervision plan outlines how a candidate to the Clinical Registry plans to complete the required 1600 hours of direct clinical practice and 100 hours of clinical supervision. Supervision plans must be submitted as part of the application. Supervision plans must be approved by the Clinical Committee before supervision and direct clinical practice hours can be counted. a) The supervision plan must reflect a minimum of 100 clinical supervision hours spread throughout the period of supervised practice referred to in the supervision plan 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. ii) The remaining 50 supervision hours may include: • Individual/Dyadic supervision

- Group supervision
- Case consultation (with a supervisor identified and approved in the supervision plan).

iii) Direct supervision may be face-to-face, via telephone or internet, or by any other form of communication suitable to the parties.

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:

- 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).

i) Of the 1600 direct clinical practice hours, 900 hours must be direct face to face client hours

c) The clinical supervision must be completed in no less than two years and not more than five years

i) An extension may be granted at the discretion of the committee in extenuating circumstances

ii) Candidates must submit a written request to extend the timeframe

d) Any changes to the supervision plan must be submitted to the Clinical Committee for prior approval:

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 candidate's employment/practice setting, clinical supervisor of record, work place supervisor, practice/client focus, etc.

	ii) A candidate who is taking a leave from practice must submit a revised supervision plan with updated timelines
vi. Interim Evaluations	Interim evaluations of the candidate's progress must be submitted every six months, or as otherwise required below, once the candidate has been approved to start counting direct clinical practice and clinical supervision hours. a) The Clinical Supervisor of Record must complete and submit an Evaluation (Form B.1) to the Clinical Committee every 6 month period of supervision b) Each interim evaluation must reflect a minimum of 6 clinical supervision hours from either the Clinical Supervisor of Record, the Other Clinical Supervisor (if applicable) or a combination of both c) 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 that must be submitted to the Clinical Committee as well d) Each Clinical Supervisor of Record must provide a copy of the evaluation to their supervisee (candidate) in a timely manner e) 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 f) Any time there is cause for concern about 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 g) The supervisee and all relevant supervisors must review and sign their respective evaluation forms h) Each interim evaluation report is to be submitted to the Clinical Committee and shall remain part of the supervisee's file i) 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.

vii. Final Evaluation	a) Once the requirements of supervised hours have been met the Clinical Supervisor of Record must submit a final Evaluation (Form B.1), providing they believe the candidate is ready for autonomous practice, and indicate their approval for the candidate to take the ASWB Clinical Exam b) The final evaluation has no minimum number of clinical supervision hours that must be reflected. c) Upon approval of the final Evaluation by the Clinical Committee the candidates name is submitted to take the ASWB Clinical Exam (See section E. Clinical Exam)
C. Post-Supervision Stream Successful applicants to the Post-Supervision Stream become candidates to the Clinical Registry. Their names are submitted to take the ASWB Clinical Exam (see section E. Clinical Exam). Upon passing the exam, the candidate will be admitted to the ACSW Clinical Registry and have additional annual registration renewal and continuing competence requirements in order to maintain their RCSW status.	
i. Minimum Qualifications to Apply	All applicants to the post-supervision applicant stream of the Clinical Registry must meet the following qualifications: a) Be an RSW in good standing with the ACSW b) Hold a minimum of a master's degree in Social Work; c) Demonstrate completion of coursework in the following 3 areas: i. Human Behaviour and Development from a Biopsychosocial Perspective ii. Assessment, Diagnosis, and Treatment Planning iii. Psychotherapy and Clinical Practice including evidenced based approaches d) Coursework must be at a post-secondary level or equivalent with an evaluative component (approximately 45 hours) e) Demonstrate having completed a minimum of 5 years post-MSW clinical social work practice which must include at least 3,000 post-MSW direct clinical practice hours (practice experience prior to completing a master's degree will not be counted toward these hours)

	f) Demonstrate having received 100 hours of post-MSW clinical supervision by an advanced clinical practitioner g) 2 letters of reference from regulated health professionals who have direct knowledge of the applicant's safe and competent clinical social work practice within the last 3 years, at least one of which must be from a clinical social worker
D. Porting Stream Successful applicants through the porting stream have already attained a clinical social work designation from a recognized jurisdiction and have passed the ASWB Clinical Exam. They are admitted to the ACSW Clinical Registry upon approval of their application and will have additional annual registration renewal and continuing competence requirements in order to maintain their RCSW status.	
i. Minimum Qualifications to Apply	All applicants to the porting stream of the Clinical Registry must meet the following minimum qualifications prior to applying a) Must have a Registered Clinical Social Worker or Licensed Clinical Social Worker credential from another jurisdiction recognized by the ACSW b) The credential must be current within two years from the date of application c) An application must be submitted within one year of registration with the ACSW
E. Clinical Exam All members of the ACSW Clinical Registry must have successfully passed the ASWB Clinical Exam. Upon approval of the Clinical Committee candidates of the post-supervision and pre-supervision stream will have their names submitted to take the ASWB Clinical Exam. Applicants through the porting stream typically have already taken and passed the ASWB Clinical Exam in another jurisdiction.	
i. General Information and Exam Policy	Candidates who have completed direct clinical practice, clinical supervision, and coursework requirements for the Pre-Supervision or Post Supervision stream will have their names submitted to take the ASWB Clinical Exam. a) When the candidate is approved to take the exam their name is submitted to the testing vendor authorizing the exam, the Association of Social Work Boards. The candidate is then provided information about how to register for the exam. Authorization to take the exam is good for up to one year. b) An exam applicant who fails the exam must wait 90 days prior to re-taking the exam

	c) A Pre-Supervision candidate who fails the exam three times must reapply to join the registry at the initial application stage d) Exam candidates 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 e) If the candidate does not take the exam within one year of approval the application will be considered closed. If a candidate whose file has been closed wishes to be considered again in the future, the applicant must begin the process with a new application f) 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.
F. Admission to the Clinical Registry Admission to the Clinical Registry is granted upon the fulfillment of the requirements of one of the three application streams.	
i. Requirements for Admission to the Clinical Registry	a) Candidates of the Pre-Supervision and Post-supervision streams who have completed the required direct clinical practice and supervision hours and coursework requirements will be admitted to the Clinical Registry once official notice of the passing score of the ASWB Clinical Exam has been received by the ACSW from the testing vendor (ASWB) b) Applicants porting a clinical credential from a recognized jurisdiction will be admitted to the Clinical Registry upon approval of their application by the Clinical Committee
ii. General Information	a) Members of the Clinical Registry can use the protected titles of RCSW, Clinical Social Worker, and Registered Clinical Social Worker as per the <i>Health Professions Act</i> b) Maintaining status on the clinical registry has additional requirements for annual renewal (see Section IV: Annual Renewal & Reinstatement) c) Members of the Clinical Registry will be listed as such on the ACSW Find a Social Worker
G. Request for Review of Clinical Committee Decision	An applicant who disagrees with a decision made by the Clinical Committee may request a review of the decision.

	a) A request for review may be submitted, in writing, to the Clinical Committee. A request must state the specific decision and reasons for the request. b) The first level of review shall be by three members of the committee who were not involved in the original decision c) If the applicant is not satisfied with the outcome of the review, the applicant may request a review by ACSW Council d) Any request for review must be submitted within 30 days of receipt of the decision by the Committee
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III. Approved Clinical Social Work Supervisor

An Approved Clinical Social Work Supervisor is an RCSW who has advanced standing and expertise in the practice area of clinical supervision. They are automatically qualified to serve as the Clinical Supervisor of Record for a pre-supervision candidate to the clinical registry.

A. Application Process

To be approved as an Approved Clinical Social Work Supervisor, applicants must meet the following requirements:

- i. be a member of the ACSW Clinical Registry
- ii. have a minimum of 5 years of post MSW experience in clinical social work
- iii. 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)
- iv. have provided a minimum of 100 hours of clinical social work supervision within the past 3 years since the date of application;
- v. 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
- vi. provide 2 References from mental health professionals who can attest to your supervision skills and practice (Form D.2)
- vii. meet standard G.1(1) of the *ACSW Standards of Practice* – Professional Accountability within the Profession
- viii. complete Form D.1 and submit with references to Clinical Committee for approval

B. General Information

- i. An Approved Clinical Social Work Supervisor allows can act as the Clinical Supervisor of Record for any candidate to the Clinical Registry without having apply for each individual applicant under Form C.1
- ii. Approved Clinical Social Work Supervisors are listed as such on the ACSW Find A Social Worker Page
- iii. Renewal of the designation of Approved Clinical Social Work Supervisor occurs with annual renewal of registration and the successful completion of requirements to maintain status on the Clinical Registry

IV. Annual Registration Renewal & Maintenance of RCSW Status

A. Annual Renewal of Registration & Continuing Competence

The following requirements must be met to maintain registration on the ACSW Clinical Registry:

- i. Clinical Registry renewal fee must be paid during annual registration renewal
- ii. Additional Continuing Competence requirements depending on registration status:
 - a) Full time: a minimum of 10 hours of receiving clinical supervision, minimum of 20 category A credits and a total of 50 credits (no min for b or c categories)
 - b) Part time: a minimum of 5 hours of receiving clinical supervision, minimum of 10 category A credits and a total of 25 credits (no min for b or c categories)
 - c) Inactive: No competence requirements are required

B. Reinstatement of RCSW status after lapse in Registration

In the case of a lapse in maintaining Clinical Registry status either through prolonged inactive registration status, or voluntary removal from the registry the following requirements must be met in order to rejoin the Clinical Registry, in addition to an administration fee:

- i. Members who have been inactive or off the registry for 3 years or less must request readmission in writing and document continuing competency or alternatively successfully rewrite the clinical exam
- ii. Members who have been inactive or off the registry for more than 3 years must request readmission in writing and successfully re-write the clinical exam
- iii. The start date to begin counting a lapse of ACSW Registration and Clinical Registry status is dependent on nature of the lapse
 - a) Cancelled Practice Permit
If a member is removed from the Clinical Registry as a function of a cancelled practice permit, the 3 year period is calculated from the day of suspension
 - b) Removal from Clinical Registry only
If a member is removed from the Clinical Registry at their request, or non-payment of the Clinical Registry renewal fee, the 3 year period is calculated from the renewal date

	c) Inactive Status If a Clinical Registry member had changed to inactive status, the 3 year period is calculated from the change of status date
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