

# KENTUCKY BOARD OF SOCIAL WORK QUARTERLY NEWSLETTER

February 2025

Kentucky Board of Social Work, 125 Holmes Street, Suite 310, Frankfort, KY 40601

Web site address: <https://bsw.ky.gov> General Email: [KBSWinfo@ky.gov](mailto:KBSWinfo@ky.gov)

Phone number: 502.564.2350

## **\*\*ANNOUNCEMENTS\*\***

## Social Work Board Members and Board Staff

Whitney Cassity-Caywood, Ph.D, LCSW,  
Vice-Chair  
Paducah, KY

Lori Vogel, LCSW  
Lexington, KY

Vacant, LCSW  
KY

Hank Cecil, LCSW, Chair  
Mayfield, KY

Laura Guffey, LSW, Secretary  
Edgewood, KY

Vacant, Citizen at Large  
KY

Genesia Kilgore-Bowling, Ph.D, CSW  
Pikeville, KY

Marc Kelly, LCSW  
Executive Director

Vanessa Jones, B.S.  
Executive Assistant

Brooke Jones  
Administrative Assistant

PLEASE NOTE OUR MARCH MEETING WILL BE  
ON MONDAY MARCH 31<sup>ST</sup> AT WKU IN  
BOWLING GREEN. IF YOU ARE IN THE AREA  
WE HOPE YOU CAN ATTEND IN PERSON.  
**THANKS!!**

## 2025 Board Meeting Dates

January 13

July 14

February 10

August 11

March 31

September 8

April 28

October 13

May NO meeting

November 17

June 9

December 8

All board meetings are held at 125 Holmes Street,  
Suite 310, Frankfort KY and are open to the public.  
Please join us when you can. You can also watch via  
our Utube channel KBSW when it works properly. The  
link is on our website.

Board dates above are subject to change.

Have you moved, changed employers, or had a name change?

Let us know by making these changes using the Self-Service  
Portal on the Board website below.....

<https://bsw.ky.gov>

You may also email Board staff or call the office

## **\*\*FREQUENTLY ASKED QUESTIONS\*\***

**\*\*Do I only need to submit my supervised experience documentation forms in order to get approved to take the clinical exam?\*\***

NO, you must apply online at the board website for the LCSW exam/license. Just be sure we have your supervision documents in your file or upload them when you apply. Then once we review all, we will email you an approval notice for the clinical exam.

**\*\*When can I apply to take my LCSW clinical exam?**

You must wait until 1 day after your 2 year supervision contract is up and you have obtained the 150 hours of supervision. Please note if you apply prior to that, you will not be approved until the 2 year mark has been met and we have all your supervised experience documentation forms.

**\*\*As a CSW in supervision, can I be a 1099 employee?\*\***

NO, you must be a W2 employee with taxes taken out of your pay.

**\*\*What if I find that I am a 1099 employee after my supervision contract was approved?\*\***

Unfortunately, those hours will not be counted toward your supervision and you will need to cease practices; submit a new contract with a W2 employer.



*"We cannot teach people anything; we can only help them discover it within themselves."*

## **\*\*Things You Can Do\*\***

1. When you need an official license verification from the Board, you can request a digital verification from the website. Note there is a \$25 license verification fee. If we need to send an official verification to any states for you, be sure to email this information to us so we know where to send it.
2. If you are a graduate student, you can apply to take your exam **6 weeks prior to your graduation date**. You must submit your unofficial transcript to get you approved, so be sure to add it to your application. Then once you pass your exam, we must have your official transcript with your degree awarded sent to us directly from your school before we can issue any license.
3. If you want to stay up to date on the COMPACT; you can find information on ASWB website; as well as, find resources for your exams.
4. Keep your mind active and learn something new every day!
5. ALWAYS take time for self care!!

## **\*\*Reminders\*\***

- If you are working on a temp permit license; this supervision is different than your CSW in clinical supervision toward your LCSW. Any hours obtained under the temp permit license DOES NOT count toward your LCSW hours. That begins once you have received your approved CSW in supervision contract notice from Marc Kelly.
- Don't forget to do your renewals. You can now submit them online 3 months in advance. If they expire after 3 months, you must submit a reinstatement application.
- When you are ready to work toward your LCSW, be sure to submit a supervision contract to the board office for approval first. You cannot start supervision until you receive an approval email.

### New Office System and Updated File Information

We will have a new office system going live in April. So we ask that you go to the self service portal and ensure we have the correct address; phone number; and email on file for you. If not, please update. If for some reason it won't let you update yourself, please email [Brooke.Jones@ky.gov](mailto:Brooke.Jones@ky.gov) and she will get it updated in our system for you.

Our data will be transferred to the new system and you will be sent an email with your user name and a link to activate your account and create a password. You cannot use your email as your user name. In doing this, you will be able to access your account to check on things such as your application status; your renewal date; your CEU information and etc.

Please note, if you will be a brand new applicant after April, you will create your account when you go online to apply.

We look forward to this new system and hope you will as well. Thanks!!



## **ASWB Exam Information**

ASWB will return to Pearson VUE for examination administration and development beginning in March 2025. During this transition, ASWB will ensure the continued delivery of the very highest quality testing experience to candidates.

To facilitate the change in testing administration, there will be a two-week pause in testing between March 16 and March 30. This pause is necessary to allow for the transfer of candidate data from PSI to Pearson VUE.

The [fees](#), [exam questions](#), and [scoring](#) will remain the same.

### **Important dates**

**March 3 or later** - All registrations completed on March 3 or later are authorized for testing with Pearson VUE.

**March 15** - Last day of testing at PSI test centers. The last day to schedule an appointment with PSI is March 14.

**March 16 through March 30** - Pause in exam administration for transition from PSI to Pearson VUE.

**March 31** - First day of testing at Pearson VUE test centers. Note: All exam registrations will automatically be moved to Pearson VUE for registered candidates who did not test with PSI by March 15.

**If you are scheduled or registered for an exam**, ASWB sent an email to the address on file on January 21 with instructions for how to proceed.

### **If you have not yet registered for an exam with ASWB**

If you register before March 3, you will have until March 15 to test at a PSI test center. Appointments are first come, first served, so we recommend that you schedule your appointment as soon as possible to ensure the test date you want; if a testing appointment at PSI is not available on March 15 or earlier, your registration will be automatically transferred to Pearson VUE by March 30. You will receive a new Authorization to Test email with instructions for scheduling a testing appointment with Pearson VUE; If you wish to test on March 31 or later, you will test at a Pearson VUE test center. To expedite your scheduling, you may wish to wait to register with ASWB on March 3 or later.

If you have questions about how this transition may affect your testing experience, [contact the ASWB Candidate Services Center](#) or call 888.579.3926.

Don't forget MARCH is.....



If you would like to recognize a social worker during this month on our Facebook page or in our next newsletter; please email the information to [VanessaG.Jones@Ky.gov](mailto:VanessaG.Jones@Ky.gov)