

# KENTUCKY BOARD OF SOCIAL WORK QUARTERLY NEWSLETTER

June 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

Sydney Whitaker, LCSW  
Whitesburg, KY

Cowann Owens, LCSW  
Louisville, 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

**WE ARE HAPPY TO SHARE THAT WE HAVE  
TWO NEW BOARD MEMBER. WELCOME  
SYDNEY WHITAKER AND COWANN OWENS  
TO THE BOARD! WE LOOK FORWARD TO  
WORKING WITH EACH OF YOU.**

## 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. You will add them when you submit your application.

**\*\*I am working under a temp permit supervision contract, so once I get my CSW do I continue working under it or submit a CSW in supervision contract?**

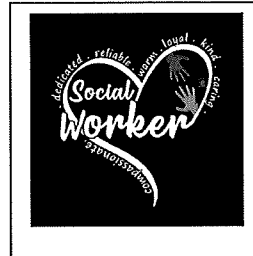
NO, you do not continue working under the temp contract. You must submit a CSW in supervision contract and receive an approval email from the board. Once it is approved, you will begin supervision toward your LCSW. The temp permit contract is different than your CSW in supervision contract and the hours you obtain under the temp permit DOES NOT count toward your LCSW.

**\*\*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.

**\*\*If I have already submitted an application, do I submit one again once I pass the exam?\***

NO, you do not apply again. Once you pass your exam follow the directions in your approval email notice or contact the office for further directions.



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

## **\*\*Things To Do\*\***

1. The new system will email you a wallet card and a wall certificate once your license is issued there. We will no longer mail out "official" wall certificates; however, if you want one, you can go to the website, submit a request for a wall certificate and pay the \$25 fee there or you can contact the office and we can help you.
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, including the temp permit 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. The compact will not be available for a least one year.
4. ALWAYS keep your mind active and take time of yourself!!

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

- If your license is issued in our new system and your license number starts with letters, then you or anyone else, such as an employer, must contact the board office for license verifications. At this time, the license verification section is not active in the new system. If you were issued your license in the old system, then you can go online and purchase it or do a license lookup on the website.
- When you are ready to work toward your LCSW, be sure to submit a CSW in supervision contract to the board office for approval first. You cannot start supervision until you receive an approval email.

## Kentucky Board of Social Work Newsletter

We are working on updates to some of our regulations, including the new compact regulation. Please check out the links for further information and if you would like to send in any comments the directions for submitting them are within the regulation notices. Thanks!

The link to the compact rule <https://swcompact.org/wp-content/uploads/sites/30/2025/03/SW-Compact-Rule-On-Rulemaking-Adopted.pdf>

Board proposed regulations....

201 KAR 23:012E <https://apps.legislature.ky.gov/law/kar/titles/201/023/012/>

201 KAR 23:012 <https://apps.legislature.ky.gov/law/kar/titles/201/023/012/REG/>

201 KAR 23:025 <https://apps.legislature.ky.gov/law/kar/titles/201/023/025/>

201KAR23:075 <https://apps.legislature.ky.gov/law/kar/titles/201/023/075/REG/>

# Regulations

# COMPLAINTS

If you want or need to submit a complaint against a licensed social worker, first please go to the board website to verify that they are licensed with our board. If they are, then go to the website's home page and click on the "submit a complaint" tab. It will walk you through the complaint submission. Once we receive the notice for the complaint, we will get the complaint process started.

First, we will assign a complaint number and mail out the initial letters to notify the complainant and the respondent (the social worker) that the complain was received. The respondent has 20 days to submit their response to the complaint. If it is not received within 20 days, then they are in violation of our complaint regulation and the board attorney will issue an order of the board for their response and if it is still not received within the new time frame, the attorney has authority from the board to move forward with further litigation.

Second, once all responses are received, then we will get all ready for the board to review at the next monthly meeting. Then they will review and determine if further investigation is needed; if more information is needed; if the attorney needs to contact the parties; or if it can be dismissed due to no violations under the law.

Third, once it is reviewed and a decision is made, we will contact you to let you know the outcome. If you do not hear from us within 2 weeks from the board date, you can email or call us for an update to your complaint.

Fourth, if it is dismissed, you will receive a letter letting you know and it will be filed in our office records only. If a settlement agreement or etc., is the decision, then you will receive information from our attorney.

Finally, if there is an agreement made between the parties, then once it is all agreed upon on and signed by all parties, we will enter it into the file and the national database and show as discipline on the social worker's file.

If you do a lookup search and the name does not come up as having a license with our board, then that means they are not licensed with us and we do not have jurisdiction over that person and the complainant will need to contact the person's employer or HR department for assistance.

## Kentucky Board of Social Work Newsletter

Just a reminder that our new system is still in the transition stages and the only active section at this time is the application section. So if you are a new applicant, you will submit your application within that system from the links on our website. No other sections are available at this time. We will keep you updated as the data is migrated and the other sections are active and ready for use.

All new applications, including new temporary license applications, must be submitted online. But first be sure you have a license application on file (for example a CSW application), that we have your official transcript from your school and we have approved you to take your ASWB exam and sent you an email approval notice. Once we have all of this you can apply for the temporary license if needed.

If you were issued a temporary license prior to April 2025 and you need to renew it, then you need to contact Vanessa Jones for more information.

