

KENTUCKY BOARD OF SOCIAL WORK QUARTERLY NEWSLETTER

October 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
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

REMINDER OUR NOVEMBER
MEETING WILL BE THE 3RD MONDAY
OF THE MONTH – NOV 17TH. HOPE
YOU CAN JOIN US IN PERSON OR
VIA OUR UTUBE CHANNEL.
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?

Just login to your account and you can update your
information there.

You may also email Board staff or call the office

****FREQUENTLY ASKED QUESTIONS****

****If I am having issues with creating my account or the new login process, what do I do?*****

If you are having issues you can request the activation link be resent to you and then once it is you can create your account and add your password. You can also reset our username and password from the home page. If that doesn't work; just click on the help button or contact the office for more assistance.

****If I get a complaint against me how long do I have to respond?**

You have 20 days from the date you received your complaint notice letter in the mail.

****What do I do if my license has expired?**
With the new system in place, you will not request reinstatement of that license, instead you will go to the website and apply as if you were a brand new applicant.

****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 Know****

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. There is no longer a self service portal. You will need to keep track of all your CEUS in a way that works for you until it is time to submit your renewal. They are all online as well.
4. ALWAYS keep your mind active and take time of yourself!!

****Reminders****

- All license numbers in the new system will start with letters now. At this time, the license verification section is not active in the new system but should be available soon. If an employer needs to verify your license they can contact the board office.
- 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. All supervision contracts are now submitted online and you cannot start supervision until you receive an approval email from Marc.
- If you would like updates on the COMPACT; you can find information on the ASWB website; as well as, resources for your exams. The compact will not be available for at least one year.

****NEW SYSTEM UPDATES****

We are aware of the following and we are working as quickly as we can to get things resolved. Please be patient during this time.

With the data migration from the old system to the new one we have seen some incorrect information come through;

We are aware that some license expired so if yours has you can email us but more than likely you are already on our list;

The start/issue date is the date the data migration was completed but we are working with our IT persons to get your original issue date put in; at this time, it is updated on our side of the system so it should be completed to show in your account and online soon;

Some persons license was issued from the old system and did not migrate for some reason to the new one. We have a list and we are working to get them added;

The license verification section should be working; however, if for some reason it is not and your employer or insurance agency needs to verify your license, including verifying your initial issue date; they can call the office or email the request to Brooke.Jones@ky.gov

The application section is working but if you have any issues you can call the office or email VanessaG.Jones@ky.gov

Remember, if you are a graduate student and you are 6 weeks from your graduation date be sure to add your unofficial transcript to the application for now.

If you are a CSW who has completed their 2 year supervision contract and obtained your 150 supervision hours and you are ready to apply for the LCSW exam/license be sure to add your supervision documents at that time. However, you do not have to request your official transcript again;

The renewal section is working but if you have any issues you can call the office or email Marc.Kelly@ky.gov He is also reviewing all CSW in supervision contracts online so if you have questions about your contract you can contact him.

We hope this update helps. We are receiving a lot of calls so if you cannot reach us, please be sure to leave a voicemail or email us so we can get back to you as soon as we can. We are doing all we can as quickly as we can, so again please be patient with us during this time; we are learning this process as well.

