



Application for the Board Certified Diplomate  
in Clinical Social Work

**I. Background Information** (please print)

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yy

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone (with area codes): Day: (\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_) \_\_\_\_\_

Fax (with area code): (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Licensure** You must be currently licensed at the highest clinical level in each state or jurisdiction where you practice, unless exempted by law or terms of government employment - if not, you are ineligible for the BCD. Do you hold such a license?  Yes  No

(complete at least one of the items below)

1. License Type & Number (e.g. LCSW-012345): \_\_\_\_\_ State: \_\_\_\_\_

Name as it appears on license: \_\_\_\_\_ Expiration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yy

2. License Type & Number (e.g. LCSW-012345): \_\_\_\_\_ State: \_\_\_\_\_

Name as it appears on license \_\_\_\_\_ Expiration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yy



**Important: Enclose** a copy of your current state license(s), displaying the expiration date, with this application.

I am a member of the uniformed services on active duty:  Yes  No

If yes, please indicate rank and branch: \_\_\_\_\_

**II. Academic Record**

I hold a master's degree in social work or doctoral degree in social work from the following institution, with coursework and fieldwork focused on direct practice:  Yes  No

College/University/Social Work School: \_\_\_\_\_

Degree awarded (e.g. MSW, Ph.D.): \_\_\_\_\_ Date graduated: \_\_\_\_\_ / \_\_\_\_\_  
mm yy

Name as it appears on transcript: \_\_\_\_\_



**Important: Request** from your graduate school an official master's or doctoral transcript (not a "grade report") and enclose it with this application. Note: a few schools will not send official transcripts to former students but only to institutions (like ABE.)

### III. Currency of Practice

1. Within the past ten years, have you engaged in at least 3,000 hours of clinical social work practice, including at least 300 hours of clinical social work practice (refer to *Glossary*) in the past twelve months?  Yes  No
2. Briefly describe the nature of your recent clinical work setting and client base and types: (e.g. I provide direct service to individuals and groups, primarily in the areas of trauma and mood disorders):

---

---

---

### IV. Continuing Education (refer to sheet on Standards for Continuing Education)

Do you have a total of forty (40) clock hours of clinical continuing education (CE) in the past three years, including formal and informal activities?

Yes  No

Note: if you hold licensure in a state not requiring CEs, or work in a setting not requiring licensure, you are exempt from this CE standard for purposes of this application you may answer "Yes" to the question above. However, once board-certified, you must amass twenty (20) CE hours annually. All applicants are subject to a random audit of continuing education.

### V. Clinical Practice History

We require at least 7,500 hours of clinical social work practice, post-master's, in five years or more. This total includes at least 3,000 hours (in two years or more) of supervised clinical practice, of which 1,500 hours (in one year or more) were supervised by an advanced clinical social worker\*.

\*Characteristics - Master's or Doctoral degree in social work; at least five years of post-graduate clinical social work practice, including two years under supervision; current in practice (3,000 hours in the past 10 years); licensed in good standing at the highest clinical level available in state(s) where you practice (unless exempted by law or terms of government employment).

If you practiced at more than one setting, or under different supervisors, record both settings in chronological order. Fill in sections A and B below even if your practice setting never changed over time. If additional space is necessary, make a copy of the page.

#### A. Practice Supervised by an Advanced Clinical Social Worker (1,500 hours)

Post-master's (or, if relevant, post-doctorate), have you engaged in at least 1,500 hours (roughly one full-time year) of clinical social work practice, supervised by an advanced clinical social worker?

Yes  No

Supervisor's Name: \_\_\_\_\_

Supervisor's Advanced Degree (e.g. MSW): \_\_\_\_\_

Setting/Location: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Advanced Degree (e.g. MSW): \_\_\_\_\_

Setting/Location: \_\_\_\_\_

B. Practice Supervised by an Advanced Clinical Social Worker, Psychologist, or Psychiatrist (1,500 hours)

Post-graduate, beyond the one year of supervised practice hours above, have you engaged in an additional 1,500 hours (or more) of clinical social work practice, supervised by an advanced clinical social worker (see description on page 2), or a clinical psychologist (doctoral level), or a psychiatrist (M.D. or D.O., board-certified or board-eligible)?  Yes  No

1) Supervisor's Name: \_\_\_\_\_  
Supervisor's Advanced Degree: \_\_\_\_\_  
Supervisor's Clinical Discipline: \_\_\_\_\_  
Setting/Location: \_\_\_\_\_

2) Supervisor's Name: \_\_\_\_\_  
Supervisor's Advanced Degree: \_\_\_\_\_  
Supervisor's Clinical Discipline: \_\_\_\_\_  
Setting/Location: \_\_\_\_\_

C. Other Clinical Social Work Practice

Post-master's (or, if relevant, post-doctorate), beyond the supervised practice that you have already entered, have you engaged in an additional 4,500 hours (about three full-time years), or more, of clinical social work practice, either supervised or unsupervised?  Yes  No

Please Note: All applicants are subject to a random audit of continuing education and practice experience.

VI. Applicant's Statement

As an applicant for BCD certification, you must attest to ethical, competent practice, referring to the ABE Code of Ethics (copy enclosed) and responding to each statement below. An "I Do Not Affirm" response(s) does not necessarily preclude certification, but may warrant further investigation by ABE.

ABE will protect the privacy/confidentiality of your application, including your responses to the following statements and other information provided in connection with your application.

1. I hereby apply for certification as a *Board Certified Diplomate in Clinical Social Work*. I affirm that all information submitted is accurate and complete, and I grant permission to ABE to verify or investigate this information in a manner it may deem appropriate. I understand that any material omission or misrepresentation in my submission may be grounds for both immediate revocation of my certification and ABE's making that revocation public.
2. I further affirm that I have read and agree to abide by the ABE Code of Ethics. If I violate this Code of Ethics, or if any ethics violation is alleged against me, I will report the same to ABE. I agree to cooperate with any investigation or adjudication that ABE may conduct in accordance with its rules and regulations.

3. I affirm that I have never been the subject of any ethics inquiry or proceeding that resulted in any disciplinary or other adverse action, nor am I currently the subject of any pending ethics inquiry or proceeding.
4. I affirm that my ability to perform my professional responsibilities is not impaired by the use of alcohol or prescription drugs or non-prescription drugs or other controlled substances.
5. I affirm that I have not been convicted of a felony, nor am I the subject of any pending criminal charge.
6. I affirm that no judgments have been entered against me, nor settlements agreed to by me in professional liability cases, nor are there any professional liability lawsuits/arbitrations against me pending.
7. I affirm that my state or professional license/certificate is not and has never been revoked or suspended.
8. I affirm that, to my knowledge, no complaint has been lodged or is under review with any professional organization or regulatory authority regarding my practice.

If you **could not affirm** one or more of the above statements, please explain below (including the statement number, the resolution of the matter, the status of any treatment or monitoring, and any other pertinent details.) ABE reserves the right to investigate.

---



---



---



---

My signing below attests to the accuracy of the information I have provided, as well as the truth of the above statements. It also affirms my understanding that any material omission or misrepresentation in information submitted may be grounds for revocation or suspension of my BCD.



Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

### VII. Payment Method

Payment (\$225): \_\_\_ Check (enclosed, payable to ABE) or \_\_\_ MasterCard \_\_\_ VISA \_\_\_ AmEx

Cardholder name: \_\_\_\_\_

Card #: \_\_\_\_\_ Card expiration date: \_\_\_\_ / \_\_\_\_  
mm yy

I authorize credit card usage (signature): \_\_\_\_\_

Almost done . . .

→ please continue to the Evaluator Eligibility And Registration Form.

## GLOSSARY

### Summary of BCD Eligibility

- Master's (or Doctoral) degree in social work with coursework & field work focused on direct practice
- Licensure at the highest clinical level available in the state(s) where you practice (unless exempted by law or terms of government employment)
- Five years/7,500 hours' post-graduate clinical social work practice, including 3,000 hours under supervision (1,500 hours supervised by an advanced clinical social worker)
- 40 hours of clinical continuing education in the past three years. (Note: if you hold licensure in a state not requiring CE or work in a setting not requiring licensure, you are exempt from this CE standard for application purposes. However, you must amass twenty (20) hours of CE annually once you become board certified.)

BCD clinicians recertify annually on the basis of currency of direct practice, 20 hours of continuing clinical education, maintenance of licensure in good standing, and adherence to ABE's Code of Ethics.

### Clinical Social Work

Clinical Social Work Practice is defined as a mix of some or all of the following: assessment, diagnosis, crisis intervention, bio-psychosocial and psycho-educational interventions, brief and long-term counseling and/or psychotherapy, client-centered supervision, and colleague consultation. Client case-conferences, client-related phone calls, record keeping, and referrals are included. Excluded are: administrative duties, staff development, etc.

### Academics

ABE requires that an applicant hold a master's or doctoral degree in social work, with coursework and fieldwork focused on direct practice. For two-year transcripts with less than 50 credit hours, or instances of advanced standings, an under-graduate transcript may be required. Applicants holding a social work doctorate but not a social work master's degree may qualify if the doctoral education focused on direct practice.

### Supervised Practice

Supervised Practice hours are achieved post-graduate and consist of all time spent in practice while under supervision, not just the time spent in the presence of a supervisor.

### Clinical Continuing Education

Formal activities include organized events such as practice-oriented seminars, workshops, staff-development activities that involve face-to-face interaction with an instructor, and distance learning. Informal activities include clinical learning at structured social work meetings and discussions, including staff meetings addressing clinical social work methods or theory but not specific cases or administrative matters. Other informal activities are peer-group meetings in which practitioners discuss clinical social work methods, theories and issues. Proper documentation is required but needs to be submitted only if you are chosen to participate in the audit process.

# *The Advanced Clinical Social Worker Statement*



## *Introduction*

Clinical social work is a healthcare profession focused on helping people with bio-psychosocial problems and disorders. Advanced clinical social workers are especially adept at this work. Before entering the advanced level, clinical social workers pass through an entry-level practice phase (specialized graduate education and two years of post-graduate supervised training) and an intermediate phase (at least three more years of practice, which may be autonomous). All clinical social workers adhere to a professional code of ethics and respect the rights of their client consumers, especially those that relate to self-determination and to privacy and confidentiality.

## *Clinical Social Work described*

Built on a base of social-work core values and professional ethics, clinical social work, at all levels, is distinguished from other forms of social work by the nature of its graduate education and training and by its recognition, in every state of the United States, as a licensed mental-health/healthcare profession with unique competencies. Clinical social workers' professional scope of practice ranges from assessment and diagnosis to interventions and collaborative case management; their knowledge base encompasses the following: normal and abnormal human development and behavior; disorders and addictions; consequences of trauma, illness, or injury; intrapersonal, interpersonal, and family dynamics; the impacts of the physical, social, and cultural environment; and other bio-psychosocial issues.

## *Advanced Clinical Social Work described*

Advanced clinical social workers flexibly and effectively apply their knowledge and skills to many types of client consumers of all ages in a wide range of practice settings. They utilize individual, dyadic, family, and group approaches. In their assessments, diagnoses, treatment planning, interventions, outcome evaluations, and case management, advanced clinical social workers are both very knowledgeable and highly skilled. These advanced competencies may be measured by a board-certification process.

Advanced clinical social workers often specialize in specific practice areas, supervise and consult to other professionals, collaborate, receive difficult referrals, and teach and present in public. Their competence is recognized by a variety of service stakeholders including consumers, courts, the public, payor systems, regulators, and employers. While qualified to practice independently, advanced clinical social workers seek case consultation and make referrals to other specialists when appropriate.

Professional use of self, use of the "person in environment" perspective, continuing clinical education, a disciplined approach to the practice environment, and use of best practices in initiating change and ameliorating complex problems are expected of all advanced practitioners. In their interventions, they create a therapeutic alliance with client consumers and they place a high value on cultural, ethnic, and environmental factors.

In measuring the competence of the advanced clinical social worker, the American Board of Examiners' *Professional Development and Practice Competencies* position statement is the basis for examining candidates for advanced-practice certification as Board Certified Diplomates in Clinical Social Work (BCD).

## STANDARDS FOR “CONTINUING EDUCATION”

Continuing Education (CE) is an important part of advanced practice. ABE requires that BCD candidates have received **40 clock hours of clinical CE in the past three years**. This continuing education may be *formal or informal*, as related below.



### **Formal Activities**

Formal CE activities are: verifiable courses, practice-oriented seminars, work-shops, staff-development activities, “home-study” or “distance learning”, offered of accredited by state licensing boards, colleges and universities, and professional societies and associations.

### **Informal Activities**

Informal CE activities include clinical learning at structured social work meetings and discussions, such as the following:

- **Staff meetings** focused on clinical social work methods or theory but not on specific cases or administrative matters;
- **Speaker presentations** (at professional society meetings) addressing clinical social work methods, theories, or issues;
- **Peer-group meetings, panel discussions, and study groups**, in which practitioners discuss clinical social work methods, theories, or issues

### **Teaching**

ABE extends time-and-a-half credit to BCD candidates who, in the past two years, taught/teach a continuing education or college-level clinical social work course for the first time (verifiable by the sponsoring organization).

### **Documentation of Activities**

A random sampling of 10% of applicants for the BCD must document their CE activities. If you are among that group, you will receive a separate notification from ABE.

*For formal activities*, ABE requires photocopies of a certificate or a letter from the event’s sponsor or instructor (including your name, date, hours of continuing education attained, and, if needed, the course syllabus or conference brochure), or a written description of the activity (with participants, date, topics, and duration) signed by the coordinator or group leader.

*For informal activities*, provide a document that summarizes the activity and its clinical CE content, with date, duration, name/title of leader/coordinator, mention of participants (e.g. clinical staff of Acme Hospital), indication of your attendance, and signature of person responsible.

# AMERICAN BOARD OF EXAMINERS IN CLINICAL SOCIAL WORK

## Ethics Code

### *Introduction*

Ethical principles are fundamental to clinical social work. Ethics are precepts that guide the moral conduct of professionals; they are not the same as practice standards, which prescribe competent practice at various levels of development. Clinical social workers who are board certified by the American Board of Examiners in Clinical Social Work (ABE) are required to adhere to its ethics code. They must also observe ethics codes and precepts of relevant state statutes and regulations of the social work membership organizations, employing agencies, or uniformed services to which they may belong.

ABE's Ethics Code consists of general principles rather than specific rules and regulations. Specific rules and regulations are contained in various sections of some state license statutes, state Societies for Clinical Social Work, and the National Association of Social Workers. The reader is referred to these codes for additional guidance in matters of ethical conduct, as well as to the principles below.

## PRINCIPLES

### **I. Responsibility to Clients** ---

1. Clinical social workers observe the primacy of client need balanced with the right to self-determination. They take all reasonable steps to prevent the client from causing harm to self and others, and use their diagnostic and treatment skills to improve the mental health and social functioning of clients.
2. Early in professional relationships clinical social workers explain their professional identity and qualifications, setting fair fees (no fee-splitting), and mutual obligations; including the need to terminate services when not required/desired by the client. They make provisions to avoid abandonment when services must be interrupted.
3. Except as mandated by law, legal precedent or court order, client-clinician communication is privileged and confidential, and the release of such information at any time must occur only with written informed consent of the client, legal guardian, or research subject.
4. Clinical social workers monitor the quality of their services, continuously evaluate their effectiveness, and strive to increase skills, knowledge and mastery. They refrain from conduct in which personal issues or biases may prove harmful or impede competence.
5. Clinical social workers do not use clients for self-interest, do not socialize with clients in a manner detrimental to treatment, and do not exploit clients or engage in sexual harassment or sexual relationships with supervisees, students, employees, research subjects, or current and former clients. The clinician carries the burden of determining that a relationship is appropriate, not detrimental, and does not violate boundaries of roles.

### **II. Responsibility to Profession** ---

1. Clinical social workers practice within the legal constraints of their state license(s) and adhere to the ethics codes of the social-work organizations to which they belong.
2. Clinical social workers act in a manner that promotes and preserves the professional social work values and the practice standards of clinical social work.

3. Clinical social workers make clear their role when speaking or acting as a private individual rather than as a professional or as a representative of a professional organization.
4. When more than one clinician is involved the care of a client, clinical social workers seek to coordinate treatment. They are obligated to address any collaborative issues that are not in the best interest of the client.

### **III. Responsibility to Society**

---

1. Clinical social workers do not discriminate against anyone, including discrimination due to age, race, religion, ethnicity, nationality, gender, or sexual preference.
2. Clinical social workers, acting as practitioners, instructors, supervisors, or employers, take care to avoid incompetence, dishonesty, fraud, deceit, misrepresentation, or dishonorable business practices.
3. If an employing entity's practices/policies conflict with professional ethics or practice standards, the clinician shall seek to bring about change in the employing entity.
4. Clinical social workers conduct research in a manner consistent with the values/standards of clinical social work practice, and report findings accurately.

#### ***ADJUDICATION***

In order to uphold the integrity of its certifications, the American Board of Examiners in Clinical Social Work (ABE) may reprimand or censure a certificant or suspend or revoke his/her certification, for any of the following reasons:

- ❖ Breach of this ethics code,
- ❖ Conviction of a felony or crime of moral turpitude,
- ❖ Misdemeanor based on professional shortcomings,
- ❖ Incompetence (professional or mental) or narcotics addiction or habitual intoxication,
- ❖ Expulsion from other social work organizations, or revocation of state licensure or certification.

Through its website and newsletter, ABE may make public any disciplinary action taken against the practitioner.

*--October, 2006*

## EVALUATOR ELIGIBILITY AND REGISTRATION FORM

### Evaluator Eligibility

An Evaluator is a **Colleague**, **Supervisor**, or **Consultant**, described as follows:

- ❖ **Colleague:** familiar with your practice through referrals, participation in supervision or consultation groups, structured clinically oriented exchanges, and other interactions
- ❖ **Consultant:** case-consulted, with knowledge of your grasp of theory and technique
- ❖ **Supervisor:** formally supervised your clinical practice

An Evaluator must have at least one year of "direct knowledge" (*in the past four years*) of your clinical social work practice and must, at the outset of that year, have:

- ◆ at least five years of post-graduate practice before the start-date of contact with you (e.g. graduated on May 31, 1990, and became eligible to complete an Evaluator Package on June 1, 1996)
- ◆ state licensure in good standing at the highest clinical level, unless exempted by law or terms of your government employment

An Evaluator must NOT be related to you.

An Evaluator's profession must be:

→ Evaluator One must be an advanced clinical social worker.

Master's or Doctoral degree in social work; at least five years of post-graduate clinical social work practice, including two years under supervision; current in practice (3,000 hours in the past 10 years); licensed in good standing at the highest clinical level available in state(s) where you practice (unless exempted by law or by terms of government employment).

→ Evaluator Two must either be an advanced clinical social worker, a psychiatrist (M.D. or D.O., board-certified or board-eligible), or a clinical psychologist (doctoral only)

Note: You are responsible for ensuring that your Evaluators respond within two months of our receiving your Evaluator Registration Form.





## Evaluators Registration Form

Please select two Evaluators who meet the eligibility criteria to evaluate your practice competency, and register them below.

On each of the enclosed "Evaluator Package" (two forms separate from this one), print your name at the top on page one (shaded area) but do not fill out anything else. Evaluators will either mail their evaluations to ABE or return them to you (in a sealed envelope) to mail. Please urge your Evaluators to mail their evaluations within two months of our receipt of this registration form.



**Evaluator #1** - **must** be an advanced clinical social worker (as described on page one)

Evaluator's Name: _____	
Email Address: _____	Daytime Phone #: (____) _____
Advanced Degree (e.g. MSW): _____	Licensure Initials (e.g. LCSW) _____
Contact dates with your Evaluator	
Start Date: _____ / _____	End Date: _____ / _____ (If ongoing, enter current mm/yyyy)
mm      yyyy	mm      yyyy



**Evaluator #2** - **must** be either an advanced clinical social worker or a clinical psychologist (doctoral level) or a psychiatrist (M.D. or D.O.)

Evaluator's Name: _____	
Professional Discipline: _____	
Email Address: _____	Daytime Phone #: (____) _____
Advanced Degree (e.g. MSW): _____	Licensure Initials (e.g. LCSW): _____
Contact dates with your Evaluator	
Start Date: _____ / _____	End Date: _____ / _____ (If ongoing, enter current mm/yyyy)
mm      yyyy	mm      yyyy

Note: If one or more of your Evaluators is found ineligible, you will be contacted with instructions for registering a new Evaluator(s).

**Please return this form with your application!**

**American Board of Examiners in Clinical Social Work ♦ 1-800-694-5285**



## Evaluator Package Eligibility, Personal Information & Attestation

Thank you for agreeing to rate the practice competency of \_\_\_\_\_  
(Applicant's name)

as an Applicant for the **Board Certified Diplomate (BCD)** certification of the American Board of Examiners in Clinical Social Work (ABE).

### I. Evaluator Eligibility

As an Evaluator, you agree to conduct a confidential evaluation and you are one of the following: an advanced clinical social worker\*, or a clinical psychologist (doctoral level), or a board-certified or board-eligible psychiatrist (M.D. or D.O.).

\*Characteristics - Master's or doctoral degree in social work; at least five years of post-graduate clinical social work practice, including two years under supervision; current in practice (3,000 hours in the past 10 years); state-licensed in good standing at the highest clinical level available in state(s) where you practice (unless exempted by law or terms of government employment).

In addition, all Evaluators must meet the following criteria:

- ❖ Hold licensure at the highest clinical level in the state(s) in which you practice (unless exempted by law or by terms of government employment).
- ❖ Have a full year (in the past four) of direct knowledge of the Applicant's clinical social work practice, meaning that you have participated with the Applicant as a:
  - **Colleague:** familiar with Applicant's professional competence through referrals, participation in supervision or consultation groups, structured clinically oriented exchanges, and other interactions; or
  - **Consultant:** case-consulted, with knowledge of the Applicant's grasp of theory and technique; or
  - **Supervisor:** formally supervised the Applicant's clinical practice.
- ❖ In addition to the full year mentioned above, you had practiced for at least five years, post-graduate, before the start-date of contact with Applicant (e.g. you graduated on May 31, 1990, and became eligible to complete an Evaluator Package on June 1, 1996).
- ❖ No kinship relation to the Applicant.

**If you do not meet these criteria, please advise the Applicant immediately that you are ineligible to serve as an Evaluator.** If you are eligible and willing to serve as an Evaluator, please complete Sections II and III below. Please consider your responses carefully!

**IMPORTANT:** To ensure confidentiality, please do not discuss your evaluation with the Applicant. ABE cannot accept forms by fax. If any information has been recorded in the following pages by the Applicant, please do not complete this evaluation, but return it to the Applicant as an ineligible form.

**II. Evaluator's Personal Information** (To be filled out by Evaluator only)



Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

Advanced Degree Initials \_\_\_\_\_ Year Degree Awarded \_\_\_\_\_ / \_\_\_\_\_  
(e.g. MSW, Ph.D., M.D.) mm yyyy

School/Institute \_\_\_\_\_

- I hold a current state license(s) at the highest clinical level available in the jurisdiction(s) where I practice (unless exempted from licensure by law or terms of government employment) and I practice as one of the following (please check one box):
  - An advanced clinical social worker** (see page one for characteristics)
  - A board-certified or board-eligible psychiatrist** (M.D. or D.O. only)
  - A clinical psychologist** (doctoral only)

If you are not one of the above, please notify the applicant that you are ineligible to serve as an Evaluator.

- I serve(d) as a colleague, supervisor, or consultant to the applicant at the following setting:  
(Official name, (e.g. XYZ Clinic or Jean Smith, Private Practice):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Dates of Contact with Applicant (must be at least one year in the past four, and begin at least five years after you received your graduate degree):

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm yyyy mm yyyy (If ongoing, enter current m/y)

**III. Evaluator's Attestation**

Please read the following sections and respond to each of the questions relating them to the Applicant's suitability for Board Certified Diplomate (BCD) certification.

**Skills & Respect**

Clinical social work is a mental-health/healthcare profession focused on helping people with bio-psychosocial problems and disorders. Advanced clinical social workers are especially adept at this work. Before entering the advanced level, clinical social workers pass through an entry-level practice phase (specialized graduate education and two years of post-graduate supervised training) and an intermediate phase (at least three more years of practice, which may be autonomous). All clinical social workers adhere

to a professional code of ethics and respect the rights of their client consumers, especially those that relate to self-determination and to privacy and confidentiality.

1a. Is the applicant an effective and skilled practitioner?  Yes  No

1b. Does the applicant demonstrate respect for the client's right to self-determination and for cultural, ethnic, and environmental considerations?  Yes  No

### ***Clinical Social Work***

Clinical social work is distinguished from other forms of social work by its scope of practice, the nature of its graduate education and post-graduate training and by its standing, in every state of the United States, as a licensed mental-health/healthcare profession with unique competences. Clinical social workers' professional scope of practice ranges from assessment and diagnosis to interventions and collaborative case management; their knowledge base encompasses: normal and abnormal human development and behavior; disorders; addictions; consequences of trauma, illness, or injury; intrapersonal, interpersonal, and family dynamics; the impacts of the physical, social, and cultural environment; and other bio-psychosocial issues.

2a. Is the applicant proficient in applying core social-work-related values, ethics, and principles to his or her clinical practice?  Yes  No

2b. Does the applicant's clinical knowledge base include most of the areas listed above?  Yes  No

2c. Does the applicant have significantly greater clinical knowledge than does a newly licensed practitioner?  Yes  No

### ***Advanced Clinical Social Work***

Advanced clinical social workers serve many types of client consumers of all ages, utilizing individual, dyadic, family, and group approaches. In their assessments, diagnoses, treatment plans, interventions, outcome evaluations, and case management, advanced clinical social workers are both very knowledgeable and highly skilled.

3a. Does the applicant have advanced skills in assessment and/or diagnosis?  Yes  No

3b. Does the applicant have advanced skills in treatment planning and delivery and in case management?  Yes  No

### ***Collaboration & Referral***

Advanced clinical social workers often specialize in certain practice areas, collaborate, receive difficult referrals, and supervise and consult to other professionals. While qualified to practice independently, advanced clinical social workers seek case consultation and make referrals to other specialists when appropriate.

4. Would you refer difficult clients to the applicant in his or her areas of expertise?  Yes  No

### ***Professional Approach***

Professional use of self, use of the person-in-environment perspective, continuing clinical education, a disciplined approach to the practice environment, and use of best practices in initiating change and ameliorating complex problems, are expected of all advanced practitioners. In their interventions, they create a therapeutic alliance with clients and remain sensitive to cultural, ethnic, and environmental factors.



## HOW TO SUBMIT AN EVALUATION

It is important that we receive your evaluation within two months of your receipt of this package. Please submit your evaluation by following the three steps below

**Step One:** Place your completed Evaluator Package in the envelope provided.

**Step Two:** Seal the envelope and sign the envelope directly across the flap of the envelope that you just sealed.  
This is extremely important, to ensure confidentiality of the review.



**Step Three:** Return your completed Evaluator Package to the Applicant, who will forward it unopened to ABE, or you may mail it to:

ABE  
Shetland Park  
27 Congress Street, # 501  
Salem, MA 01970  
Attn: Credentials Department

Please Note: An Evaluator Package can **ONLY** be returned by mail, with the Evaluator's signature on the envelope flap. This ensures confidentiality and precludes the use of fax machines. (ABE cannot accept Evaluator Packages by fax.)

**Questions?** Please contact ABE's Credentials Department at [kab@abecsw.org](mailto:kab@abecsw.org) or 1-800-694-5285 x16. For information about the American Board of Examiners in Clinical Social Work, please visit [www.abecsw.org](http://www.abecsw.org).



Thank you for your help!

## APPLICANT CHECKLIST & MAILING INSTRUCTIONS

Make sure that you have filled out all forms thoroughly, and have provided complete documentation. Missing information will delay the processing of your application!

Please check to see that you have done the following:

- Completed all sections of your "Application" and "Evaluators' Registration Form" in full.
- Included a photocopy of your state license (unless you are exempt), current at the highest clinical level available in the state(s) where you practice, with license number and expiration date clearly visible.
- Included an official transcript or made arrangements for one to be sent to ABE from your master's/doctoral program (and, if necessary, an official transcript from another school whose courses were credited toward your master's degree).
- Made copies of the materials you are mailing to us for your records.
- Mailed or hand delivered "Evaluator Packages" to each of your Evaluators to complete, confidentially. Evaluators will mail their evaluations to ABE or will return them to you in a sealed envelope.
- Remember, to stay in touch with your Evaluators so that we receive their evaluations [within two months of our receipt](#) of your application materials.

Mail the original "Application" and "Evaluators' Registration Form", and application fee of \$225.00 to:

ABE  
Shetland Park  
27 Congress St., #501  
Salem, MA 01970  
Attn: Credentials Department

Applications are processed as rapidly as possible. Please allow a minimum of three weeks before contacting ABE regarding the status of your application. Your eligibility for review will be determined based on this Application. If you are found ineligible for the BCD, \$75 of your application fee will be refunded; if (for any reason) you withdraw your application, or if either of your Evaluators finds that you do not meet the standards for board certification, no refund will be made.

From what source did you learn of the BCD? \_\_\_\_\_

What is your chief motivation in applying for the BCD? \_\_\_\_\_

\_\_\_\_\_

### Questions?

Please contact ABE's Credentials Department at [kab@abecsw.org](mailto:kab@abecsw.org) or 1-800-694-5285 x16.

**We thank you for your interest in board certification. Good Luck!**