Continuing Education Requirements
A licensee shall not be required to complete continuing education for the first renewal of licensure. For each subsequent renewal, a licensee must complete 30 hours of approved continuing education credit, which includes 2 hours on the prevention of medical errors and 3 hours relating to professional ethics and boundary issues during the two-year period ending on the last day of the biennial renewal period. Within six months of initial licensure and every third renewal thereafter, a licensee must complete a 2 hour continuing education course on domestic violence.

2012 Meeting Dates
February 9-10, 2012 Tampa, FL
April 26-27, 2012 Pensacola, FL
August 9-10, 2012 Tampa, FL
October 25-26, 2012 Tallahassee, FL

Board Membership
It is the Board’s solitary duty to protect the community by ensuring health care professionals are educated and operating on optimal protocol.

The Florida Board of Clinical Social Work, Marriage & Family Therapy & Mental Health Counseling is composed of nine members appointed by the Governor. Two members must be licensed clinical social workers, two members must be licensed marriage & family therapists, two members must be licensed mental health counselors and three consumer members who must be residents of the state and have never been licensed in a mental health-related profession and who are in no way connected with the practice of any such profession.
The Florida Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling...

is a governmental regulatory body responsible for protecting the health and safety of the public.

is not a membership organization for clinical social workers, marriage & family therapists, or mental health counselors. Such organizations are responsible for protecting these individual professions.

is responsible for enforcing the laws regarding the practice of clinical social work, marriage & family therapy, & mental health counseling (491 Practice Act). To review the 491 Practice Act, visit web page www.doh.state.fl.us/mqa/491 then click on “Laws and Rules”, or call 850-488-0595 to request a copy.

cannot independently change the Florida Statutes or the 491 Practice Act. Only the Legislature can make changes to statute.

is responsible for adopting rules and policies that establish minimum regulatory standards for safe practice and clarify parts of the 491 Practice Act.

does not make or change regulations in secret. It is a public process that includes a public hearing and written and oral testimony by the public. A schedule of meeting dates is available on the board’s web site.

regulates the scope of clinical social work practice, marriage & family therapy practice, and mental health counseling practice as defined in the 491 Practice Act.

does not regulate conditions of employment.

may take disciplinary action against a license in response to violations of the 491 Practice Act and associated rules in the Florida Administrative Code.

does not take any disciplinary action without an investigation of all facts involved in the case. Licensees charged by the Florida Board of CSW, MFT, & MHC are entitled to a hearing. Licensees may hire an attorney to represent them.

All correspondence and inquiries should be directed to the Board of CSW, MFT, MHC staff at 4052 Bald Cypress Way, Bin C08, Tallahassee, FL 32399-3258. Since the Board serves as a “quasi judicial” entity on licensure issues, contact with the members may cause the members to be recused from administrative proceedings. Staff will direct inquiries, when appropriate, to the full board for review.
WHAT HAPPENS AT A BOARD MEETING?

PUBLIC NOTICE: Board meetings are open to the public. Notice of meetings is published in the Florida Administrative Weekly. A draft agenda is available through the board website at least one week in advance of the meeting. On rare occasions, the board may enter executive (non-public) session to discuss a limited number of issues which are confidential.

ORGANIZATION: The business of the board revolves around committee reports, staff and counsel reports, review of licensure and examination applications, discipline for violations of the practice act, and board rules or other laws. The main persons and roles visible during a board meeting are chair, vice chair, board members, board counsel, prosecuting attorneys, respondents, PRN and the executive director.

CHAIR/VICE CHAIR: The Chair is responsible for the organization and running of the meeting. The agenda is prepared by staff, but the Chair may alter or reorganize the sequence of issues. The Chair seeks to keep the board on task and often summarizes discussion. The Chair is a full member of the board and is required to vote on all issues. The Chair may make motions and second motions of others. The Chair seeks clarification from counsel, board members, staff, or others if requested. The Vice-Chair performs these duties in the absence of the Chair.

BOARD MEMBERS: Members are required to vote on all issues, unless recused because of a possible conflict of interest. A board member who sits on the probable cause panel may have already heard some evidence in disciplinary cases, and therefore, that member is automatically recused from voting on the case when it appears before the full board. Board members review hundreds (sometimes thousands) of pages of records prior to a typical board meeting. The documents include applications for licensure, administrative complaints against an individual, investigative reports, orders, stipulations, and other records. Orders are legal documents filed by the board to take action against an applicant or licensee. A stipulation is a tentative agreement between the prosecuting attorney and the respondent; the board must approve a stipulation before it can take effect. Board members determine severity of discipline (reprimand, fine, suspension and/or probation, revocation) using established guidelines (see rules for these guidelines); costs of investigation are always included. Since the Board serves as a “quasi-judicial” entity on licensure issues, contact with members may cause the members to be recused from administrative proceedings. Correspondence and inquiries should be directed to board staff at 4052 Bald Cypress Way, Bin C-08, Tallahassee, Florida 32399-3258. Staff will direct inquiries to the full board for review when appropriate.

BOARD COUNSEL: An Assistant Attorney General serves as legal counsel to the board. Counsel responds to requests from the Chair to clarify requirements in Florida laws and rules which may affect board decisions. Counsel prepares draft documents for board review, including proposed rules. Counsel informs board members of possible legal issues or implications of various courses of action being contemplated. Counsel prepares final orders and other documents to be filed and sent to respondents.
PROSECUTING ATTORNEY: This attorney from Medical Quality Assurance Enforcement Division reviews all disciplinary cases and prepares materials for board review. Administrative complaints outline the alleged violations of the Practice Act, rules of the board and other laws. Investigative reports provide information from witnesses, records, and others about the situation described in the administrative complaint. After review by a Probable Cause Panel, the attorneys inform the respondent of their rights. The respondent may choose several different options in responding to the administrative complaint. If the respondent selects an informal hearing before the board, the prosecuting attorney reads a summary of the administrative complaint and provides legal notification of procedures followed by notifying the respondent. Sometimes an agreement (stipulation) is achieved between the parties: the board must approve this before it becomes final. If a respondent disputes the facts in a case, a hearing with an administrative law judge will be held and the findings of the law judge will be sent to the board for final action.

RESPONDENTS: Some respondents are applicants for licensure or examination. These persons may have discipline in another state, deficiencies in education or other credentials. The board reviews these cases to determine if the applicant can be approved for licensure or examination. Other respondents are licensees who have had a complaint filed against them for violation of the practice act, rules of the board, or other applicable laws/rules. While some respondents may be required to appear before the board, in most cases this is an option for the respondent. An attorney may represent a respondent and the respondent may have witnesses appear on their behalf. All respondents and witnesses are sworn under oath.

PRN (PROFESSIONALS RESOURCE NETWORK): Representatives from this organization are often present at board meetings to provide reports on individuals enrolled in the program. In addition, the board may order a respondent or applicant to be evaluated by PRN to prove safety to practice. Most services provided by this organization revolve around drug and alcohol abuse, but may include mental health or behavioral problems and psychological testing.

EXECUTIVE DIRECTOR: This person is responsible for the over-all functioning of the board office. The office staff prepares the agenda in concert with counsel and prosecuting attorneys, organize and schedule the meetings and publish notices, provide public copies of documents and maintain records of the proceedings. The staff also processes applications for licensure or examination, maintain disciplinary files, review applications for continuing education providers, conduct continuing education audits, monitor statistics for annual reports and prepare various reports as requested. Other board administrative or support staff may be present during a meeting.

COURT REPORTER: A legal record of proceedings is prepared by a court reporter. This individual also administers the oath to respondents and witnesses at the board meeting.

AUDIO: Meetings are recorded and the minutes are usually available on the Board’s Web site within 10 days of the meeting.
BOARD OF CLINICAL SOCIAL WORK, MARRIAGE AND FAMILY THERAPY AND MENTAL HEALTH COUNSELING

BOARD MEMBER LIST

MENTAL HEALTH COUNSELOR MEMBERS

DR. WILLIAM DAY, LMHC
Tampa, FL
TERM: 03/15/2010-10/31/2013

VACANT

CLINICAL SOCIAL WORK MEMBERS

DR. SANDRA BARLOW, LCSW
Tallahassee, FL
TERM: 03/15/2010-10/31/2010

MS. SUE WHITE, LCSW
Aventura, FL
TERM: 03/15/2010-10/31/2012

MARRIAGE AND FAMILY THERAPY MEMBERS

MR. FRANKLIN A. ROBERTS, LMFT, CHAIR
Ft. Walton, Beach, FL
TERM: 01/09/2004–10/31/2010

MS. SUSAN GILLESPY, LMFT
Jacksonville, FL
TERM: 03/15/2010-10/31/2012

CONSUMER MEMBERS

MARY BRIDGMAN, Esq., VICE-CHAIR
Starke, FL
TERM: 12/01/04–10/31/08

MARY MACOMBER, Esq., Chair
Coral Springs, FL
TERM: 01/09/04–10/31/11

HELEN A. DOUGLAS, RDH
Pensacola, FL
TERM: 8/12/08-10/31/10

BOARD ADMINISTRATIVE STAFF

Sue Foster, Board Executive Director
Robin McKenzie, Program Administrator
Dee Ramer, Regulatory Supervisor
Deborah Loucks, Board Counsel
Adrienne Rodgers, Manshi Shah, Cecilie Sykes, Prosecuting Attorneys

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