Social Worker Trainee

The Ohio Counselor, Social Worker, Marriage & Family Therapist (CSWMFT) Board has approved the registration of masters level social work students as Social Worker Trainees (SWT). Per Ohio Administrative Code (OAC) 4757-3-01(AA), a Social Worker Trainee is an individual who is a graduate student seeking licensure as a social worker who is currently enrolled in a practicum, internship or field work course in a social work education program accredited by the “Council on Social Work Education” (CSWE).

Online Social Worker Trainee Application Instructions

The instructions for applying for the registration are below. There is no charge for obtaining this registration. However, the student is responsible for all costs associated with the required criminal records check.

1. Go to the Board’s eLicense website at https://license.ohio.gov/Applications/default.asp.
2. Under select a division choose Counselor, Social Worker, & Marriage and Family Therapist Board.
3. Under select a profession choose S. Social Worker Trainee.
4. Click on start application, and complete your application.
5. OSU’s MSW program office will send the list of students enrolled in field.
6. Complete the BCI and FBI background checks (see link for instructions http://cswmft.ohio.gov/pdfs/CRC0308.pdf). OSU students can go to Blankenship Hall, but call ahead to find out days and times when background checks are completed.
7. Questions about the status of the SWT registration should be directed to Doug Warne, CSWMFT Board Licensure Coordinator, at douglas.warne@cswb.state.oh.us or at 614-387-6038.

The student will be notified, via email, of their registration status. Once registered, the student can use the initials SWT and they have the same scope of practice as a LSW. The SWT can only be used during field placement and should never be used for work purposes. Trainee status is active only within the dates displayed on the online verification system at https://license.ohio.gov. The dates of that registration will be up to four weeks past the end of the term enrolled. Applicants enrolling for a subsequent field education course need not re-apply.
**Billing Information**

SWTs can bill for the following services through the Ohio Department of Mental Health (ODMH) matrix as an eligible service provider:

- OAC 5122-29-3: Counseling
- OAC 5122-29-4: Mental Health Assessment
- OAC 5122-29-6: Partial Hospitalization
- OAC 5122-29-8: Behavioral Health Hotline
- OAC 5122-29-10: Crisis Intervention [Except (C)(1)]
- OAC 5122-29-10: Crisis Intervention [Including Paragraph (C)(1)]
- OAC 5122-29-11: Employment/Vocational
- OAC 5122-29-13: Adult Education
- OAC 5122-29-14: Social & Recreational
- OAC 5122-29-17: Community Psychiatric Supportive Treatment (CPST)
- OAC 5122-29-19: Consultation
- OAC 5122-29-20: Prevention
- OAC 5122-29-21: Mental Health Education
- OAC 5122-29-23: Adjunctive Therapy
- OAC 5122-29-28: Intensive Home Based Treatment (IHBT) Counseling
- OAC 5122-29-28: IHBT Mental Health Assessment
- OAC 5122-29-28: IHBT CPST
- OAC 5122-29-28: IHBT Other Services and Activities (Paragraph A)
- OAC 5122-29-29: Assertive Community Treatment (ACT) Counseling
- OAC 5122-29-29: ACT Mental Health Assessment
- OAC 5122-29-29: ACT CPST
- OAC 5122-29-29: ACT Other Services and Activities (Paragraph A)


Please **do not** contact the College of Social Work or the CSWMFT Board with billing questions. All questions about ODMH billing can be directed to one of the following people:

Terry Jones – Terry.Jones@mh.ohio.gov

Janel M. Pequignot – Janel.Pequignot@mh.ohio.gov

** The billing of AOD services by SWTs is currently pending through the Ohio Department of Alcohol and Drug Addiction Services (ODADAS). **