

**Information Booklet with
Application and Reference
Evaluation Forms**

NASW Invites You to Apply for the

**Military Service Members, Veterans,
and Their Families –
Clinical Social Worker
(MVF-CSW)**

All MVF credentials are offered to qualified NASW members free of charge until July 2014



NASW Credentials

NASW Credentials Accounting • 750 First St. NE • Suite 800 • Washington, DC 20002
800.638.8799 x 447 • 202.408.8600 x 447 • SocialWorkers.org • credentialing@naswdc.org

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Military Service Members, Veterans, and Their Families – Clinical Social Worker (MVF-CSW)

INTRODUCTION

Created by the National Association of Social Workers (NASW), with the support of military, Veteran, and civilian social workers, this is the premier national credential in social work practice with Service Members, Veterans, and their families. The social work profession has developed a well-established body of knowledge that informs social work practice with Service Members, Veterans, and their families, as well as a set of complex skills that are required of social workers in this field of practice.

DEFINITION OF SOCIAL WORK WITH SERVICE MEMBERS, VETERANS, AND THEIR FAMILIES

The White House Joining Forces Initiative (2011) has noted that “the U.S. military recruits and retains the highest-caliber volunteers to contribute to the Nation’s defense and security.” Service Members, Veterans, and their families sacrifice much and have earned respect and the resources necessary to help them live productive and healthy lives. They have great strengths, including resilience, perseverance, courage, and critical problem-solving skills, yet they may also face significant challenges.

Approximately 2.2 million Service Members make up America’s all-volunteer force in the Active, National Guard, and Reserve components, representing less than one percent of all Americans (White House Joining Forces Initiative, 2011). Many social workers, regardless of primary practice area, will work with clients who do, or have, served in the military and/or with their family members including spouses, partners, children, and parents of the Service Member or Veteran.

The U.S. Department of Veterans Affairs (VA) established the first social work program in the Veterans Bureau in 1926 and is now the largest employer of master’s-level social workers in the nation. The VA is also affiliated with over 180 graduate schools of social work and operates the largest and most comprehensive clinical training program for social work students in the United States. Social workers have been a part of the U.S. military since 1945, providing high quality care to Service Members at home and on the front lines. Social workers can also be found as providers under TRICARE, the health care program for uniformed Service Members, their families, and survivors of deceased Service Members. Additionally, many more social workers provide direct and indirect services to this population through a wide variety of contractual services.

Social work services with Service Members, Veterans, and their families include but are not limited to mental and behavioral health services, health services, social supports,

case management, care coordination, administration, and advocacy. Services are provided at the micro, mezzo, and macro levels in a wide range of public and private settings—community-based, school, government, health, and mental health organizations. Services may be provided to Service Members in all branches and Veterans from all eras and conflicts, as well as to their family members and loved ones. In carrying out their roles and functions in this specialized arena, social workers adhere to the NASW *Code of Ethics*, meet NASW *Standards for Social Work Practice for Practice with Service Members, Veterans, and Their Families* and comply with NASW *Standards for Cultural Competence*.

CORE FUNCTIONS

- Maintaining appropriate boundaries and employing strategies of ethical reasoning, and professional comportment consistent with *The NASW Code of Ethics*® in an environment that may present complex policy and value conflicts, and establishing mutually respectful professional relationships with Service Members, Veterans, and their families throughout the course of providing culturally competent social work services
- Identifying the complexities of navigating military culture with the client’s personal identity culture as these affect micro, mezzo and macro levels of service delivery to Service Members, Veterans, and their families
- Understanding the bio-psychosocial-spiritual aspects of war, armed conflict, and the phases of deployment and reintegration as it impacts Service Members, Veterans, and their families
- Maintaining expertise in the bio-psychosocial-spiritual aspects of the identified challenges across life phase transitions facing Service Members, Veterans, and their families
- Maintaining current knowledge of basic eligibility requirements for available government programs, community resources, and other forms of support and assistance available to Service Members, Veterans, and their families
- Completing needs assessments of Service Members, Veterans, and their families using comprehensive and developmental evaluations
- Assessing and enhancing the strengths and resiliency of Service Members, Veterans, and their families
- Utilizing a culturally sensitive bio-psychosocial-spiritual assessment to craft a treatment plan with the Service Member, Veteran, or family client
- Identifying interventions to be offered as part of an evolving comprehensive plan in accordance with the mission and wishes of Service Members, Veterans, and their families

- Providing a collaborative, phase-oriented, multimodal approach that utilizes empirically validated psychotherapy and evidence-based interventions to address issues facing Service Members, Veterans, and their family members

Core knowledge and skills are reflected in the competency assessment statements completed by supervisors and social work colleagues as part of this application.

BENEFITS FOR CREDENTIAL HOLDERS

In conjunction with the internal validation of professional competency, credential holders have found additional benefits:

- As a member of the Institute for Credentialing Excellence, NASW credentials indicate that you have met **national** standards of social work practice
- NASW credentials are verification that you have a renewable commitment to excellence and expertise in the practice of social work with Service Members, Veterans, and their families
- NASW credentials indicate advanced practitioners to the public
- NASW credentials bring leadership opportunities and recognition by peers and other health care professionals
- Some employers provide incentives to employees who choose to obtain and maintain NASW credentials

ELIGIBILITY REQUIREMENTS FOR CREDENTIAL APPLICANTS

Education:

A Master's in social work from a CSWE-accredited college or university program, or a doctoral degree in social work, is required. A database of CSWE-accredited programs can be found at cswe.org/Accreditation/Accredited-Programs.aspx. Educational institutions that are in candidacy are not accepted. **The degree must be in social work; related degrees are not eligible.**

Experience:

Applicants must have completed the equivalent of a minimum of three (3) full-time years of supervised professional clinical social work practice with Service Members, Veterans and their families. Qualifying employment experience must be paid and amount to at least 4,500 hours. Appropriate work settings include a Department of Defense (DoD) or Department of Veterans Affairs (VA) setting; or with an agency or organization officially affiliated with the DoD or the VA; or with an agency, practice, or organization that provides services to Service Members, Veterans, and/or their families.

This experience must have occurred within five (5) years preceding submission of the application.

Exception: If the experience requirement exceeds the five (5) year condition, an individual may still be eligible with the completion of an additional fifteen (15) continuing education credits (beyond the 30 credit requirement for this credential) obtained within the past two (2) years. This training or professional development activity must specifically address diagnosis and treatment and reflect contemporary knowledge of current social issues, interventions, resources, research, or evidence-based practices essential to working with Service Members, Veterans, and their families.

If you are uncertain about experience and supervision requirements, please contact the NASW Credentialing Center at 800.638.8799 x447 or credentialing@naswdc.org.

SUPERVISION AND EXPERTISE

Applicant must be a licensed social worker who confirms the basic knowledge requirements of the profession. NASW credentials require the rating of performance factors by at least one clinical social work supervisor with significant experience working with Service Members, Veterans and their families, and two social work colleagues, to determine the level of knowledge to practice and effectiveness of performance.

Supervision must be provided by a licensed Master's or Doctoral level clinical social worker for a minimum of two years and should occur at a rate of not less than one (1) hour of supervision for every 30 hours of direct service provision.

The MVF-CSW credential has just become available in 2013 and acknowledges that many clinical social work practitioners working with Service Members, Veterans, and their families will be serving in leadership capacities or might be the only MSW on staff. In such cases, alternative supervision will be accepted with the following conditions:

- A letter of reference from the applicant's immediate supervisor
 - Written on agency/organizational letterhead
 - The signature should include the reference's position as well as any credentials/degrees/licenses held

Required forms are included with the application.

PROFESSIONAL LICENSURE

Applicant must have a current and unrestricted license to practice independent clinical social work. The title of this license varies by state, but generally is called “Licensed Clinical Social Worker” or “Licensed Independent Clinical Social Worker.” Licensee must be degreed as a social worker. Other disciplines licensed as social workers as allowable in some jurisdictions cannot qualify for NASW social work credentials.

SPECIALIZED KNOWLEDGE/CONTINUING EDUCATION

Qualified candidates must show evidence of a minimum of thirty (30) hours of continuing education, twenty (20) of which must be directly relevant to diagnosis and treatment of Service Members, Veterans, and their families. Relevant training must have occurred within the two (2) years immediately prior to the date of application.

Proof of specialized knowledge and training may include:

- Copies of continuing education certificates
- Employer human resources generated listings of in-service/community-based trainings
- Documentation of applicant presentations and/or participation in professional activities in research, education, or policy initiatives

Professional behavior and socialization is essential for excellence in social work practice. Regardless of NASW membership status, applicants are required to affirm commitment to the following:

- *The NASW Code of Ethics*
- *NASW Standards for Social Work Practice with Service Members, Veterans, and Their Families*
- *NASW Standards for Continuing Professional Education*

APPLICATION FEES

The initial application fee for NASW members is \$165. The initial application fee for non-members is \$450. Renewal is required every two (2) years. Renewal applications and applicable fees are available online at www.socialworkers.org/credentials/default.asp.

Payment must be included with the application and should be made to “NASW Credentialing Center.” Payments may be made by check, money order, American Express, NASW Visa, or other Visa/MasterCard credit cards.

Refund Policy: There are no refunds for application processing.

CERTIFICATES

Applicants who successfully meet all criteria will receive an approval letter and certificate suitable for framing. Upon successful renewal, certificate holders will receive a

seal updating the certification for each renewal period. Replacement certificates can be reissued for a small fee.

MAINTAINING THE CREDENTIAL

NASW professional credentials must be renewed biennially on the anniversary date of certification. NASW sends renewal reminders via electronic mail only. Ultimately, it is the responsibility of the individual professional social worker to maintain active certification for all credentials issued.

Credential holders will be required to:

- Report at least thirty (30) hours of continuing education, twenty (20) hours of which must be relevant to diagnosis and treatment and specifically address or reflect contemporary knowledge of current social issues, interventions, resources, research, or evidence-based practices essential to working with Service Members, Veterans, and their families
- Provide a current license number to practice clinical social work at the Master’s or Doctoral level
- Submit the published renewal fee

Although renewal requires a reporting process, be aware that random audits do occur. If selected, you will be required to submit copies of your license as well as continuing education certificates.

APPLICATION INSTRUCTIONS

General Directions

- A. Please take a few moments to review the entire application and note those areas where your signature indicates consent.
- B. It is recommended that because references need to be contacted and need time to fill out the evaluation forms, you should sign the release for each form and send those out immediately. It is helpful if you include an envelope with your name and mailing address on it. The forms should be returned to you in a sealed envelope with the reference’s signature across the flap. Evaluation forms must be submitted in the same packet with the remainder of your application materials.
- C. Obtain a copy of your official transcript. Transcripts must be sent via mail or electronically directly from the university to the NASW Credentialing Center. Photocopies are not acceptable. You are not required to provide a transcript if you currently hold any other NASW-issued professional social work credentials, earned that credential after 1989, and have already submitted a transcript; if so please indicate on page seven (7) of the application. Have transcripts sent directly to the address below:

**NASW/Credentialing Center
750 First Street NE, Suite 800
Washington, DC 20002-4241**

- D. Collect and copy CEU certificates for all credits earned relevant to social work practice with Service Members, Veterans, and their families. One copy for each CEU certificate must be included with the application packet.
- E. Complete all sections of the credential application indicating the required enclosures as well as confirmation and compliance with requisite standards. Make sure to sign each item where indicated.
- F. Send your application, sealed (confidential) reference evaluations, copies of CEU certificates, and a photocopy of your current professional license with fee submission to the addresses below:

**NASW/Credentialing Center
750 First Street NE, Suite 800
Washington, DC 20002-4241**

Please allow seven to ten business days for your application to be received by the NASW Credentialing Center.

Processing Applications

You will receive a notification from a staff consultant when your application is received by the Credentialing Center. Subsequent notification for missing materials will be sent to the applicant. Please allow up to six (6) weeks from the date a complete application is received for processing.

Omissions or Incorrect Submissions

Applicants omitting required items or sending incorrect items will be notified and given a reasonable amount of time to complete or correct the application.

Applications Deemed Ineligible

Any application that does not meet all the criteria outlined will be deemed ineligible. Any application for which the required materials are not received by the established deadline will be deemed ineligible. Failure to respond to a request for additional information or verification of materials within ten (10) business days may result in an ineligible determination.

FREQUENTLY ASKED QUESTIONS

Why did NASW create a credential in social work practice with Service Members, Veterans, and their families?

While there have been certificates and program tracks in schools of social work focusing on social work practice with Service Members, Veterans, and their families, there has yet to be a nationally recognized credential in this field. Social workers working with Service Members, Veterans, and their families deserve recognition for their unique skills and abilities. NASW created this credential to provide a high quality standard that validates the efforts of those social workers.

Since I am already licensed in my state, do I need to get the credential?

NASW administered certifications and credentials are not a substitute for any certification or license required by the state or your employer. In fact, NASW advanced certifications and credentials generally require a current license in good standing as part of the eligibility criteria. NASW credentials are voluntary certifications and evidence of professional achievement of established national standards in a given specialty area. While the social work license indicates that you have met state regulatory requirements designed to protect the public, professional credentials identify specialization and competency in a specific practice arena.

Since a license is required for the credential, and a transcript is required for my state license, why do I have to send an original transcript? Are there any exceptions?

Holding a social work license is not evidence that you have a MSW from an accredited program. Some states have “grand parented in” individuals who do not have a social work degree but who have other (non-social work) degrees.

NASW provides a primary verification service to employers and third-party payer systems regarding membership status and credentials in good standing. Part of that responsibility includes a process that involves our having obtained and reviewed original documentation.

Exception: If you currently have a NASW credential in good standing earned after 1989, you do not need to resubmit an official transcript. NASW will already have a copy of your transcript on file. Please indicate this on the Application Form on page seven (7).

I did not have a MSW supervisor; can I use another non-MSW supervisor I had?

In general, no. In consultation with the expert panel that devised the MVF-CSW credential, we determined that social work supervision is essential for the purpose of appropriate professional development, socialization, facilitating learning, and navigating the complexities of the social work role with Service Members, Veterans, and their families.

Exception: Alternate supervision from a mental health practitioner at the Master’s or Doctoral level licensed under a different discipline may be accepted only under the following circumstances:

- Supervision hours were earned during an overseas deployment or assignment [DoD or VA only]
- The applicant provides professional services in a Health Resources Services Administration (HRSA) defined health professional shortage area

The application mentions compliance with NASW Standards for Continuing Education recommending 48 hours of continuing education over a two-year period. Elsewhere it states that 20 hours is required to apply and renew. Which is correct?

They are both correct. The NASW Standards *recommends* social workers complete 48 hours of continuing education over a two-year period. However, for the purposes of certification, we *require* evidence that twenty (20) of those hours are completed, ten (10) of which are specific to your social work practice with military service members, veterans, and their families.

How long does it take before I know my certification status?

The entire process may take up to six (6) weeks. Problems in one of the multiple steps in the review process can affect this timeline. Most often delays occur for the following reasons:

- Incomplete application materials
- Awaiting official transcript from the university
- New or renewing member status has not been finalized to determine application fee

When your application is reviewed, NASW makes every effort to notify you if there is missing or disqualifying information so that the situation can be corrected. It is important that you respond to requests for information

within ten (10) business days to negotiate corrective measures. Be aware that failure to respond to requests for information or failure to provide the Credentialing Center with any additional requested materials within one month will result in an “ineligible” determination. There are no refunds for incomplete applications.

I understand that renewal is required every two years. Does that mean I have to repeat the entire process and payment?

No. The renewal application and applicable fees can be found online at www.socialworkers.org. Please be aware that NASW sends renewal reminders only through electronic communications. It is important that you ensure that any changes to your email are reported through NASW Member Services.

I still have questions...

Contact the NASW credentialing center by either e-mail credentialing@naswdc.org (Subject line “MVF-CSW Credential Question”) or phone 202.408.8600 x447.

SUBMISSION COVER SHEET

Place this form as the top page for compiled, complete application materials.

APPLICANT NAME _____

NASW Member ID Number (if applicable) _____

APPLICATION FOR:

- Military Service Members, Veterans, and Their Families – Social Worker (MVF-SW)
- Military Service Members, Veterans, and Their Families – Advanced Social Worker (MVF-ASW)
- Military Service Members, Veterans, and Their Families – Clinical Social Worker (MVF-CSW)

3. SUBMISSION CHECKLIST

- Request sent to school of social work for university-issued transcript: (Date)
Photocopies of current, unrestricted social work license(s) – attached to page 3/Applicant
Photocopies of certificates/documentation of at least 30 hours of continuing professional development

4. REFERENCES ENCLOSED

Supervisor
Colleague
Colleague

5. DEMOGRAPHIC INFORMATION – Optional

Race/Ethnicity: African-American, Asian/Pacific Islander, Hispanic (Chicano-Mexican), Hispanic (Puerto Rican), Native American, Multiracial, White/Caucasian, Other
Gender: Female, Male, Transgender, Other
Age Range: Under 26, 26-34, 35-44, 45-59, 60 and Above
Cumulative Years of Social Work Practice: Less than 2, 2-5, 6-10, 11-15, 16-20, 21-25, 26 or More

6. PROFESSIONAL STANDING AND AFFILIATIONS

Social Work License(s)

Applicant must have a current and unrestricted license to practice social work. The title of this license varies by state, but generally is called a “Licensed Clinical Social Worker” or “Licensed Independent Clinical Social Worker.” Licensee must be degreed as a social worker. Other disciplines licensed as social workers as allowable in some jurisdictions cannot qualify for social work credentials.

Attach copies of current license(s) in good standing

Table with 3 columns: State, License Acronym, Valid Through (date)

7. PROFESSIONAL AFFILIATION(S)

List any other professional organizations/associations

8. PROFESSIONAL CREDENTIALS AND CERTIFICATIONS

Please provide information about any professional credentials or certifications you have acquired. These may be issued by the National Association of Social Workers or another organization.

Full Name of Credential/Certification	Acronym	Issued By (Organization)

CONTINUING PROFESSIONAL DEVELOPMENT

Qualified candidates must show evidence of a minimum of thirty (30) hours of continuing education, twenty (20) of which must be directly relevant to diagnosis and treatment of Service Members, Veterans, and their families. Relevant training must have occurred within the two (2) years immediately prior to the date of application.

Proof of specialized knowledge and training may include:

- Copies of continuing education certificates
- Employer human resources generated listings of in-service/community-based trainings
- Documentation of applicant presentations and/or participation in professional activities in research, education, or policy initiatives

Alternate Path – Supplemental Continuing Education for those applicants seeking exception to the five-year practice currency requirement (as noted under Qualifying Experience).

If the applicant otherwise meets the experience requirements but exceeds the five (5) year condition, submit verification of an additional fifteen (15) continuing education credits (beyond the 30 credit requirement for this credential).

These fifteen (15) credits must also have been earned within the past two (2) years in content areas that specifically address diagnosis and treatment and reflect contemporary knowledge of current social issues, interventions, resources, research, or evidence-based practices essential to working with Service Members, Veterans, and their families.

Copies of all continuing education certificates and supporting documentation are required for verification purposes and will be required for each biennial renewal cycle.

The applicant confirms by signature, that the attached certificates and supporting documentation accurately reflect the credit hours claimed for participation in ongoing professional development for Clinical Social Work with Military Service Members, Veterans, and their Families.

Signature

Date

AFFIRMATION OF THE NASW CODE OF ETHICS, PROFESSIONAL STANDARDS, PROFESSIONAL GUIDELINES, AND PROFESSIONAL REGULATION

Have you ever been found in violation of a state social work licensing law, professional regulation, or the *NASW Code of Ethics*, or are there any cases pending against you?

- NO
- YES. I understand that NASW credentials will not be awarded until violations are satisfactorily resolved and have attached an explanation of the corrective action taken and the current status of this matter.

I certify that my social work practice conforms to the *NASW Code of Ethics*, the *NASW Standards for Social Work Practice with Service Members, Veterans, and Their Families* and the *NASW Standards for Continuing Education*.

I agree to adhere to the *NASW Code of Ethics*, the *NASW Standards for Social Work Practice with Service Members, Veterans, and Their Families* and the *NASW Standards for Continuing Professional Education* and to voluntarily participate, if requested to do so, in any NASW adjudication proceedings involving alleged violations of the *NASW Code of Ethics* and to be subject to any verification process established by NASW concerning practice and continuing education standards.

I understand that refusal or failure to participate in an adjudication proceeding or verification process may be grounds for revocation of this certification. I further understand that NASW reserves the right to revoke NASW social work certifications of any person found to have violated the *NASW Code of Ethics* or found to be non-compliant with the *NASW Standards for Social Work Practice with Service Members, Veterans, and Their Families* or the *NASW Standards for Social Work Continuing Professional Education*, or whose state license to practice has been terminated or suspended by a duly authorized state regulatory agency.

Signature

Date

STATEMENT OF UNDERSTANDING

I hereby apply for the MVF-CSW Credential with the full awareness that granting of the credential depends on successful completion of the NASW policies governing credential procedure and my ability to meet all the requirements and qualifications required for the application process.

I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith.

I further understand that if any information is later determined to be false, NASW reserves the right to revoke any credential that has been granted on the basis thereof.

I understand that NASW reserves the right to terminate the credential of any person found to be in violation of the *NASW Code of Ethics* or state social work laws and regulations of professional practice.

I hereby release, discharge, and exonerate NASW and its directors, office members, examiners, representatives, and agents including the NASW Competence Certification Commission from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with, any aspect of the application process including the results or decisions on the part of NASW and/or its agents which may include a decision to not issue the credential.

Signature

Date

RELEVANT SOCIAL WORK EXPERIENCE WITH SERVICE MEMBERS, VETERANS, AND THEIR FAMILIES

- No less than three years (3) years or 4,500 hours of post-MSW supervised social work experience
- Experience must have been earned within the past five (5) years, comprising of at least two (2) cumulative years or the full-time equivalent of 4,500 hours of paid professional experience in social work with Service Members, Veterans, and their families. *Applicants who meet all criteria with the exception of the five-year currency requirement may still be eligible. Please refer to the Alternate Path section included under Continuing Education.*

Name of Employer/Employing Agency

Dates of Employment (From – To)

Your Title

Full Time

Part Time Hours per week

Street Address/PO Box

City

State

Zip

Name of Supervisor(s), Degree (if applicable)

In the space below, briefly describe your roles and responsibilities in providing clinical social work services to the specialty population of Military Service members, Veterans, and/or their Families. These should reflect performance indicators associated with the Core Functions identified on page 2 of the application instructions. If preferred, you may attach a copy of the relevant job description.

Duplicate this page or attach additional pages including the same information for each social work position needed to meet qualifying experience criteria.

AFFIRMATION OF COMPLIANCE WITH NASW STANDARDS FOR SOCIAL WORK WITH SERVICE MEMBERS, VETERANS, AND THEIR FAMILIES

- **Standard 1. Ethics and Values.** When working with Service Members, Veterans, and their families in any capacity, social workers shall function in accordance with ethical principles and standards of the profession as articulated in the NASW 2008 *Code of Ethics*.
- **Standard 2. Qualifications.** Social workers who work with Service Members, Veterans, and their families shall meet the provisions for professional practice set by NASW and the individual social worker's state, jurisdiction, or institution. They shall possess knowledge and understanding basic to the social work profession as well as to their employer.
- **Standard 3. Knowledge.** Social workers who work with Service Members, Veterans, and their families shall demonstrate a working knowledge of relevant theories and essential practice behaviors. All professional social workers, regardless of practice focus or level, should have a basic understanding of the opportunities and challenges facing this population and how, as a profession, we can support and respond to the population in an effective and meaningful way.
- **Standard 4. Assessment.** Social workers who work with Service Members, Veterans, and their families shall use appropriate theoretically and evidence-based practice models, skills, and interventions that reflect their understanding of the opportunities and challenges facing this population. The depth and breadth of the assessment shall depend on the qualifications of the social work provider.
- **Standard 5. Intervention and Treatment Planning.** Social workers shall incorporate assessments in developing and implementing intervention and treatment plans that best serve the client's and/or family's needs on both an individual and an organizational basis.
- **Standard 6. Practice and Program Evaluation and Improvement.** Social workers working with Service Members, Veterans, and their families shall be a part of an ongoing, formal evaluation of their practice to assess quality and appropriateness of services, to improve practice, and to ensure competence.
- **Standard 7. Professional Development.** Social workers who work with Service Members, Veterans, and their families shall assume personal responsibility for their continued professional development in accordance with the NASW *Standards for Continuing Professional Education* (NASW, 2002) and state requirements. The system in which social workers work with this population are complex and subject to change, and therefore it is crucial that social workers remain current in both theoretical, research, and practical knowledge of the populations and systems in which they work and the general network of psychosocial, health, and mental and behavioral health services.
- **Standard 8. Supervision, Leadership, Education, and Training.** Social workers with expertise in working with Service Members, Veterans, and their families have a responsibility to provide leadership for educational, supervisory, administrative, and research efforts with individuals, groups, and organizations that both directly and indirectly influence this population.
- **Standard 9. Documentation.** Social workers shall maintain records or documentation of social work services with Service Members, Veterans, and their families that reflect pertinent information for assessment and treatment of clients and client systems, social work involvement and outcomes with and for clients, and legislative and administrative regulations and policies in accordance with care goals.
- **Standard 10. Interdisciplinary Leadership and Collaboration.** Social workers should be part of an interdisciplinary effort for the comprehensive delivery of services to Service Members, Veterans, and their families and should strive to enhance interdisciplinary and inter-organizational cooperation. Social workers shall work in partnerships with local, state, and federal organizations relevant to their clients that feature mutual respect, shared information, and effective communication where appropriate and possible.

- **Standard 11. Cultural Competence.** Social workers shall have and shall continue to develop specialized knowledge and understanding about history, traditions, values, and systems as they relate to Service Members, Veterans, and their families. Social workers shall be knowledgeable about and act in accordance with the *NASW Standards for Cultural Competence in Social Work Practice* (NASW, 2001).
- **Standard 12. Advocacy.** Social workers have a responsibility to advocate for the needs and interests of Service Members, Veterans, and their family clients.

Furthermore, in submitting this application:

- I fully understand that it is an application only and does not guarantee certification.
- I understand that the NASW Credentialing Center reserves the right to audit or request additional supporting documentation for the items attested to above at any time.
- I do understand that it is my responsibility to provide the NASW Credentialing Center with any requested documentation in connection with this application. I understand that failure to do so will detract from my eligibility for the credential.

Signature _____

Date _____

CURRENT PRACTICE DEMOGRAPHICS

The National Association of Social Workers maintains statistics regarding professional practice of both members and other individuals certified through the association. Please select the most appropriate option from the list on page 24 for each of the four areas below based on your *current* social work practice. This may or may not be the same as employment reported under Qualifying Experience.

Auspice _____

Function _____

Setting _____

Practice Area _____

NOTE TO APPLICANT

The remaining pages consist of reference evaluation forms.

Each set of reference sections include a page that requires your signature as consent for release of confidential information.

Reference results are not shared with individuals outside of the NASW Credentialing Center.

Please be sure to sign the release forms before sending out to your current or previous qualified references.

CANDIDATE RELEASE OF INFORMATION (SUPERVISOR)

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone number (including area code): _____

Email Address: _____

I, the undersigned applicant for professional credentialing in the specialty area of Military Service Members, Veterans, and their Families – Clinical Social Worker (MVF-CSW), attest that the reference, _____, is a social work professional and has knowledge about my practice and qualifications for certification. I understand and agree that the reference is providing this evaluation confidentially and has no obligation to reveal its contents to me. I further acknowledge that by agreeing to supply this evaluation, the reference does not thereby assume responsibility for NASW's decisions regarding my application.

Dates of Supervision from: _____ to: _____ Hours/Frequency: _____ hours week or month_____
Signature_____
Date

Applicant: Please photocopy and have Supervisor fill out pages 21-23.

The reference must return the completed reference evaluation forms to you in a sealed envelope with his/her signature across the flap. Unsealed or unsigned envelopes will not be accepted and the reference will be disqualified.

SUPERVISOR'S INSTRUCTIONS

You have been selected to complete this reference form (p. 21-23) by a social worker applying for the NASW social work credential Service Members, Veterans, and Their Families – Clinical Social Worker (MVF-CSW). The information you provide on this form will be used to establish a score and determine eligibility. References must be able to evaluate the applicant's knowledge, skills, and abilities as a social worker engaged in the specialized practice of social work with Service Members, Veterans, and their families.

Please review the form before completing.

No more than four (4) items may be marked as either "Unable to Assess" or "Not Applicable."

If you are unable to assess at least 26 out of the 30 areas, please notify the applicant so s/he has the opportunity to seek an alternative reference.

When you have completed the form, place it in a sealed envelope with your signature across the seal and return it to the applicant for submission with their complete application packet.

Thank you for your contribution to maintaining and supporting excellence in social work practice.

SUPERVISOR QUALIFICATIONS

Supervisor Information

Name: _____ Credentials: _____

Business Name & Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone number (including area code): _____

Email Address: _____

Supervisor’s Qualifications and History of Supervision with the Applicant

Social Work Degree Alternate/Additional Degree

MSW–Name & State of University: _____ Years Completed: _____

PhD/DSW–Name & State of University: _____ Years Completed: _____

If PhD, please provide name of degree conferred: _____

Other degree(s): _____

Total number of years (post-degree) social work experience with Military Service Members, Veterans, and their families: _____

Years of post-degree social work *supervision* experience: _____

Confirmation of Supervision Hours

For the first two (2) years post-MSW, this credential requires direct face-to-face supervision meetings with the applicant at the rate of no less than one (1) hour for each 30 hours of direct client-level social work service. A minimum of fifty (50) total hours of supervision is required. *From the third year post-MSW and later, supervision and consultation meetings should occur on an as-needed basis.*

Dates of supervision: From (mo/yr): _____ To (mo/yr): _____

Frequency of supervision (complete as many as apply):

Type	Frequency	Average Length of Time (per contact)
<input type="radio"/> Individual	<input type="radio"/> Weekly	<input type="radio"/> Less than 1 hour
<input type="radio"/> Group	<input type="radio"/> Weekly	<input type="radio"/> Less than 1 hour
<input type="radio"/> Clinical Consultation	<input type="radio"/> Weekly	<input type="radio"/> Less than 1 hour
<input type="radio"/> Other	<input type="radio"/> Weekly	<input type="radio"/> Less than 1 hour

*Briefly describe any area where the option of “Other” is selected _____

(Optional) Comments or Recommendations: Please use the space below to include any notes that may clarify your evaluation of the applicant:

Signature

Date

CANDIDATE RELEASE OF INFORMATION (COLLEAGUE)

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone number (including area code): _____

Email Address: _____

I, the undersigned applicant for professional credentialing in the specialty area of Military Service Members, Veterans, and their Families – Clinical Social Worker (MVF-CSW), attest that the reference, _____, is a social work professional and has knowledge about my practice and qualifications for certification. I understand and agree that the reference is providing this evaluation confidentially and has no obligation to reveal its contents to me. I further acknowledge that by agreeing to supply this evaluation, the reference does not thereby assume responsibility for NASW's decisions regarding my application.

Dates of Supervision from: _____ to: _____ Hours/Frequency: _____ hours week or month_____
Signature_____
Date

Applicant: Please photocopy and have Supervisor fill out pages 21-23.

The reference must return the completed reference evaluation forms to you in a sealed envelope with his/her signature across the flap. Unsealed or unsigned envelopes will not be accepted and the reference will be disqualified.

COLLEAGUE INSTRUCTIONS

You have been selected to complete this reference form (p. 21-23) by a social worker applying for the NASW social work credential Military Service Members, Veterans, and their Families – Clinical Social Worker. The information you provide on this form will be used to establish a score and determine eligibility. References must be able to evaluate the applicant's knowledge, skills, and abilities as a social worker engaged in the specialized practice of social work with Service Members, Veterans, and their families.

Please review the form before completing.

No more than ten (10) items may be marked as "Unable to Assess."

If you are unable to assess at least 20 out of the 30 areas, please notify the applicant so s/he has the opportunity to seek an alternative reference.

When you have completed the form, place it in a sealed envelope with your signature across the seal and return it to the applicant for submission with their complete application packet.

Thank you for your contribution to maintaining and supporting excellence in social work practice, presenting needs of service members, veterans, and their families in the client(s) community.

COLLEAGUE QUALIFICATIONS

Colleague Information

Name: _____ Credentials: _____

Business Name & Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone number (including area code): _____

Email Address: _____

Colleague's Qualifications

Social Work Degree Alternate/Additional Degree

MSW-Name & State of University: _____ Years Completed: _____

PhD/DSW-Name & State of University: _____ Years Completed: _____

If PhD, please provide name of degree conferred: _____

Other degree(s): _____

Total number of years (post-degree) social work experience with Military Service Members, Veterans, and their families: _____

Please let us know which methods were used to complete rating scales (select as many as apply)

Documentation Discussion Observation Other

Briefly describe "Other" _____

Signature

Date

CANDIDATE RELEASE OF INFORMATION (COLLEAGUE)

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone number (including area code): _____

Email Address: _____

I, the undersigned applicant for professional credentialing in the specialty area of Military Service Members, Veterans, and their Families – Clinical Social Worker (MVF-CSW), attest that the reference, _____, is a social work professional and has knowledge about my practice and qualifications for certification. I understand and agree that the reference is providing this evaluation confidentially and has no obligation to reveal its contents to me. I further acknowledge that by agreeing to supply this evaluation, the reference does not thereby assume responsibility for NASW's decisions regarding my application.

Dates of Supervision from: _____ to: _____ Hours/Frequency: _____ hours week or month_____
Signature_____
Date

Applicant: Please photocopy and have Supervisor fill out pages 21-23.

The reference must return the completed reference evaluation forms to you in a sealed envelope with his/her signature across the flap. Unsealed or unsigned envelopes will not be accepted and the reference will be disqualified.

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COLLEAGUE QUALIFICATIONS

Colleague Information

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Business Name & Address: _____

City: _____ State: _____ Zip Code: _____

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Email Address: _____

Colleague's Qualifications

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PhD/DSW–Name & State of University: _____ Years Completed: _____

If PhD, please provide name of degree conferred: _____

Other degree(s): _____

Total number of years (post-degree) social work experience with Military Service Members, Veterans, and their families: _____

Please let us know which methods were used to complete rating scales (select as many as apply)

Documentation Discussion Observation Other

Briefly describe "Other" _____

Signature

Date

Rating Scale

Unable to Assess	Not part of service in your setting or not part of applicant's role/responsibility
Minimal	Could use improvement in this area
Average	Satisfactory for position
Excellent	High level of performance – knowledge/skills/abilities

Knowledge

1. Maintains advanced training to ensure clinical competence in clinical therapies utilized in treating Service Members, Veterans and their families
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
2. Successfully applies technical aspects of practice evaluation to include an understanding of how to conduct literature reviews, formulate appropriate questions, and identify qualitative, quantitative, or mixed methods designs appropriate to the questions, data collection, and data analysis
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
3. Establishes the value of the professional social work role in the context of interdisciplinary teams working with Service Members, Veterans, and their families
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
4. Critiques and applies relevant social work theory and practice models including the use of valid assessment and measurement tools
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
5. Utilizes the NASW Code of Ethics as a framework for ethical decision making, including maintaining appropriate boundaries for social work service delivery with Service Members, Veterans and their families
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
6. Assesses both risk and protective factors related to deployment, military service and bio-psychosocial-spiritual, physical, mental and psychosocial conditions
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
7. Understands the impact of military transitions and life events throughout the phases of deployment, reintegration and the Service Member/Veteran's family's life course
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
8. Seeks education to accurately and continually expand understanding of military culture and its many subcultures as affected by occupational specialty, Service branch membership, and duty status
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
9. Incorporates cultural competence in military and Veteran culture to enhance the therapeutic alliance, and apply in areas of diagnostic accuracy, clinical decision-making, treatment adherence and overall quality of care
 - Unable to Assess
 - Minimal
 - Average
 - Excellent
10. Understands complex relationships in the context of both identified and un-identified client(s) within the military and Veteran family system
 - Unable to Assess
 - Minimal
 - Average
 - Excellent

Skills

11. Applies specific and relevant interventions in work with Service Members, Veterans and their families, in order to address issues that can be caused by combat trauma, prolonged deployment cycles and family system disruptions
 Unable to Assess Minimal Average Excellent
12. Engages and motivates client(s) to participate throughout stages of intervention to improve treatment adherence and enhance outcomes
 Unable to Assess Minimal Average Excellent
13. Successfully communicates with clients, their families, communities, and other professionals in a clear, ethical, and responsive manner
 Unable to Assess Minimal Average Excellent
14. Incorporates the effects of military culture and experience as it may influence symptom presentation, help seeking behaviors, assessment, diagnosis and treatment
 Unable to Assess Minimal Average Excellent
15. Practices professional self-awareness to identify assumptions about human behavior, values, biases, preconceived notions, and personal limitations that may influence the process of treatment with Service Members, Veterans and their families
 Unable to Assess Minimal Average Excellent
16. Recognizes and assesses formal and informal social support systems and resources relevant to Service Members, Veterans and their families
 Unable to Assess Minimal Average Excellent
17. Applies approved protocols in assessing for depression, suicide risk, Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI) and substance abuse, etc. and engages in ongoing assessment, and educates clients on appropriate evidence-based treatment modalities available
 Unable to Assess Minimal Average Excellent
18. Applies differential and developmental diagnoses that take into consideration specific “signature injuries” that distinguish different combat eras
 Unable to Assess Minimal Average Excellent
19. Collaborates with accessible supportive services and programs available to Service Members, Veterans, and their families
 Unable to Assess Minimal Average Excellent
20. Develops and refines strength-based skills to assess the impact of military and Veteran culture on the lives, health, and well-being of their clients and incorporates the positive influences of military and Veteran culture and support systems into treatment plans
 Unable to Assess Minimal Average Excellent

Abilities

21. Guides assessment, intervention, and evaluation processes through a combination of conceptual and theoretical frameworks with individual client strengths and experiences
 Unable to Assess Minimal Average Excellent
22. Utilizes a range of relevant clinical and prevention interventions for various injuries, diagnoses, and psychosocial concerns identified in the ongoing assessment, including crisis intervention and advocacy, when appropriate
 Unable to Assess Minimal Average Excellent

23. Balances the requirement to maintain clinical documentation as directed by the agency with the need to advise military chain of command in instances where risk factors override constraints of right to privacy and confidentiality
 Unable to Assess Minimal Average Excellent
24. Understands military language, acronyms, and phrases for expressing illness or injury-related experiences and symptom-reporting for incorporation into a plan of care that is relevant and client-specific
 Unable to Assess Minimal Average Excellent
25. Analyzes complex issues related to stressors, transitions, losses, and resilience throughout the Service Member's/Veteran's family life course
 Unable to Assess Minimal Average Excellent
26. Demonstrates a willingness to discuss and communicate a compassionate response to experiences that the client may have had related to trauma exposure, life threat, loss (such as death or divorce), inner conflict (such as threats to deeply held beliefs), and periods of sustained high levels of daily stress
 Unable to Assess Minimal Average Excellent
27. Seeks clinical consultation or supervision and critically evaluates and assesses the strengths and limitations of relevant interventions and monitors own practice to assess the efficacy of applied/selected interventions
 Unable to Assess Minimal Average Excellent
28. Applies differential clinical and prevention interventions from a range of treatment modalities for use with an individual client (or client system) that is consistent and respectful of client strengths, individual circumstances, and presenting issues related to injury, diagnosis, or psychosocial concerns as identified through ongoing assessment
 Unable to Assess Minimal Average Excellent
29. Applies clinical and program evaluation measures to assess progress and outcome
 Unable to Assess Minimal Average Excellent
30. Successfully uses written and verbal/listening communication skills, negotiation skills, and conflict resolution skills
 Unable to Assess Minimal Average Excellent

**The reference evaluation needs to be filled out for both Supervisor and Colleague References.*

CODES FOR PRACTICE DEMOGRAPHICS

Page 14 of Applicant Section

For recording practice demographics, please select from the following options for **Type**, **Setting**, **Function**, and **Practice Area**. Choose the best representation from each of the four categories.

Current Organization **TYPE**

1. Private/For-profit – Proprietary
2. Private/Nonprofit – Other
3. Private/Nonprofit – Sectarian
4. Public/Government – Federal
5. Public/Government – Local
6. Public/Government – Military
7. Public/Government – State
8. Tribal Government

Current Employment **FUNCTION**

1. Consultation
2. Direct Service
3. Education/Training
4. Management/Administration
5. Planning
6. Policy Development/Analysis
7. Research
8. Supervision
9. No Social Work Function

Current Employment **PRACTICE AREA**

1. Alcohol/Drug & Substance Abuse
2. Children & Youth
3. Community Organizing/Planning
4. Corrections/Criminal Justice
5. Developmental/Intellectual Disabilities
6. Family Services
7. Group Services
8. Medical/Health Care
9. Mental Health
10. Occupational/EAP
11. Other Disabilities
12. Public Assistance
13. School Social Work
14. Services to Older Persons
15. Combined Areas

Current Employment **SETTING**

1. Assisted Living Facility
2. Behavioral Health – Inpatient
3. Behavioral Health – Outpatient
4. Business or Industry
5. Child Welfare Agency
6. College/University
7. Criminal Justice System – Adult
8. Criminal Justice System – Courts
9. Criminal Justice System – Juvenile
10. Employee Assistance Program
11. Government Agency/Military
12. Group Home/Residential
13. Health – Inpatient
14. Health – Outpatient
15. Home Health Care
16. Hospice
17. Hospital
18. Institution (Non-hospital)
19. Managed Care Organization (Domestic)
20. Managed Care Organization (International)
21. Membership Organization
22. Nursing Home/Palliative Unit
23. Outpatient Facility (Clinical or MH)
24. Private Practice/Partnership – Group
25. Private Practice/Self-employed – Solo
26. School System Elementary/Secondary
27. Non-Social Service Organization (eg., business or manufacturing, consulting/research firm)