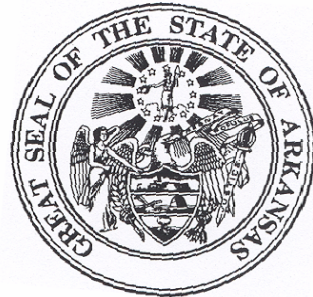


**STATE OF ARKANSAS  
SOCIAL WORK LICENSING BOARD**

**THE SOCIAL WORK LICENSING REGULATIONS**



**REVISIONS EFFECTIVE MARCH 2006**

**REGULATIONS**  
**OF THE**  
**ARKANSAS SOCIAL WORK LICENSING BOARD**

**Revisions Effective March, 2006**

Pursuant to Section 17-103-203 of the Arkansas Code, the Arkansas Social Work Licensing Board hereby establishes and promulgates the following regulations.

**I. Board Meetings:**

- A. Regular meetings of the Board shall be held once each month at a time established by a majority vote of the Board. A special meeting may be called at any time by the chairperson or by any officer of the Board upon written demand of three or more of the members.
- B. All regular meetings of the Board are open to the public. Any person desiring to appear before the Board at any of its regular meetings shall submit a written request to the Board at least 15 days prior to the meeting. The request must state in detail the nature and purpose of the appearance. The Board has the right to determine when and if such a request can be honored.
- A. Written minutes of each meeting shall be kept and mailed to the members with the notice for the next meeting.

**II. Application Procedures:**

- A. Application for licensure shall be made to the Board on the application form prescribed by the board and shall be accompanied by the application fee.
- B. The applicant must submit the request for letter of certification and official transcript to the college or university for completion. The certification letter and the transcript must be received by the Board directly from the college or university
- C. A first-time applicant whose application is received on or after October 1, 1997 must apply to the Identification Bureau of the Arkansas State Police for a state and national criminal background check. The applicant must sign a release of information to the Board and shall be responsible to the Arkansas State Police for the payment of any fee associated with the criminal background check.
- B. An applicant applying for licensure as a Licensed Certified Social Worker must provide documentation of LCSW supervision on a form approved by the Board.
- C. Applications will be reviewed by the Board after all the required information is received. Applicants will be notified by mail of the action taken on the application. If approved, the

applicant will be notified of his/her eligibility to take the examination. If the Board determines that the applicant has not met all the requirements and the application is denied, the applicant may request a hearing before the Board.

- F. The filing fee and application are valid for up to three attempts to pass the examination or a period of 12 months whichever comes first.

### **III. Provisional License: (Section 17-103-303)**

- A. Upon application and satisfactory documentation of all requirements, the Board may issue a provisional license for the practice of social work to an applicant for licensure as a Licensed Social Worker or Licensed Master Social Worker. Provisional licensure as a Licensed Certified Social Worker is prohibited. Applicants for licensure as a Licensed Certified Social Worker will be provisionally licensed as a Licensed Master Social Worker.
- B. The provisional license will be issued only one time per person and cannot be renewed.
- B. The provisional license shall be effective from date of issuance and will expire exactly one-year from date of issuance.
- D. An individual holding a provisional license must take the social work examination at least one time during the first six months of provisional licensure and one time during the second six months of provisional licensure.
- E. An applicant must apply to the Identification Bureau of the Arkansas State Police for a state and national criminal background check before being issued a provisional license.
- F. The provisional license shall automatically be revoked if the information from the Identification Bureau of the Arkansas State Police reveals that the applicant has pleaded guilty or nolo contendere to, or been found guilty of, any offense listed in A.C.A. 17-103-307 (f). An expunged record shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is listed in A.C.A. 17-103-307 (m)(2).

### **IV. Examination: (Section 17-103-203)**

- A. The Board shall employ a nationally recognized examination service to administer a licensure examination.
- B. To be eligible to take the examination, the applicant must submit the licensure application to the Board for approval.
- C. When the licensure application is approved, the applicant will be mailed a candidate handbook and instructions for registering for the next examination.
- C. The passing score for the examination shall be the same as the national passing score determined by the examination service.

### **V. Reciprocity: (17-103-302)**

- A. The Board may approve licensure through reciprocity with other states, districts or territories whose standards are not lower than those required by Section 17-103-306 of the Arkansas Code. The examination may be waived if the applicant meets the following requirements:
0. is currently licensed to practice social work in another state, territory or district;
  0. has passed a board approved social work examination in another state, territory or district;
  0. has a social work degree from a program accredited by the Council on Social Work Education; and
  0. has completed two years postmaster's supervised social work experience by a Licensed Certified Social Worker (This requirement must be met only when applying for LCSW licensure.)
- B. A provisional license shall be issued to an applicant for licensure through reciprocity who has met all the requirements in Section 17-103-302 and Rule V. A. An applicant for reciprocity must apply to the Identification Bureau of the Arkansas State Police for a state and national criminal background check. The applicant must sign a release of information to the Board and shall be responsible to the Arkansas State Police for the payment of any fee associated with the criminal background check. The provisional license shall be valid until the results of the criminal background check are received by the Board but will be effective no longer than six months from the date of issuance.

## **VI. Supervision: (Section 17-103-306)**

Supervision is a professional relationship between a supervisor and a supervisee designed to promote responsibility, competency and accountability to the agency, clients and community.

- A. Supervision for All Licensed Social Workers:  
Supervision for Licensed Social Workers (LSW) and Licensed Master Social Workers (LMSW) may be provided within or without the agency. It is recommended that the social work practice be supervised by a social worker.
1. The social work practice of an LSW should be supervised by an LMSW, an LCSW, or other qualified professional from a related field. The supervision should be provided at a minimum on a weekly basis.
  2. The social work practice of an LMSW should be supervised by an LCSW or other qualified professional from a related field. The supervision should be provided at a minimum on a weekly basis.
  2. While supervision of the social work practice of the LCSW is not mandatory, the LCSW should have available, as needed, consultation provided by an LCSW or other qualified professional from a related field.

B. Supervision for LCSW Licensure

1. Requirements:

- a. An individual applying for licensure as a Licensed Certified Social Worker (LCSW) must submit documentation of two years postmaster's social work experience supervised by an LCSW. For the purposes of LCSW supervision two years of social work experience is equivalent to 4,000 hours.
- b. During this 2-year period, the applicant must have received an average of 1 hour per week of face-to-face LCSW supervision. Group supervision is acceptable only if there is a maximum of four in a group and such supervision does not exceed one-half of the total supervisory time.
- c. The two years LCSW supervised experience must be completed prior to applying for LCSW licensure.

2. Content and Accountability:

- a. The LCSW supervisor is responsible for supervision within the following content areas:
  - (1) Practice skills
  - (2) Practice management skills
  - (3) Skills required for continuing competence
  - (4) Development of professional identity
  - (5) Ethical practice
- b. The areas of supervisory accountability shall include:
  - (1) Client
  - (2) Agency providing services
  - (3) Legal and regulatory requirements
  - (4) Ethical standards of the profession
  - (4) Acceptance of professional responsibility for the social work services provided by the supervisee

3. Supervision Plan and Documentation

- a. A supervision plan must be agreed upon by the LCSW supervisor and the supervisee, and it is subject to approval by the Board. The plan must be on a board-approved form and submitted to the Board within 60 days from the beginning date of the supervision.
- a. Upon termination of the supervision arrangement, the LCSW supervisor must complete a board-approved evaluation form to be submitted by the supervisee. The form must be submitted to the Board within 60 days from the last date of supervision.
- a. Any change in supervision would necessitate a new supervision plan.

c. Random audits will be conducted on the supervision plans and evaluation forms.

## **VII. Fees: (Section 17-103-205)**

A. The fees charged in connection with social work licensing are as follows:

1.	Filing of an application	\$50
2.	Original issuance of a license	\$50
3.	Examination fee	*
4.	Renewal fee (2 years)	\$80
5.	Replacement of license	\$20
6.	Endorsement to another state	\$20
7.	List of licensed social workers	\$50

\* The examination fee will be the same as the amount charged by the examination service.

## **VIII. Expiration and Renewal: (Section 17-103-304)**

A. Expiration

1. When the Board determines that all requirements have been met, a license will be issued. The license will be effective from the date issued and shall lapse on the last day of the month exactly two years from date of issuance.

B. Renewal

1. A license renewal notice, an application, and a summary sheet for documenting continuing education shall be mailed to licensees approximately two months prior to the expiration date. The completed renewal application, the renewal fee and the summary sheet documenting 48 hours of social work continuing education must be submitted to the Board prior to the expiration date.
2. When the Board determines that the requirements for license renewal have been met, the licensee will be mailed notification of licensure for the next two years.
3. If the licensee fails to renew his or her license prior to the expiration date, the license shall lapse.
4. A license that has lapsed for less than six months may be renewed by submitting the renewal application, a renewal fee, a late penalty and a summary sheet certifying completion of 48 hours of social work continuing education completed during the previous two-year licensure period.
5. A license that has lapsed for six months or longer is non-renewable. The licensee shall be considered a new applicant and subject to all requirements.

## **IX. Continuing Education Guidelines: (Section 17-103-203)**

A. Definition:

1. Social Work Continuing Education (SWCE) has been defined as those formalized activities that are directed at developing and enhancing an individual's social work

knowledge base and service delivery skills in the applicable areas of social planning, administration, education, research or direct service with individuals, couples, families, and groups. These activities may include short academic courses, audit courses in colleges and universities, independent study courses, Internet courses, workshops, seminars, conferences, and lectures oriented toward enhancement of social work practice, values, skills, and knowledge.

0. A SWCE Credit Hour represents one clock hour (60 minutes) of a SWCE activity. A credit hour represents actual time in the SWCE activity. For example, a workshop that begins at 9:00 a.m. and ends at 3:00 p.m. with a one hour lunch break would provide 5 credit hours for the participants.
0. Continuing Education Units are generally offered by colleges or universities at the rate of one CEU for each ten clock hours of instruction. A licensee receiving 2 CEU's would then have completed 20 SWCE credit hours.
0. Academic Credit Hour: One academic credit hour is equivalent to fifteen (15) clock hours for the purpose of license renewal. Credit for auditing an academic course will be for the actual number of clock hours in attendance, not to exceed the academic credit.

**B. Basic Requirements:**

0. Each licensee is required to complete 48 credit hours of SWCE during each two-year licensure period. Of the 48 hours, a minimum of three hours must be in professional ethics.
0. SWCE may be documented on the form for reporting continuing education supplied by the board or any other form provided the same information is presented. A typed or computerized list of training that is kept by the social worker's employer is acceptable for documentation. The list must include the same information as the form for reporting SWCE and the employer's name, address and phone number. The licensee and the licensee's supervisor or employer must sign the list certifying that the social worker was in attendance at all of the sessions listed.
0. Documentation of the SWCE must be maintained by the licensee for a period of two years following the renewal date. A summary sheet will be mailed to the licensee with the notice of license renewal. The licensee must complete the summary sheet, sign it certifying his/her attendance at the workshops listed and return it to the Board with the renewal fee and application.
0. After each renewal period, the Board will, in its discretion, audit a percentage of the renewal applications to ensure that the continuing education requirement has been met. Each licensee audited will be required to provide documentation of all the continuing education workshops listed on his/her summary sheet.

Examples of Acceptable Social Work Continuing Education (SWCE):

1. Seminars, workshops, or mini-courses oriented to the enhancement of social work practice, values, skills and knowledge
  - . Cross disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable if they are clearly related to the enhancement of social work practices, values, skills and knowledge.
  - . Clock hour credit will be given for the actual number of hours in attendance.
  - . In-service training can be provided by the employer using presenters from the staff or from outside agencies.
  - d. Training specifically related to policies and procedures of an agency may not be counted.
2. Academic social work courses or social work related courses such as mental health, administration, health and social research, psychology, sociology, human growth and development, child and family development, counseling and guidance taken for credit or audited
  - a. An official transcript may be used to verify courses taken for credit. One academic credit hour is equivalent to fifteen (15) clock hours for the purpose of license renewal. Credit for auditing will be for actual clock hours in attendance, not to exceed the academic credit.
3. Presentation for the first time of an academic social work course, in-service training workshop or seminar, or other professional seminar.
  - . A copy of the course syllabus and verification that the course, workshop or seminar was presented may be used as documentation. The actual number of hours of presentation plus an equal number of hours for preparation will be allowed. A maximum of ten (10) clock hours will be allowed for preparation and presentation during each two-year licensure period.
2. Preparation for the first time of a professional social work paper published in a recognized professional journal or given for the first time at a statewide or national professional meeting.
  - . A copy of the paper and verification of publication or presentation at a professional meeting must be submitted to the Board for evaluation and certification of the number of hours of credit to be allowed. A maximum of ten (10) clock hours will be allowed during each two-year licensure period.
5. Independent home studies/internet courses that are directed at developing and enhancing the licensee's knowledge base and service delivery skills in the applicable areas of social planning, administration, education, research or direct service with individuals, couples, families and groups. A maximum of twenty (20) clock hours will be allowed during each two-year licensure period.



- D. The Board does not have the capacity to pre-approve all continuing education workshops. It is the licensee's responsibility, using his/her professional judgment, to determine the workshops that are applicable and appropriate to his/her professional development as a social worker.
  - 1. If a licensee submits documentation for training that is not clearly identifiable as SWCE, the Board will request a written description of the training and how it applies to the individual's professional development as a social worker. If the Board determines that the training cannot be considered SWCE, the individual will be given three months to replace the hours not allowed. Those hours will be considered replacement hours and cannot be counted during the next licensure period.
  - 1. Continuing education hours that are clearly not social work related will be unacceptable, and the individual will not be given time to replace those hours.
- E. If credit is not given for the SWCE submitted, the licensee may request a hearing before the Board.
- F. Extenuating circumstances that prevent licensees from completing the continuing education requirement will be reviewed on an individual basis.

## **X. Code-of-Ethics/Standards for Practice: (Section 17-103-203)**

The Arkansas Social Work Licensing Board sets forth this document as a Code of Ethics/Standards for Practice for all social workers within the State of Arkansas pursuant to Section 17-103-203 of the Arkansas Code.

Social workers licensed by the Arkansas Social Work Licensing Board must observe and comply with the following standards. Violations shall be grounds for disciplinary action pursuant to Section 17-103-305 of the Arkansas Code.

### Standard A: Confidentiality

- 1. In providing services, a social worker must safeguard information given by clients. Except when required by law or judicial order or for the purposes of professional supervision and/or consultation, a social worker must obtain the client's informed written consent before releasing confidential information.

### Standard B: Responsibility

- 1. A social worker must provide a clear description of what the client may expect in the way of services, reports, fees, billing and schedules.

### Standard C: Research

- 1. A social worker must obtain the client's or legal guardian's informed written consent when a client is to be involved in any research project. A social worker must explain the research, including any risk or potential consequences, and the subject's right to withdraw from the study at any time.

### Standard D: Misrepresentation

1. A social worker must not misrepresent his/her qualifications, training or experience. If a social worker engages in advertising, his education, training and expertise must be presented factually.

Standard E: Competence

1. A social worker may not practice beyond his/her competence. A social worker must make appropriate referrals when the client's needs exceed the social worker's competency level. Such referrals should be timely.
2. A social worker must not provide social work services while under the influence of alcohol, other mind-altering or mood-altering drugs, or physical or psychological illness, which impairs delivery of such services.

Standard F: Fee Splitting

1. A social worker must not divide a fee with a referral source. A social worker must not accept the division of a fee as compensation for a referral. This provision is intended to assure that referrals are always based solely on the best interest of the client.

Standard G: Client Relationships

1. Relationships with clients, students and supervisees must not be exploited by the social worker for personal gain.
2. A social worker must not violate such positions of trust and dependency by committing any act detrimental to a client, student or supervisee.
3. A social worker must not engage in sexual activity with a client or with a former client within two years after termination of the professional relationship.
4. Multiple Relationships
  - a. In many communities and situations, it may not be possible for social workers to avoid social or other nonprofessional contacts with clients, students or supervisees. A social worker must always be sensitive to the potential harmful effects of other contacts on his/her work and on those persons with whom they deal. A social worker must refrain from entering into, or promising, a relationship with such persons if it appears the relationship might impair the social worker's objectivity or his/her ability to effectively perform social work functions. A social worker must also refrain from entering into, or promising, a relationship with such persons if it appears that the relationship might harm or exploit the other party.
  - b. Likewise, whenever possible, a social worker must refrain from taking on professional obligations when preexisting relationships would create a risk of such harm.
  - c. If a social worker finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the social worker must attempt to resolve it with

due regard for the best interests of the affected person and maximum compliance with the Code-of-Ethics.

5. A social worker must not violate client-therapist boundaries.

Standard H: Records

1. A social worker shall make and maintain records of services provided to a client. At a minimum, the records shall contain a consent form signed and dated by the client; documentation of the assessment or diagnosis; documentation of a plan; documentation of any revision of the assessment or diagnosis or of a plan; any fees charged and other billing information; copies of all client authorization for release of information and any legal forms pertaining to the client. The records shall be maintained by the licensee or agency employing the licensee at least for a period of seven years after the last date of service, or for the time period required by federal or state law, if longer.

**XI: Definition of Unprofessional Conduct: (17-103-203)**

Unprofessional conduct in the practice of social work shall include, but shall not be limited to the following:

- A. Violations of The Social Work Licensing Act (No. 791 of 1981) or the Regulations published by the Board
- B. Negligence in the practice of social work or practicing fraudulently or incompetently
- C. Refusing to provide professional services to a person because of race, creed, color, gender, age, or national origin
- D. Permitting, aiding, or abetting an unlicensed person to perform activities requiring a license
- E. Misrepresenting type or status of education, training, expertise, licensure, or professional affiliations
- F. Impersonation of another by any licensee or applicant for a license, or, in the case of a licensee, allowing any other person to use his or her license.
- G. Intentionally or recklessly causing physical or emotional harm to any client
- H. Failing to maintain confidentiality, except as otherwise required or permitted by law, of all information that has been received from a client in confidence during the course of treatment and all information about the client which is obtained from tests or other means
- I. Failing to keep proper records and documentation of services
- J. Ordering or providing excessive or unnecessary tests or services
- K. Neglecting or abandoning a client in need of immediate care or who is under the social worker's care
- L. Violating the Code of Ethics adopted by the Board
- M. Giving or receiving, directly or indirectly, any fee, commission, rebate or other compensation for professional services not actually and personally rendered

- N. Being disciplined in another jurisdiction based on grounds that are the same or substantially the same as those which exist under the practice act
- O. Failing to report to the Board any adverse action taken against the social worker by another licensing jurisdiction or failing to report to the board the surrender of a license or authorization to practice social work in another jurisdiction
- P. Failing to comply with any stipulation or agreement with the board involving probation or a settlement of any disciplinary matters
- Q. Failing to comply with mandatory reporting laws
- R. Failing to terminate the professional relationship when it is apparent that the service no longer serves the needs of the client
- S. Offering medication, prescription or otherwise, controlled substances or alcoholic beverages to a client, or accepting these substances from a client

## **XII. Disciplinary Procedures: (Section 17-103-305)**

- A. Complaint
  - 0. The Board is authorized to receive complaints against licensees or applicants from any person. Signed complaints must be submitted in writing to the Board's office. A complaint form may be obtained from the board office.
  - 2. The Board may on its own motion, in the absence of a written complaint, initiate its own complaint and conduct an investigation of a suspected violation if reasonable cause exists to believe a violation has occurred.
- B. Investigation
  - 1. The Board shall investigate a complaint if the complaint states prima facie violations of the Social Work Licensing Law or Regulations. The Board Chairperson will appoint one or more board members to investigate the complaint.
  - 2. A copy of the complaint will be sent by certified mail to the party complained against. The party complained against shall submit a written response to the complaint within a reasonable time as provided by the Board's instruction. The Board may hire an outside investigator to assist in the investigation of any complaint.
  - 3. The Board investigator(s) will review the response to the complaint. Further investigation will be conducted if deemed appropriate.
  - 4. Upon completion of the investigation and upon the recommendation of the Board investigator(s), the Board will determine whether to conduct a hearing, dismiss the complaint, or take other appropriate action. All interested parties will be notified of the Board's decision
- C. Hearings

1. The Board shall be authorized to conduct hearings on complaints in which the investigation reveals evidence that a violation has occurred. Hearings shall be conducted in accordance with the Arkansas Administrative Procedures Act.
2. Any and every person testifying before the Board at any of its hearings shall be first placed under oath. All testimony given or statements made to or before the Board shall be reported and made a part of the record in such case.
3. Unless the Board finds exceptional circumstances exist, twenty (20) days notice shall be given to any licensee or other interested party to appear before the Board at a hearing. The notice will be mailed by certified mail to the most current address on file in the Board office and will constitute notice of the hearing. If the Board finds that exceptional circumstances exist in which public health, safety or welfare requires more timely action, the Board can give notice, reasonable under the circumstances, or can enter an emergency order pursuant to Section 25-12-211 (c) of the Administrative Procedures Act.
4. Said notice shall contain the place and time of said hearing, a brief and concise statement of the facts forming the basis of the complaint, the provisions of the law or the rules and regulations involved therein, and shall be executed for the Board by its Chairperson, Board Secretary or Executive Director, dated and sealed with the official seal of the Board.
5. Each and every hearing of the Board, after being duly called to order, shall begin with a statement by the Chairperson or Vice-Chairperson, as to the nature of the cause to be heard. The Chairperson or Vice-Chairperson shall then turn the matter over to the hearing officer presiding over the hearing. The hearing officer shall inquire of the parties present as to whether each is prepared to proceed, and thereafter the cause shall proceed with the presentation of evidence.
6. Either oral or written argument of the issues raised may be called for or dispensed with at the discretion of the Board.
7. A written order setting forth the Board's findings of facts and conclusions of law shall be prepared after each hearing. The written order shall be signed by a representative designated by the Board.
1. The Board will receive into evidence all affidavits, depositions, certified copies of documents, photostats of official records and exhibits therewith introduced, together with such other evidence as may be admissible by the Arkansas Administrative Procedures Act. The Board shall give to such evidence such weight as the Board shall determine just and proper.
2. Every pleading, motion or other document, and every request to the Board must be filed with the Social Work Licensing Board office in writing, signed and dated.

3. Upon the licensee's written request, subpoenas will be issued for the attendance of witnesses and the production of documents. Preparation and service the subpoenas shall be the responsibility of the licensee and shall be in the manner provided by statute or rule for the service of subpoenas in civil cases.
4. Appeals from Board hearings may be made in accordance with the Arkansas Administrative Procedures Act.

D. Hearing Officer

1. Powers and Duties

If a matter is set for a formal hearing before the Board, a hearing officer shall preside over the hearing and conduct any other business in accordance with the Board's rules and regulations. The hearing officer shall have the following powers and duties:

- a. Administer oaths and affirmations;
- b. Issue subpoenas in order to
  - (1) insure the presence of witnesses at a hearing;
  - (2) insure the presence of books, records or other documents properly related to the administrative proceedings;
- c. Rule upon motions and other evidentiary matters;
- d. Question all parties and witnesses for the clarification of issues for the record;
- e. Maintain order;
- f. Rule on all questions arising during the course of the hearing;
- g. Hold conferences for the settlement or simplification of the issues;
- h. Recommend decisions to the Board
- i. Generally, to regulate and guide the course of the proceedings.

2. Disqualification of Hearing Officer

The hearing officer shall conduct himself/herself in an impartial manner and may withdraw if he/she deems himself/herself disqualified.

Any party may file an affidavit of personal bias or disqualification against the hearing officer which shall be ruled upon by the Board and granted if it is timely, sufficient, and filed in good faith.

### **XIII. Certificates of Registration for Professional Social Work Corporations**

A. Certificates of Registration:

1. Pursuant to the Arkansas Professional Corporation Act, Ark. Code Ann. 4-29-201 et seq., one or more persons duly licensed by the laws of the State of Arkansas to render the same type of professional services, such as social work services, may form a corporation to own, operate, and maintain a professional corporation and to engage in the professional services authorized by that license.

2. In order for a corporation to open, operate, or maintain an establishment to engage in social work services, the corporation must obtain a Certificate of Registration from the Arkansas Social Work Licensing Board (the "Board").

B. Application, Issuance and Denial:

1. Application for a Certificate of Registration shall be made to the Board in writing on the application form prescribed by the Board. The application shall be accompanied by a non-refundable registration fee of \$25.
2. Upon receipt of an application, the Board shall make an investigation of the corporation. In its investigation, the Board shall determine whether the incorporators, officers, directors and shareholders of the corporation are each licensed by the Board and whether any disciplinary action is pending before the Board against any of them.
3. If, during its investigation, the Board determines that all incorporators, officers, directors, and shareholders are licensed by the Board, that no disciplinary action is pending before the Board against any of them, and that the corporation will be conducted in compliance with the Arkansas Professional Corporation Act and the regulations of the Board, the Board shall issue a Certificate of Registration to the corporation.
4. If, during its investigation, the Board determines that the applicant does not meet the requirements established above, the Board shall deny the application for a Certificate of Registration.
5. Once issued, the Certificate of Registration shall be non-assignable and shall be conspicuously posted on the premises of the corporations.
6. The Certificate of Registration shall remain effective until January 1 following the date of issuance of the Certificate.

C. Change in Location:

1. The corporation shall notify the Board of any change of location of the registered corporation. In the event of a change in location and upon receipt of a non-refundable fee of \$10, the Board shall
2. amend the Certificate of Registration so that it shall apply to the new location.

D. Renewal:

1. The Certificate of Registration shall be renewable annually. If the Board determines that the corporation has complied with applicable laws and the Board Regulations, it shall renew the Certificate of Registration upon written application by the holder of the Certificate. The application for renewal shall be made on the form prescribed by the Board and shall be accompanied by a non-refundable fee of \$10.

E. Suspension and Revocation:

0. The Board may suspend or revoke the Certificate after giving written notice to the holder and allowing for a public hearing in accordance with the Arkansas Administrative Procedures Act. The Certificate may be suspended or revoked for any of the following reasons:
  - a. The revocation or suspension of the license to practice social work of any officer, director, shareholder or employee not promptly removed or discharged by the corporation;
  - b. Unprofessional conduct, as defined by the regulations of the Board, on the part of any officer, director, shareholder or employee not promptly removed or discharged by the corporation;
  - b. The death of the last remaining shareholder; or
  - b. Upon finding the holder of the Certificate has failed to comply with the Arkansas Professional Corporation Act, the Arkansas Social Work Licensing Act or the regulations of the Board.

. Appeal:

0. Any corporation whose application for a Certificate has been denied or whose Certificate of Registration has been suspended or revoked may, within thirty days after notice of the action by the Board, appeal the decision to the Circuit Court of Pulaski County. The appeal shall be in accordance with the Arkansas Administrative Procedures Act.