

	<u>If placing children in boarding (foster) care or licensing foster homes:</u> Documentation of one year of experience in study, licensing, placement and supervision of foster care. 54.04(1)(f)1.	<u>If accepting guardianship and doing adoptions:</u> Documentation of one year of experience in study, placement and post-placement services in a licensed adoption agency. 54.04(1)(g)2.	Advanced Social Worker At least 50% of social workers must be advanced social workers. 54.03(2)(c)3m.	Documentation of <u>ONE</u> of the following: a) Master's degree in social work; or b) One year of graduate work in social work or its equivalent and two years supervised experience in family or child welfare; or c) College graduate with three years of supervised experience in family and child welfare with 12 graduate credits in social work plus approved in-service training. 54.03(2)(c)3.a-c.	Other Social Services Staff	Documentation of college graduation with at least 15 hours in social sciences. 54.03(2)(c)4.	Approved in-service training program completed within two years of hire. 54.03(2)(c)4.	Social Work Assistants	Must be supervised by professional social worker. 54.03(2)(c)5.	May not assume duties of a social worker. 54.03(2)(c)5.	Volunteers	Supervision and evaluation by appropriate staff member. 54.03(2)(e)	Documentation of completion of orientation and training. 54.03(2)(e)	Case Manager - Treatment Foster Care	Documentation of <u>ONE</u> of the following: a) Master's degree in social work related field; or b) Bachelor's degree and a minimum of two years of post-degree experience in a social work related field. 38.09(1)(a) and (b); 54.01(3m)	Must be certified or licensed as a social worker under ch. 457, Stats. and ch. SFC 3. HFS 38.09(2); 54.01(3m)
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SIGNATURE – Licensing Specialist

Date Signed