

## 1 SUBMIT APPLICATION FOR LICENSE AND APPLICATION FEE

Apply and make payment using the Board's [online services](#) or download the Application for Licensure form and submit via mail with check or money order for required fee.

## 2 COMPLETE FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK

All applicants for initial licensure must complete a fingerprint-based criminal background check (CBC) within 90 days of the application received date (current licensees are not required to complete a CBC if applying for a different license type.) The CBC fee is bundled with the application fee when you submit your application. **The Criminal Background Check Program Office will email instructions and forms directly to you; wait to receive this email to schedule fingerprinting.** *If fingerprints are not submitted to the CBC Program Office within 90 days of the application received date, the CBC fee is void and a new CBC fee is required, which will delay processing of the application.*

## 3 SUBMIT REQUIRED SUPPORTING DOCUMENTATION

Your application cannot be processed and will be delayed without the required supporting documentation. [Forms](#) are available at the Board's website.

### ► **Official Transcript: All applicants**

- **Transcript must specify degree, major, and date degree conferred**
- Contact school to send **official** transcript directly to Board office:
  - By mail to 2829 University Ave SE, Ste 340, Minneapolis, MN 55414
  - By email (secure, certified PDF) to [social.work@state.mn.us](mailto:social.work@state.mn.us)
- *Do not resubmit if submitted with a previous application*
- *Students: submit official transcript after graduation*

### ► **Supervision Verification: LISW and LICSW applicants by examination or endorsement only**

- Submit using the Board's [online services](#) or download [form](#) from the Board's website

### ► **Certification of 360 Clinical Clock Hours: LICSW applicants by examination only**

- Detailed information available on the [Apply for LICSW](#) page of the Board's website
- Download [Forms 1 - 3](#) from the Board's website

### ► **Verification of Licensure: Endorsement applicants only**

- Each licensing/credentialing agency must submit verification of your current social work license(s) directly to the Board; [Verification of Licensure](#) form is available at the Board's website

### ► **ASWB Official Exam Score Transfer: Endorsement applicants only**

- Request online exam score transfer at [ASWB's website](#)

### ► **ADA and ESL Special Examination Provisions: Examination applicants only**

- Board and ASWB testing sites will make reasonable accommodations for applicants who: (1) have a disability qualifying under the Americans with Disabilities Act (ADA); or (2) speak English as a Second Language (ESL)
- If applicable, download [form](#) from the Board website

## 4 REGISTER FOR AND TAKE ASWB EXAM

The Board will notify you **by mail** if you are approved for the Association of Social Work Boards (ASWB) exam following the initial review of your application. Plan to schedule your exam as soon as possible after receiving approval from the Board to ensure all steps are completed within the one-year application deadline. *If your name changes prior to examination approval you must submit legal documentation to the Board as evidence of the name change in order to register for the examination.* **Contact [ASWB](#) to register and schedule an exam.** Official exam results are automatically forwarded to the Board approximately two weeks after you take the exam. The Board will notify you by mail regarding next steps to complete your application. Passing the exam is NOT the equivalent of being licensed.

## 5 PAY INITIAL LICENSE FEE

If approved for licensure, the Board will mail a 'License Fee Statement' notice indicating the required prorated initial license fee. **A license is effective the date the initial fee is received by the Board.** Initial license fees can be paid using the Board's [online services](#).



## PROCESSING TIMES AND DEADLINES

### Application Review

- Typically takes 30 to 60 days from application received date
- The Board will notify you **by mail** if additional information is required, or if you are approved for the exam or for licensure
- Create an online profile at the Board's website to check your application status and review your application checklist

### Fingerprint-based Criminal Background Check

- Typically takes three weeks for the Bureau of Criminal Apprehension (BCA) to process from date fingerprints are submitted to the CBC Program Office
- **If fingerprints are not submitted to the CBC Program Office within 90 days of the application received date, a new CBC fee is required, which will delay processing of the application**

### One-Year Application Deadline

- All required steps, including payment of the initial license fee, must be completed within one year of the application received date, or the application is closed
- Reapplication, a new fingerprint-based CBC, and payment of the application and CBC fees are required if an application is closed