

When is a license required?

...and why is it important?

- If you have a **social work degree**, a license is required if you **provide social work services** as defined in Minnesota Statutes section 148E.010, subdivisions 6 or 11, or **use the title social worker**, unless you are employed by a county or a federally recognized tribe
 - A license may still be required even if the employer does not require a license, the job does not require direct client contact, or if the job title is not social worker
 - Only the Board has the authority to determine whether a person is engaged in social work practice and must be licensed
- Licensing **protects the public** by ensuring that social workers are **qualified, professional, ethical, and accountable**
- Licensing **strengthens the profession** by informing employers and clients that you have the professional social work knowledge, skills, and values needed to practice **competently and ethically**
- Licensing provides **safeguards** for the public in the rare event professional standards are not met
- As a licensed professional, **you are responsible** for being aware of and complying with all licensing requirements
- **It's the law:** Minnesota Statutes section 148E.055

What is a temporary license?

...and how do I know if I am eligible?

- A temporary license allows you to **begin authorized social work practice** for a time-limited period.
- If you will start a social work position in Minnesota before your permanent license is issued, **apply for a temporary license to avoid unlicensed practice**

You are eligible for a temporary license if:

You are a **BSW or MSW student** who has **completed all degree requirements for a social work program** accredited by CSWE or in CSWE candidacy status, and you have applied for a permanent license, submitted fingerprints for CBC, passed the ASWB exam

OR

You **hold a current social work license in another state or jurisdiction** and have submitted fingerprints for CBC

Protecting the Public

Social Work Licensing

APPLICATION REQUIREMENTS



Social work licensing
protects the public and
strengthens the profession

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m MINNESOTA
BOARD OF SOCIAL WORK

What are the social work license types and requirements?

Licensed Social Worker (LSW)

- Baccalaureate degree in social work from program accredited by the Council on Social Work Education (CSWE)
- Passing score on the Association of Social Work Boards (ASWB) Bachelors exam

Licensed Graduate Social Worker (LGSW)

- Masters degree in social work from program accredited by CSWE
- Passing score on the ASWB Masters exam

Licensed Independent Social Worker (LISW)

- Masters degree in social work from program accredited by CSWE
- 4,000 hours post-LGSW supervised **nonclinical** practice
- Passing score on the ASWB Advanced Generalist exam

Licensed Independent Clinical Social Worker (LICSW)

- Masters degree in social work from program accredited by CSWE
- 360 clinical knowledge clock hours required
- 4,000 hours post-LGSW supervised **clinical** practice
- Passing score on the ASWB Clinical exam

- ▶ *All applicants for initial licensure must complete a fingerprint-based criminal background check*
- ▶ *Applicants by endorsement do not need to meet above requirements but must hold a comparable license type in another state or jurisdiction*
- ▶ *Current students may apply six months before graduation*

What are the steps to apply for a license?

1 SUBMIT APPLICATION AND FEE

- Apply and pay online or download application and mail with check or money order

- **Apply by examination** if you do not have a current social work license in another state or jurisdiction
- Current social work students may apply for a license and take the ASWB exam six months before graduation

- **Apply by endorsement** if you have a current social work license in another state or jurisdiction

2 COMPLETE FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK

- Applicants for **initial** licensure must complete a fingerprint-based criminal background check (CBC)

3 SUBMIT REQUIRED SUPPORTING DOCUMENTATION

- Review the documentation and requirements for your license type and application at the Board's website



Visit the Board's website:

- Apply for a license, download forms, view licensing videos
- Find complete information about application requirements



4 REGISTER FOR AND TAKE EXAM

Unless you have a valid passing ASWB exam score

- The Board will send you a letter if you are approved for the ASWB exam
- Schedule your exam with ASWB as soon as possible after receiving Board approval
- **Passing the exam is not the equivalent of being licensed**

5 PAY INITIAL LICENSE FEE

- The Board will send a letter with your initial license fee amount once your application is complete and approved
- **Your license is not effective until your initial license fee is paid online or by mail**

PLAN AHEAD!

- ▶ Getting your permanent license involves multiple steps and generally takes *at least* three months—in many cases it takes longer
- ▶ Review application requirements at the Board's website before you apply
- ▶ Students should plan to apply for a license about six months before graduation
- ▶ Applications remain open for **one year** from the date received by the Board
- ▶ If you do not complete all application requirements by the one-year deadline, your application will close and you will need to reapply, pay another fee, and may need to complete another CBC