Minnesota Board of Social Work 335 Randolph Ave, Suite 245, Saint Paul, MN 55102

612.617.2100 | social.work@state.mn.us | mn.gov/boards/social work

APPLYING FOR STANDARD LICENSURE BY ENDORSEMENT

1 SUBMIT APPLICATION FOR STANDARD LICENSE AND APPLICATION FEE

Apply and make payment using Online Services or download the Standard Application for Licensure form and submit via mail with check or money order with required fee.

2 COMPLETE FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK

All applicants for initial licensure must complete a fingerprint-based criminal background check (CBC). 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 the following business day. If you do not receive this email in your Inbox, check your Spam or Junk email folder. If you are unable to locate the email, please send an email to criminal.background.check@state.mn.us. Wait to receive this email before scheduling a fingerprinting appointment.

3 SUBMIT REQUIRED SUPPORTING DOCUMENTATION

Your application cannot be processed and will be delayed without the required supporting documentation. Forms are available on the Board's website.

Official Transcript

- Transcript must specify degree, major, and the date the degree was conferred
- Contact your school to send your official transcript to the Board's office:
  - By mail to 335 Randolph Ave, Suite 245, Saint Paul, MN 55102
  - By email (secure, certified PDF from your school) to social.work@state.mn.us
- Do not resubmit if submitted with a previous application
- Students: submit official transcript after graduation to ensure the date the degree was conferred is on it

Verification of Licensure

Each licensing or credentialing agency must submit verification of your current social work license(s) directly to the board. A License by Endorsement Verification of Licensure form is available on the Board's website.

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4 PAY INITIAL LICENSE FEE

- The initial license fee is based on a two-year license fee renewal term which is prorated based on the number of months until your first license renewal
- Your first license renewal will be in your birth month, two calendar years from the date your license is issued
- If you hold a current social work license in Minnesota, you remain on your established renewal term

If approved for licensure, the Board will send a notice and your Online Services profile will be updated. Pay your prorated initial license fee in Online Services. A license is effective the date the initial fee is received by the Board.

A license certificate will be mailed to you after your license is granted. Use the Public License Lookup to view or print license details and verification after you pay your initial license fee.

PROCESSING TIMES AND DEADLINES

Application Review

- Typically takes 30 to 60 days from the application received date
- The Board will notify you if additional information is required
- Create an Online Services profile on 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 the date fingerprints are submitted to the CBC Program Office

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
- A new fingerprint-based CBC, and payment of the application and CBC fees are required if an application is closed