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 EXAM

## 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

### Supervision Verification: LISW and LICSW applicants only

Submit verification using Online Services or download the appropriate form on the Board's website.

- LISW applicants use the Standard License Non-Clinical Supervision Verification form
- LICSW applicants use the Standard License Clinical Supervision Verification form

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## 3 SUBMIT REQUIRED SUPPORTING DOCUMENTATION (Continued)

### Certification of 360 Clinical Clock Hours: LICSW applicants only

- Detailed information is available on the Apply for Standard LICSW page of the Board's website
- Download the Standard License 360 Clock Hours Forms 1-3 on the Board's website

## 4 REGISTER FOR AND TAKE THE ASWB EXAM

The Board will notify you if you are approved to take the Association of Social Work Boards (ASWB) exam following the initial review of your application.

- 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 you have a disability or other health condition, need lactation accommodations, or if English is not your primary language, you may be eligible to receive nonstandard testing arrangements
    - You must request and receive approval for nonstandard testing arrangements from ASWB before you register with ASWB to take the exam
- 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 regarding next steps to complete your application
- Passing the exam is not the equivalent of being licensed

## 5 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.

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# 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