MINNESOTA BOARD OF SOCIAL WORK

TOP 10 TIPS FOR RENEWING YOUR LICENSE

This fact sheet is an at-a-glance reference of social work license requirements and information, and is ***not*** an exhaustive resource. ***As a licensed professional, you are responsible for being aware of and complying with all licensing requirements.*** Always visit the Board's Website and reference Minnesota Statues 148E for complete information.

You must renew your social work license **every two years**. Your license expires on the **last day of your birth month** in either an even or odd year, depending on when your license was issued.
When you renew your license, you will:
- Attest that you completed your continuing education (CE) during the last two years.
- Answer the Standards of Practice questions.
- Submit documentation of any supervised practice you received during the last two years, if it applies to you. See tip #3 for how to submit this documentation.

1 Licence Renewal Process:

You can renew your license 45 days before it expires. You will get an email License Renewal Notice telling you when you can renew. This notice is sent to the email address you have on file with the Board. Look for an email from the Minnesota Board of Social Work MNBOSW@public.govdelivery.com. **Not receiving the renewal notice does not excuse you from renewing your license on time.**

2 Submit Renewal Application and Fee:

Renew online: Complete renewal application and submit fee using Online Services.

Renew by mail: Download the Application for License Renewal & Status Change form and submit via mail with a check or money order. Your license renewal application and fee must be **received** by the BOSW on or before your **license expiration date** to avoid a late fee.

3 Verify Supervised Practice, if applicable:

Submit your Supervision Verification form(s) to show the supervision you received during the last renewal period. Forms can be submitted using Online Services or by downloading the form and submitting via mail or email. You must send this **even if your supervision is not finished yet**. Be sure to review the full Supervised Practice requirements.

4 Retain Continuing Education (CE) Records:

Keep your CE records for one year after you renew your license. The Board may ask to see them if you are chosen for an audit. You do not need to send your CE documents when you renew your license. If you have not finished all your required CE hours when it is time to renew, you may ask for a one-time extension by choosing the CE extension option on your renewal application. Make sure to review the full Continuing Education requirements.

5 Automatic Approval:

Renewal applications are approved right away once you send in a complete application and fee. After you renew, you can use the Public License Lookup to check or print your license. The Board may contact you by mail if they need more information. If you do not respond, you could face disciplinary action.

6 Credential Representation and Name Changes:

Your clients have the right to know that you are licensed by the Board of Social Work. They can look up your license information using the Public License Lookup on the Board's website. The law requires you to use your social work license credential (LSW, LGSW, LISW, or LICSW) anytime you use your name for professional work. You must also display your license certificate at every place where you practice. You must use the same name that appears on your license certificate and on the Public License Lookup when working with clients and the public. If you change your name, you must report the change to the Board within 30 days. A Name Change Form is available on the Board's website.

7 Address and Email Changes:

You must tell the Board if your address, phone number, or email changes. You need to do this within 30 days of the change. The Board uses your email and mailing address to contact you about your license, and your renewal reminder is sent by email. It is important to keep your contact information updated including updating your employment information. You can check or update it anytime by using Online Services.

8 Online Services:

You can renew your license, apply for a different license type, send in your supervision documents, and update your contact information by using Online Services on the Board's website. PDF forms are also available on the Downloadable Forms page of the Board's website.

9 Reporting Requirements:

You are required to comply with the reporting requirements in Minnesota Statutes section 148E.240. This includes reporting certain criminal convictions, unlicensed practice, and misconduct by other licensed health professionals. In some cases, you can meet these reporting requirements by reporting to the Health Professionals Services Program (HPSP) instead of the Board. See Minnesota Statutes sections 148E.205 and 214.33 for more details.

10 Stay Connected with the Board!

Sign up to get news and updates from the Board about licensing requirements, education, and social work regulation and practice in Minnesota. The Board wants to stay connected with the people it serves. Visit the Resources and About the Board pages on the Board's website to find public meeting schedules, Board minutes and reports, committee information, and more.