

1 SUBMIT APPLICATION FOR PROVISIONAL LICENSE + APPLICATION FEE

Apply and make payment using [Online Services](#) or download the [Provisional 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/Junk email folders. If you are unable to locate the email, please contact the Criminal Background Check Program directly at 651-201-2822 or criminal.background.check@state.mn.us. Wait for this email before scheduling a fingerprinting appointment.

3 SUBMIT REQUIRED SUPPORTING DOCUMENTATION

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

► **Official Transcript: All provisional license applicants**

- **Transcript must specify degree, major, and date degree conferred**
- Contact school to send **official** transcript directly to Board office:
 - **Mail:** 335 Randolph Ave, Suite 245, Saint Paul, MN 55102
 - **Email:** social.work@state.mn.us (*secure, certified PDF from your school*)
- *Do NOT resubmit if submitted with a previous application*

► **Supervision Verification: Provisional LISW and LICSW applicants**

- Submit verification by downloading the [form](#) on the Board website.
- You are not required to resubmit verification of supervised practice, if previously submitted to the Board.

► **Certification of 360 Clinical Clock Hours: Provisional LICSW applicants only**

- Detailed information available on the [Apply for Provisional LICSW](#) page of the Board website
- Download the [360 Clock Hours Forms 1 - 3](#) on the Board website

4 PAY INITIAL LICENSE FEE

Once application is complete and you are approved for a provisional license, your [Online Services](#) profile will be updated and the Board will send a notification letter of the approval.

- Provisional license is effective for three-years and is non-renewable. If a provisional licensee does not complete provisional license requirements within three years, provisional licensee must apply again, pay another provisional license fee, and complete another CBC.
- Go to the [Provisional Supervision](#) page for provisional supervised practice requirements.

Your license is not effective until the Board receives your initial license fee online or by mail.

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 licensure
- [Create an online profile](#) on the Board website to check your application status and review your application checklist

► **Fingerprint-based Criminal Background Check**

- Takes up to three weeks for the Bureau of Criminal Apprehension (BCA) to process from date fingerprints are submitted to the CBC Program Office

► **One-Year Application Deadline**

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

Please Note: Upon completion of requirements for a provisional license, it is necessary for applicant to pursue a standard license to continue engaging in social work practice under MN Statute Chapter 148E.

A Provisional to Standard application must be submitted. All required steps, including submission of the initial licensure fee upon licensure approval, must be completed within one year or the application is closed.