

## Welcome to Social Work Licensure!

Licensure is an important professional responsibility. 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 of Social Work website](#) and reference [Minnesota Statutes Chapter 148E](#) for complete information.

### 1 Definition of Social Work Practice

In Minnesota, you are required to be licensed if you use the title social worker or provide social work services as defined in [Minnesota Statutes section 148E.010](#), subdivisions 6 or 11. A license may still be required even if the job does not require direct client contact, the job title is not social worker, or if the employer does not require licensure. Only the Board has the authority to determine whether someone is engaged in social work practice. Review the [Social Work Practice Act](#), and specifically the definitions of [social work practice](#) and [clinical social work practice](#), to avoid unlicensed practice in Minnesota.

### 2 Standards of Practice

It is critical that you review and familiarize yourself with the [Standards of Practice](#) found in Minnesota Statutes sections 148E.185 to 148E.290, and reference them often as you practice social work in Minnesota. The Standards of Practice in the [Social Work Practice Act](#) serve to protect the public by ensuring that everyone licensed as a social worker in Minnesota meets minimum standards of practice. Violations of the Standards of Practice are grounds for disciplinary action against your license.

### 3 Provisional Supervised Practice

Once licensed, a Provisional Supervision Plan is required to be submitted within **30 days** from starting a social work position. Supervision is required for the first 2,000 hours of clinical and non-clinical social work practice. A total of 37.5 hours of supervision is required over 2,000 hours of practice. Half of the supervision must consist of one-on-one supervision. Supervision can be in person or via eye-to-eye electronic media while maintaining visual contact. Group supervision must not exceed six supervisees and can be provided in person, by telephone, or via eye-to-eye electronic media while maintaining visual eye contact. Visit the [Provisional License Supervision](#) page on the Board's website for complete information.

### 4 Six-Month Evaluation and Final Evaluation

The Provisional License Six-Month Evaluation reports the supervised practice hours the licensee has completed and the supervisor's evaluation of the licensee's practice. It is required every six months during the first 2,000 hours of social work practice. The evaluation form is required for each supervisor and each social work position. The Provisional License Six Month form can be submitted any time when the licensee stops receiving supervision from a particular supervisor. The Provisional License Final Evaluation is submitted after completion of the 2,000 hours of supervised practice. At the completion of the 2,000 hours, the supervisor evaluates and attests to the licensee's ability to engage in the practice of social work competently and ethically. A separate Provisional License Final Evaluation form is required for each supervisor and each social work position. Submit evaluation forms by email, fax, or mail. Visit the Board's [Provisional License Supervision](#) webpage for complete information.

## 5 Representation + Name Changes

Your clients have the right to know that you are licensed and regulated by the Board of Social Work. Your license details are available using the [Public License Lookup](#) online service at the Board's website. The [Social Work Practice Act](#) requires you to use your social work license designation (Provisional LSW, Provisional LGSW, Provisional LISW, Provisional LICSW) in all professional use of your name. You must also display your license certificate at your place(s) of practice. You must represent yourself to clients and the public using your name as shown on your license certificate and [Public License Lookup](#) online service. Refer to [Minnesota Statutes sections 148E.195](#) for complete information on representations to clients and the public. You are required to report name changes to the Board [within 30 days of the change](#). A [Name Change Form](#) is available on the Board of Social Work website.

## 6 Address + Email Changes

You must notify the Board of any changes to your address, telephone number, or email address [within 30 days of the change](#). The Board will contact you regarding your license via mail, and you will receive your license renewal reminder via email, so it is critical that your contact information is up to date. To review or update your contact information login to [Online Services](#).

## 7 Online Services

You can check on your license status, apply for a different license type, or update your contact information through online services on the Board of Social Work website using [Online Services](#). PDF forms are also available on the website on the [Downloadable Forms](#) page.

## 8 Reporting Requirements

You are required to comply with the reporting requirements in [Minnesota Statutes section 148E.240](#). This includes certain types of criminal convictions, unlicensed practice, and misconduct of other licensed health professionals. Certain reporting obligations can be satisfied with a report to the [Health Professionals Services Program](#) (HPSP), rather than the licensing Board (see Minnesota Statutes sections [148E.205](#) and [214.33](#)).

## 9 Provisional to Standard License

Upon completion of the requirements of a provisional license, it is necessary for the applicant to pursue a standard license to continue to engage in social work practice under Minnesota Statute Chapter 148E. A Provisional to Standard application must be submitted, and all required steps, including submission of the initial licensure fee upon approval for licensure, must be completed within one year or the application is closed. Submit your application using [Online Services](#) or download the Provisional to Standard License Application on the [Forms page](#) on the website.

## 10 Stay Connected with the Board!

[Sign up](#) to receive news and updates from the Board on topics relating to licensing requirements, educational innovations, and social work regulation and practice in Minnesota. The Board is committed to staying connected with our customers and stakeholders. Visit the [Resources](#) and [About the Board](#) pages on the Board's website for public meeting schedules, Board minutes and reports, Board committee information, and more!