

1 Avoid unlicensed practice

Once you have a social work degree, a social work license is required to begin a job providing social work services as defined in [Minnesota Statutes section 148E.010](#), subdivisions 6 or 11, or if you use the title social worker. 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. Social work practice begins with your hire date, even if the first few days involve orientation and training. An official transcript listing your degree and date conferred is required to issue your permanent license. It may take several weeks after graduation for your school to finalize your transcript, so a temporary license may be required if you plan to start a social work position shortly after graduating.

2 Review the requirements for temporary licensure

You are eligible for a temporary license if you have:

- ✓ Applied for a permanent license
- ✓ Passed the applicable Association of Social Work Boards (ASWB) exam
- ✓ Submitted fingerprints for criminal background check
- ✓ Completed all degree requirements:

Your degree requirements are complete when you have finished all coursework, internship hours, papers, final exams, oral exams, etc., required for your social work degree. Degree requirements may be complete before your grades are posted or before the date your degree is conferred. The date you complete your degree requirements may be before or after your graduation ceremony.

3 Plan ahead and apply at the right time

If you have applied for permanent license, passed the ASWB exam, and submitted fingerprints, you may apply for a temporary license two weeks prior to completing all degree requirements, but don't apply earlier than that. Temporary license applications require 3 to 5 business days for processing.

Plan to submit your temporary license application at least **3 to 5 business days before your hire date** if you are starting a social work position.

4 Review temporary license type and application basis

Select the right type of temporary license when you apply:

- **Temporary Baccalaureate** if you are completing a bachelor's degree in social work (BSW)
- **Temporary Graduate** if you are completing a master's degree in social work (MSW)

Select the right basis for your temporary license application:

- **Student/Unlicensed** if you are graduating from a program that is accredited by the Council on Social Work Education (CSWE)
- **Candidacy** if you are graduating from a program that is *working toward* accreditation with CSWE:
[Click here for CSWE's Directory of Accredited Programs](#)

5 Include the date you will complete your degree requirements on your application

An official transcript is not required to be approved for a temporary license, but you must include the exact date (mm/dd/yyyy) you will complete degree requirements when you apply for a temporary license. Remember that this might not be your graduation date or the date your grades are posted, but is the date you complete all coursework, internship hours, papers, final exams, oral exams, etc., required for your social work degree.

6 Check your temporary license application status online

If the Board needs more information to process your temporary license application, you will be contacted by mail, but you can also check your application status and review online comments about your application by logging in to your [online profile](#). If you are approved for a temporary license, the Board will mail a temporary license card to you, and the status can be verified on your [online profile](#) or using the [Verify a License](#) search at the Board's website.

7 Represent yourself as a temporary licensee

If approved for a temporary license, you must represent yourself as either a **Temporary License Baccalaureate Social Worker** or **Temporary License Graduate Social Worker** licensee until your permanent license is issued. You may not use any credentials which imply you hold a permanent license, such as LSW or LGSW.

8 Licensing supervision is required for social work practice with your temporary license

You must submit a [Supervision Plan](#) within 60 days of beginning social work practice. Licensing supervision received for a temporary license **will apply** toward requirements for LSW or LGSW.

9 Continue the permanent license application process

A temporary license does **not** automatically transition to a permanent license. You must complete all remaining steps in the permanent license process, including submitting your official transcript and supervision documentation for your temporary license if required. Check your permanent license application status by logging in to your [online profile](#). The Board will send you a license fee statement with your initial license fee amount when you are approved for a permanent license. Your permanent license is not effective until the Board receives your initial license fee. Fees can be paid online or by mail.

10 Pay attention to your temporary license expiration date

A temporary license is time-limited and nonrenewable. Your expiration date is listed on your temporary license card and on your [online profile](#). If your temporary license expires and you do not have a permanent license and you are practicing social work, you would be engaged in unlicensed practice.