You must complete Continuing Education (CE) hours. You will be required to verify that you completed CE hours for the previous two years when you renew your license. Log in to your license profile to check the number of CE hours you will be required to report at license renewal. Visit the Continuing Education page on the Board’s website for complete information.

4. License Renewal

You must renew your social work license every two years by the last day of your birth month. Keep your license current and active to continue practicing social work. You will be required to verify compliance with licensing requirements, including supervised practice and CE hours, when you renew your license. Check your license card or log in to your license profile to verify your expiration/renewal date and other license renewal information. Visit the Renew a License page on the Board’s website for complete information about renewal requirements, fees, and deadlines.

5. 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.
6 Representation & Name Changes
Your clients have the right to know that you are licensed and regulated by the Board of Social Work. The Social Work Practice Act requires you to use your social work license designation (LSW, LGSW, LISW, 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 it is printed on your license card and certificate. 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’s website.

7 Address 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, so it is critical that your contact information is up to date. You can update your contact information at any time by logging into your license profile.

8 Online Services
You can renew your license, apply for a different license type, submit supervision documentation, and update your contact information through online services by logging in to your license profile on the Board’s website. PDF forms are 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 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).

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!