

APPLICATION FOR MASTER'S SOCIAL WORKER OR BACHELOR'S SOCIAL WORKER LICENSE OR SOCIAL SERVICE TECHNICIAN REGISTRATION

Authority: 1978 PA 368

(This Form Should NOT Be Used For License or Registration Renewal)

Applicant's Legal Name (First, Middle, Last)						
U.S. Social Security Number	Date of Birth (MM/DD/YYYY)			10-Digit MI Permanent ID/License Number (If Applicable)		Number (<i>If Applicable</i>)
Address	I					
City	St	tate	2	Zip Code	Country	
Telephone Number		Emai	Email Address			
List any other name or alias by which you	u have ever been knowr	n, includin	g maider	n name, if ap	oplicable:	
CHECK THE LICENSE/OBTAINED BY METHOD			FOR OFFICE USE ONLY			
S.S.T. Registration S.S.T. Reregistration Limited S.S.T. Registration Limited S.S.T. Reregistration L.B.S.W. by Endorsement L.B.S.W. by Exam L.B.S.W. Relicensure Limited L.B.S.W. Limited L.B.S.W. Relicensure Limited L.B.S.W. Relicensure Clinical Macro Clinical Macro Additional Specialty: Add Macro (active licensees of Add Macro)	nly)	6803-06 6803-03 6803-06 6802-01 6802-01 6802-06 6802-03 6802-06 6801-01 6801-03	License	Number		Issue Date
☐ L.M.S.W. Relicensure ☐ Limited L.M.S.W. ☐ Clinical ☐ Macro	\$63.20 \$43.20					
☐ Clinical ☐ Macro ☐ Limited L.M.S.W. Relicensure	\$63.20	6801-06				
Your check or money order, drawn from a payable to the STATE OF MICHIGAN, must SEND CASH. Fees are non-refundable.						

LARA/BPL-SOCIALWORKAPP (Rev. 06/21)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency

Professional Education					
Name of School	Name of Education Program	Graduation Date			

License(s) or Registration(s) in Other State(s) and/or Country

List each state or country where you have ever held a social work profession license or registration, the license or registration number, the date issued, how the license or registration was obtained, and whether sanctions have ever been imposed against that license or registration. (Attach additional sheets as necessary)

If you indicate that there have been sanctions imposed against a license or registration, you must submit documentation that sanctions are not in force at the time of this application.

State/Country	Permanent License/Registration Number	Date of Issuance	How Obtained (Examination, Endorsement, or Compact)	Have You Ever Had Sanctions Imposed Against this License/Registration?

Good Moral Character Questions

If you answer "yes" to either of the next two questions, you must submit a written explanation as to what took place including date(s) of occurrence(s), court documents, documentation which shows at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.

Answering "yes" to the following question may not automatically prevent you from obtaining a license. In evaluating your good moral character, the department will consider whether the substance of your former offense is reasonably related to the profession to which you are seeking a license. Also, please know that you may request a preliminary determination from the Department concerning whether any court judgments against you would likely result in a denial of a license for failing to meet the good moral character requirement. More information about requesting a preliminary determination can be found at www.michigan.gov/healthlicense.

Have you ever been convicted of a felony?	Yes	No
Have you ever been convicted of a misdemeanor punishable by imprisonment for a maximum term of two years or a misdemeanor involving the illegal delivery, possession, or use of alcohol or a controlled substance?	Yes	No

CERTIFICATION AND SIGNATURE

I understand that it is the policy of this agency to secure a criminal conviction history as part of the pre-licensure screening process. I authorize this agency to use the information provided in this application to obtain a criminal conviction history file search from the **Federal Bureau of Investigation**, Central Records Division of the Michigan Department of State Police, law enforcement, or judicial record-keeping organization. I consent to the release of information regarding a disciplinary investigation conducted by a similar licensure, registration, or specialty licensure or specialty certification board of this or any other state, of the United States military, of the federal government, or of another country.

I certify that the statements in this application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I further attest that I have a written policy for protecting, maintaining, and providing access to my medical records in accordance with Section 16213 of the Public Health Code, 1978 PA 368, MCL 333.16213, and for complying with Section 16213 in the event that I sell or close my practice, retire from practice, or otherwise cease to practice under Article 15 of the Public Health Code, 1978 PA 368, MCL 333.16101 to 333.18838. Further, if I am applying for relicensure and sign below, I certify that I have completed the required number of continuing education credits.

Signature

Date

ADDITIONAL DOCUMENTS AND INFORMATION (READ BEFORE SUBMITTING YOUR APPLICATION)

All Applicants

 Upon review of your application, you will be mailed an Application Confirmation letter containing instructions to complete the Criminal History Check (except those applicants seeking relicensure/reregistration, if the license/registration expired within the last three years).

• Transcripts and other forms may be submitted via e-mail at <u>bpldata@michigan.gov</u> by the issuing authorities. In addition, if you are upgrading a license from the Limited to full Bachelor's or Master's level licenses, you are not required to resubmit transcripts, Certifications of Education, or limited license Supervision Evaluation forms. Applicants whose education is not CSWE-accredited and whose education program was not located in the United States or

Canada, must demonstrate a working knowledge of the English language by meeting 1 of the following requirements:

- o The applicant's health professional education program was taught in English.
- The applicant supplies transcripts establishing that he or she earned not less than 60 college level credits from an English-speaking undergraduate or graduate school.
- The applicant obtained a total score of not less than 80 on the Test of English as a Foreign Language Internet-Based Test (TOEFL-IBT) administered by the Educational Testing Service.
- Administrative Rules including Continuing Education Requirements can be found at www.michigan.gov/bpl.
- Identifying Victims of Human Trafficking: Administrative Rule R 339.2929 requires proof of completion of training to identify victims of human trafficking. This is a one-time training that is separate from continuing education. The training must be completed as follows:
 - o Licensees whose first renewal is in 2018 must complete the training before renewing in 2021
 - Licensees whose first renewal is in 2019 must complete the training before renewing in 2022
 - o Licensees whose first renewal is in 2020 must complete the training before renewing in 2023
 - Licensees whose first renewal is in 2021 must complete the training before renewing in 2024
 - o Licensees whose first renewal is in 2022 must complete the training before renewing in 2022
 - If you were issued a license between January 1, 2021 and December 21, 2021, you must complete training before renewing in 2022
 - o Beginning December 22, 2021, completion of the training is a requirement for initial licensure

S.S.T. Registration

(must meet one of the following)

 Have each Michigan-licensed L.M.S.W. or L.B.S.W. supervisor submit the completed Supervisor's Verification of Social Work Experience for Social Service Technician Form. Each supervisor must verify your social work experience, for a total of 2,000 hours of social work experience earned over not less than one year.

If your Limited S.S.T. Registration was issued on or after March 31, 2021, experience must be completed under the supervision of a Michigan-licensed Bachelor's Social Worker or a Michigan-licensed Master's Social Worker pursuant to R 338.2933.

OR

- Have the completed Certification of Education for a Social Service Technician Registration form submitted directly to this office by your school certifying either:
 - 1. Completion of an Associate's degree in Social Work from an accredited college that included supervised instructional field experience.

OR

2. Completion of a minimum of 60 semester or 90 quarter credit hours from an accredited college including a minimum of 20 semester or 30 quarter credit hours of relevant human services coursework.

AND

Have your supervisor submit the completed Supervisor's Verification of Social Service Employment form confirming current employment in the practice of social work.

S.S.T. Reregistration

• If the registration has been lapsed more than 3 years, submit documentation that an offer of employment has been made in the practice of social service work at an agency approved by the Board.

Limited S.S.T. Registration

- Have the Certification of Education for a Social Service Technician Registration form completed verifying the completion of a minimum of 60 semester or 90 quarter credit hours from an accredited college.
- Have your supervisor submit the completed Supervisor's Verification of Social Service Employment for Social Service Technician form confirming current employment or an offer of employment in human or social services.
- A limited social service technician registration is granted for 1 year and may be renewed only once, as specified in section 18507(2) of the code, MCL 339.18507.

L.B.S.W. by Exam

- Have the final official transcripts for a bachelor's degree from a program accredited by the Council on Social Work Education (CSWE) forwarded directly to this office from your school. The transcript must include the date the Bachelor's of Social Work (BSW) degree was conferred. (You do not need to resubmit transcripts if you currently hold a Limited Bachelor's Social Worker license.)
- Have each licensed L.M.S.W. supervisor in Michigan complete a Supervisor's Verification of Social Work Experience for Bachelor's Social Worker form verifying a total of 4,000 hours of post-degree supervised work experience (accrued over not less than 2 years) submitted directly to this office.

If your Michigan Limited Bachelor's Social Worker license was issued on or after March 31, 2021, experience must be completed under the supervision of a Michigan-licensed master's social worker pursuant to R 338.2941

• Must have passed the ASWB Bachelor Examination. If your exam was taken in another state, contact the ASWB at <u>www.aswb.org</u> to have them submit official copies of your score reports to this office.

L.B.S.W. by Endorsement

If your license is ACTIVE and issued MORE THAN 10 years before the date of application:

• Arrange for the licensing agency of every state or territory of the United States in which you hold a current license or ever held a license as a Social Worker to submit official verification of licensure directly to the department.

If your license is ACTIVE and issued LESS THAN 10 years before the date of application:

- Arrange for the licensing agency of every state or territory of the United States in which you hold a current license or ever held a license as a Social Worker to submit official verification of licensure directly to the department.
- Must have passed the ASWB Bachelor's Examination. If your exam was taken in another state, contact the ASWB at <u>www.aswb.org</u> to have them submit official copies of your score reports to this office.
- Submit a completed Supervisor's Verification of Social Work Experience for Bachelor's Social Worker form verifying the completion of 4,000 hours of supervised work experience, work experience, or both, at the bachelor's level.

Limited L.B.S.W.

- Have the final official transcripts for a bachelor's degree from a program accredited by the Council on Social Work Education (CSWE) forwarded directly to this office from your school. The transcript must include the date the Bachelor's of Social Work (BSW) degree was conferred.
- A limited license shall be issued for 1 year and may be renewed for not more than 6 times, as specified under section 18509(2) of the code, MCL 333.18509.

L.M.S.W. by Exam

- Have the final official transcripts for a master's degree from a program accredited by the Council on Social Work Education (CSWE) forwarded directly to this office from your school. The transcript must include the date the MSW degree was conferred. (You do not need to resubmit transcripts if you currently hold a Limited Master's Social Worker license.)
- Have each licensed L.M.S.W. supervisor in Michigan submit a completed Supervisor's Verification of Social Work Experience for Master's Social Worker form verifying a total of 4,000 hours of post-degree supervised work experience directly to this office.

If your Michigan Limited Master's Social Worker license was issued or relicensed on or after March 31, 2021, experience must be completed under the supervision of a Michigan-licensed master's social worker pursuant to R 338.2949.

Must have passed the ASWB Clinical or the ASWB Advanced Generalist Examination. If your exam was taken in another state, contact the ASWB at <u>www.aswb.org</u> to have them submit official copies of your score reports to this office.

L.M.S.W. by Endorsement

Arrange for the licensing agency of of every state or territory of the United States in which you hold a current license or ever held
a license as a Social Worker to submit official verification of licensure directly to the department.

If your license is ACTIVE and issued MORE THAN 10 years before the date of application:

Complete and submit the Supervisor's Verification of Social Work Experience for Master's Social Worker form verifying that you
have been engaged in the practice of social work at the master's level as defined in MCL 333.18501(1)(g)(ii) or (iii), as
applicable.

If your license is ACTIVE and issued LESS THAN 10 years before the date of application:

- Must have passed the ASWB Clinical or Advanced Generalist Examination. If your exam was taken in another state, contact the ASWB at <u>www.aswb.org</u> to have them submit official copies of your score reports to this office.
- Submit a completed Supervisor's Verification of Social Work Experience for Master's Social Worker form verifying the completion of 4,000 hours of supervised work experience, work experience, or both, at the master's macro or clinical level, as applicable.

Add Clinical or Add Macro (active licensees only)

- Have each licensed L.M.S.W. supervisor in Michigan submit a completed Supervisor's Verification of Social Work Experience for Master's Social Worker form verifying a total of an additional 2,000 hours (one year) of post-degree social work experience in the specialty-designated area with at least 50 hours of supervisory review directly to this office.
- Must have passed the ASWB Clinical Examination or the ASWB Advanced Generalist Examination. If exam was taken in another state, contact the ASWB at www.aswb.org to have them submit official copies of your score report to this office.

Limited L.M.S.W.

- Have the final official transcripts for a master's degree from a program accredited by the Council on Social Work Education (CSWE) forwarded directly to this office from your school. The transcript must include the date the Masters of Social Work (MSW) degree was conferred.
- Beginning June 30, 2021, Limited licensees will not be made eligible to take the licensing examination until a completed Supervisor's Verification of Social Work Experience for Master's Social Worker form, verifying the required 4,000 hours of supervised work experience is received by our office.
- A limited license shall be issued for 1 year and may be renewed for not more than 6 times, as specified under section 18509(2) of the code, MCL 333.18509.

L.M.S.W or L.B.S.W Relicensure

If currently licensed in another state or Canada:

- Submit documentation of having earned 45 hours of board-approved continuing education within the three-year period immediately
 preceding the date of your application with a minimum of five of those hours in social work ethics, two hours in pain and symptom
 management and 2 hours in human trafficking. One half of the required continuing education contact hours must be completed in
 person using live, synchronous contact.
- Arrange for the licensing agency of each U.S. state or province of Canada in which you hold a current license or ever held a license as a Social Worker to submit official verification of licensure directly to the department.

If NOT currently licensed in another state or Canada:

- Submit documentation of having earned 45 hours of board-approved continuing education within the three-year period immediately
 preceding the date of your application with a minimum of five of those hours in social work ethics, two hours in pain and symptom
 management and 2 hours in human trafficking. One half of the required continuing education contact hours must be completed in
 person using live, synchronous contact.
- Arrange for the licensing agency of each state or territory of the United States in which you ever held a license as a Social Worker to submit official verification of licensure directly to the department.
- If your license expired MORE THAN THREE YEARS AGO, upon meeting the current licensing requirements and other requirements, a limited license shall be issued for 1 year. This must be used for the completion of 1,000 hours of practice under the supervision of a Michigan-licensed master's social worker of the same designation.
- If your license expired **MORE THAN SEVEN YEARS AGO**, in addition to meeting the current licensing requirements and the requirements above, you must pass the ASWB Clinical Examination or the ASWB Advanced Generalist Examination.