

## Bureau of Professional Licensing

# Social Work FAQ

### 1. How long are Social Service Technician registrations valid? Can I renew my registration early? How will I know when I need to renew?

Your initial Social Service Technician registration is only good until the next expiration date of your profession (anywhere from 4 months to 1 year). After your first renewal, your registration will be valid for 3 years.

Renewal begins approximately 60 days prior to the expiration date of our current registration.

Renewal notifications are mailed to the address on record, approximately 60 days prior to the expiration date of the registration. Remember to notify the Department in writing of any address change. It is a SST's responsibility to renew his or her registration on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their registration on time.

SST's are required to renew to renew their registration(s) by using the online renewal system at [www.michigan.gov/elicense](http://www.michigan.gov/elicense), using a debit or credit card containing a Mastercard, Visa or Discover logo, or by electronic check. **All payments made by electronic check will have an automatic 10-day hold placed on the license before it will be renewed.**

### 2. I don't have a degree in Social Work. Am I still eligible for registration or licensure?

To be registered as a Social Work Technician, you must have completed an Associate's degree in Social Work from a CSWE-accredited program, or be currently employed in social or human services and have either completed 2,000 hours of supervised social work experience over at least a 1 year period, or have completed at least 2 years of college in a regionally accredited institution with at least 4 courses relevant to human service needs. You must have a limited registration to obtain hours. To be licensed as a Social Worker,

you need to hold a Bachelor's or Master's degree with a major in social work. Your degree must be from a social work program that is accredited by the Council on Social Work (CSWE).

**3. My supervisor is not a social worker. How can I earn experience toward my license?**

The Social Work supervisor does not need to be employed in the agency where you are working. However, your records and case materials as a Social Worker do need to be reviewed by a Licensed Master's Social Worker or Licensed Bachelor's Social Worker, who can assist you in becoming more competent in your field of practice. You must hold a limited license to obtain hours.

**4. When I am advertising my professional services, how do I indicate my license?**

- Licensed Master Social Worker with only clinical experience: **LMSW-Clinical.**
- Licensed Master Social Worker with only macro experience: **LMSW-Macro.**
- Licensed Master Social Worker with both clinical and macro experience: **LMSW-Macro and Clinical, or LMSW-Clinical and Macro.**

**5. I just received my Limited License for a Master's Social Worker (LLMSW). What supervision must I have?**

In order to become fully licensed, you must complete 4,000 hours of supervised practice in your chosen specialty -- Clinical or Macro while you hold an active limited license. Supervision must be provided by a fully licensed Master Social Worker.

You can work between 16 to 40 hours per week. You can earn a maximum of 2,080 hours of experience per year. Supervisory review must be conducted for at least 4 hours per month with at least 2 hours of review on an individual basis.

Supervision may also be conducted in a group setting as long as 50% of the group supervision include individual contact during which functions and records

of the limited licensee are reviewed. **Caution**, please be aware that the limited license can only be renewed **6** times. If you are not working or take a leave from social work, please do not renew the license. You must complete the required 4,000 hours while you have an active limited license.

**6. Can any LMSW supervise me as an LLMSW?**

An LMSW in the same specialty designation should be supervising you. If you are interested in utilizing a specialized and formal interaction with an individual, the LMSW who supervises must be licensed for the clinical specialty.

If you are more interested in administration of community agencies, or other activities classified as macro social work, then the LMSW must be licensed for the Macro specialty.

**7. I am a Social Service Technician. Am I required to complete Continuing Education?**

You are not required to complete Continuing Education.

**8. I have an LLBSW or LLMSW. Am I required to complete Continuing Education?**

You are not required to complete Continuing Education because you are still considered to be in a learning situation while under the supervision of an LMSW.

**9. How will the State know how many Continuing Education credits I have earned?**

An applicant for renewal is not required to submit proof of completion of their CE hours. However, an applicant for renewal shall retain documentation of meeting the requirements for a period of 4 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

**10. How can I determine what tasks or functions I can do with my license or registration?**

The scope of practice for each level of regulation is defined in the Public Health Code and the Administrative Rules that support the statute. Please see the [Social Work Grid for Scope of Practice](#).

**11. The work experience hours I obtained were out-of-state, but were under the supervision of an MSW. Will those hours count?**

Yes, as long as the Supervisor held a license equivalent to the Master Social Worker license in Michigan, these hours count toward your required work experience hours.

**12. Which exams are accepted in the State of Michigan?**

The Bachelors, Advanced Generalist, and Clinical Exams are accepted. We do not accept the Masters Exam.

**13. How do I file a complaint against a health care professional?**

Information on how to [File an Allegation Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).

**14. Where can I find a copy of the administrative rules pertaining to Social Workers?**

You may view the current [Administrative Rules](#) and proposed revisions on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).

**15. There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete training in identifying victims of human trafficking. When does this take effect?**

Beginning with the 2018 renewal cycle, and all renewal cycles thereafter, licensees must have completed training in identifying victims of human trafficking that meet the standards established in Administrative Rule 338.2929 in order to renew their license.

Beginning in 2021, individuals seeking licensure must have completed human trafficking training prior to obtaining a license as a Social Worker.

Licensees, or individuals seeking licensure, must complete training in identifying victims of human trafficking only one time. The Department may select and audit a sample of individuals and request documentation of proof of completion of training.