

BACHELOR’S SOCIAL WORK LICENSING GUIDE

OVERVIEW:

The bachelor’s social work license allows a licensee to engage in the practice of social work at the bachelor’s level.

NOTE: *The content contained below is a general overview of licensing requirements. Links to access the Public Health Code and Administrative Rules for this profession can be found at the end of this guide.*

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Bachelor’s Social Work License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting www.michigan.gov/miplus

- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Bachelor’s Social Work License by Exam or Endorsement: \$99.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Criminal Background Check – Once the online application is completed and submitted, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, for a license that expired within the last three years).
- Good Moral Character Questions – Documentation and explanation will be required if you answer “yes” to either question to show 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.
- Human Trafficking Training – Beginning December 22, 2021, completion of a one-time training to identify victims of human trafficking is required for individuals seeking licensure that meets the standards of Administrative Rule 338.2929.
- Implicit Bias Training– Beginning June 1, 2022, completion of 2 hours of implicit bias training within the 5 years immediately preceding issuance of the license or registration is required.

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- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI
- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under R 338.7002b(2) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION (These are in addition to the requirements stated above that apply to ALL Applicants)

- Professional Education – Name of school attended, and name of educational program completed.
- Final, Official Transcripts – Transcripts must be submitted directly to our office from the school attended and meet the standards set forth by the Board. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - A social work education program that is not accredited by the CSWE may be approved by the board if the board determines that it is substantially equivalent to a program accredited by the CSWE.
- Work Experience - Have each licensed supervisor in Michigan submit a completed Supervisor's Verification of Social Work Experience for Bachelor's Social Worker License form verifying a total of 4,000 hours of post-degree supervised work experience. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ASWB Examination Scores – Verification must be sent directly to our office of your passing scores on the bachelor's examination through the ASWB.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (These are in addition to the requirements stated above that apply to ALL Applicants)

- Applicants that hold an active license in another state and have been licensed for **more than** 10 years before the date of application for Michigan licensure, it is presumed that the applicant meets the requirements of section 16186 of the code, MCL 333.16186.
- Applicants that hold an active license in another state and have been licensed **less than** 10 years must submit a completed Supervisor's Verification of Social Work Experience for Bachelor's Social Worker

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License form verifying a total of 4,000 hours of post-degree supervised work experience, work experience, or both, at the bachelor's level. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

AND

- ASWB Examination Scores – Verification must be sent directly to our office of your passing scores on the bachelor's examination through the ASWB. If your exam was taken in another state, contact the ASWB at www.aswb.org to have them submit official copies of your score reports directly to this office.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA (These are in addition to the requirements stated above that apply to ALL Applicants)

- Verification of the completion of the educational requirements for a bachelor's social work license in a province of Canada or another state to obtain licensure as a bachelor's social worker in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license as a bachelor's social worker. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ASWB Examination Scores – Verification must be sent directly to our office of your passing scores on the bachelor's examination through the ASWB. If your exam was taken in another state, contact the ASWB at www.aswb.org to have them submit official copies of your score reports directly to this office.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All Applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting **MiPLUS Login**. Once logged in, click on the “**Licenses**” tab, select “**Modification**” next to your license number and then select “**Relicensure.**”
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Bachelor's Social Work Relicensure: \$119.00

All relicensure applicants must complete the following:

- Continuing Education - Submit proof to the department of having earned 45 hours of Board approved continuing education within the 3 year period immediately preceding the date of your application for

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relicensure. Of the 45 hours, a minimum of 5 hours in ethics must be earned. A minimum of 2 hours in human trafficking and a minimum of 2 hours in pain and symptom management. One half of the required hours must be completed in person using live, synchronous contact.

- Verification of Licensure – Verification of licensure must be submitted directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license as a bachelor's social worker. The verification must show that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

Applicants for relicensure whose license has lapsed for less than 3 years preceding the date of application for relicensure must complete the above requirements listed for all relicensure applicants.

Applicants for relicensure whose license has lapsed for more than 3 years but less than 7 years preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with the following requirement:

- Criminal Background Check – Once the online application is completed and submitted, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- If you are not actively licensed in another state or province of Canada** - Complete 480 hours of supervised work experience under the supervision of a Michigan licensed master's social worker of the same designation as described in subrules (2) and (3) of this rule, if applicable, R 338.2945. The experience must be earned while holding an active limited bachelor's social work license.

Applicants for relicensure whose license has lapsed for more than 7 years preceding the date of application for relicensure must complete the above requirement listed for all relicensure applicants along with the following requirement:

- Criminal Background Check – Once the online application is completed and submitted, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- If you are not actively licensed in another state or province of Canada** - Complete 1,000 hours of supervised work experience under the supervision of a Michigan licensed master's social worker of the same designation as described in subrules (2) and (3) of this rule, if applicable, R 338.2945. The experience must be earned while holding an active limited bachelor's social work license.
- If you are not actively licensed in another state or province of Canada** - Retake and pass the bachelor's examination through the ASWB.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Bachelor's Social Work Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Bachelor's Social Work Renewal Application Fee: \$82.50 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

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- Renewal Cycle: 3 years
- Good Moral Character Questions – Documentation and explanation will be required if you answer “yes” to either question to show 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 license renewal.
- Disciplinary Question - Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking Training – Beginning in 2021, and all renewal cycles thereafter, licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed a one-time training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2929.
- Implicit Bias Training – Beginning in 2022, and renewals thereafter, licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant's license cycle.
- Continuing Education – Completion of 45 hours of Board approved continuing education within the 3-year period immediately preceding the expiration of the license. Of the 45 hours, a minimum of 5 hours in ethics must be earned, a minimum of 2 hours in human trafficking and a minimum of 2 hours in pain and symptom management. One half of the required hours must be completed in person using live, synchronous contact.
- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the continuing education requirements during the renewal period and all information provided on your renewal application is true and correct.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the social work link you can access the following helpful resources and forms:
 - Resources:
 - [Public Health Code](#)
 - [Administrative Rules for Social Work](#)
 - Forms:
 - Supervisor's Verification of Social Work Experience for Bachelor's Social Worker License
 - Track continuing education using CE broker – The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).