

**LIMITED BACHELOR’S SOCIAL WORK LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain licensure)

**APPLICATION AND FEES**

- Online Application for a Limited Bachelor’s Social Work License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online application must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).

- 1 year license fee (Must be paid by Visa, Mastercard, or Discover credit or debit card):

Limited Bachelor’s Social Work License – \$43.20  
 Limited Bachelor’s Social Work Relicensure – \$63.20

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)**

- Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)
- Good Moral Character Questions – Documentation 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 – Beginning December 22, 2021, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2929 prior to being issued a license. The training must only be completed one time.
- Implicit Bias – Beginning June 1, 2022, individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license or registration.
- Social Security Number – 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 do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- 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

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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.

### REQUIREMENTS FOR LICENSURE BY EXAMINATION

- 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](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
  - If the educational program was not taught in the US or Canada, please submit a credential evaluation from the Council on Social Work Education (CSWE). Credential evaluations can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

### REQUIREMENTS FOR LIMITED BACHELOR'S SOCIAL WORKER RELICENSURE

#### Lapsed Less than Three (3) years

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus). Once logged in, select **Licenses**, select “**Modification**” next to your license number and then select “**Relicensure.**”

#### Lapsed Three (3) Years or More

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus). Once logged in, select **Licenses**, select “**Modification**” next to your license number and then select “**Relicensure.**”
- Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application For Limited Bachelor's Social Worker Renewal – must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).

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- Limited Bachelor's Social Worker Renewal Application Fee \$27.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card):
  - Renewal Cycle: 1 Year (may renew a maximum of 6 times)
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- Good Moral Character Questions – Documentation 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 – Beginning in 2021, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2929 prior to renewing their license. The training must only be completed one time.
  - Implicit Bias - Beginning June 1, 2022, licensees must have completed at least 1 hour of implicit bias training prior to license renewal.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and clicking on the Social Worker link you can access the following helpful resources and forms:
  - Resources:
    - Public Health Code
    - Administrative Rules for Social Work