LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

LIMITED BACHELOR'S SOCIAL WORK LICENSING GUIDE

OVERVIEW:

The limited bachelor's social work license is for the purpose of accumulating supervised work experience hours for licensure pursuant to Rule 338.2941. Experience must be completed under the supervision of a Michigan licensed master's social worker only while holding a Michigan limited bachelor's social work license. This license may be renewed no more than 6 times.

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.

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LICENSURE REQUIREMENTS CHECKLIST

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 applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Limited Bachelor's Social Work License: $44.00

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).

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- Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license

- Human Trafficking Training – Beginning January 6, 2022, completion of training to identify victims of human trafficking is required for individuals seeking licensure that meets the standards of Administrative Rule 338.7126.

- 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.

- 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)

- Final, Official Transcripts – Transcripts must be submitted directly to our office confirming completion of an accredited bachelor's social work 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

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 this will start the relicensure process.

- ☐ 1 year Limited Bachelor's Social Work Relicensure Application and Fee: $64.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

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 relicensure applicants.

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

- ☐ 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.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Limited Bachelor's Social Work Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- ☐ Limited Bachelor's Social Work Renewal Application Fee: $27.50 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- ☐ Renewal Cycle: 1 year

- ☐ 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 with the 2017 renewal, and all renewal cycles thereafter, licensees seeking renewal must certify on their renewal application that prior to renewing their license they have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.7126.

- ☐ Implicit Bias Training – Beginning in 2022, and all 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.

- ☐ 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:

  - Michigan Public Health Code
  - Administrative Rules for Social Work

FREQUENTLY ASKED QUESTIONS

1. **How long are initial licenses/registrations valid? Can I renew my license/registration early? How will I know when I need to renew?**

   Limited licenses are valid for one year from the date of issuance. Full licenses are valid for three years from the date of issuance. Licenses are eligible for renewal 90 days prior to the expiration date. Renewal notifications are sent by email and by postal mail to the address on record. Failure to receive the renewal notification, or to notify the Department of an address change within 30 days of the date of change, does not exempt a licensee from renewing their license/registration on time. Licensees can update their contact information at any time through their MIPLUS account.

2. **How many times can I renew my limited license?**

   Per R 338.2939 and R 338.2947 of the general rules for social work professionals, a limited license is for the purpose of accumulating supervised work experience hours under the supervision of a licensed master social worker. Limited licenses are issued for 1 year and may be renewed not more than 6 times. Relicensure of this limited license is counted the same as renewal. **You should only apply for or renew the limited license to gain experience towards the full license.**

   There are no provisions in the statute that allow for an extension of the 6 renewals/relicensures allowable under R 338.2939 and R 338.2947.

3. **How much time do I have to meet all the requirements for licensure/relicensure?**

   MCL 333.16307(3) states in-relevant part: All requirements for licensure or registration shall be completed within 2 years after receipt of the application by the department. If the requirements are not completed within the 2-year period, the fees paid shall be forfeited to the department and the application shall be void. An individual whose application has been determined void under this subsection shall submit a new application and fees and shall meet the standards in effect on the date of receipt of the new application.

   Documents received with a previous application will not be included as part of a new application.

4. I am a Limited Licensee. Am I required to complete Continuing Education?

Yes. Anyone licensed under the Michigan Public Health Code must complete 1 hour of implicit bias training for each year of the license or registration cycle, in compliance with R 338.7004.

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

At the time of renewal, an applicant must certify they have completed the required CE. Licensees shall retain documentation of meeting the requirements for a period of 5 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit proof of CE completion to the Department upon request. Implicit bias certificates of completion must be kept for 6 years after the date of application for licensure, registration, relicensure or renewal.

6. What are the requirements for Identifying Victims of Human Trafficking?

MCL 333.16148 requires all health care professionals to complete training in identifying victims of human trafficking. Effective December 22, 2021, individuals seeking initial licensure must have completed a training in human trafficking prior to obtaining a license. The training must comply with R 338.2929 of the general rules for social work professionals. Effective March 31, 2021, Rule 338.2961(4) of the general rules for social work professionals, states at least 2 of the 45 continuing education hours in each renewal cycle must be in human trafficking.

7. How do I earn work experience for a full Bachelor or Master Social Worker license when applying by examination?

Per R 338.2941 and R 338.2949 of the general rules for social work professionals, work experience must have been earned while holding a Michigan limited master or Michigan limited bachelor social worker license.

If your limited license was issued on or after March 31, 2021, your work experience must be completed under the supervision of a Michigan-licensed master social worker.

If your limited license was issued prior to March 31, 2021, and then expired, and you are now applying for relicensure, your work experience must be completed under the supervision of a Michigan licensed master social worker.

8. What exams are accepted in the State of Michigan?

Michigan accepts the ASWB Bachelor's exam, the ASWB Advanced Generalist exam and the ASWB Clinical exam.

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

Information on how to file an allegation against a health care professional can be found on the Bureau of Professional Licensing Website at www.michigan.gov/bpl under **File a Complaint**.

10. When did the Implicit Bias training go into effect?

Effective June 1, 2022, Implicit Bias training will be required for any renewal or new application that is completed on or after that date.

11. How many hours of Implicit Bias training do I need?

New applicants for licensure or registration are required to have completed 2 hours of Implicit Bias training within the 5 years immediately preceding issuance of their license or registration.

Renewal applicants and registrants are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Example: If your license is issued for 3 years, then you must complete 3 hours of implicit bias training during each renewal cycle.

12. Can I complete the Implicit Bias Training online?

Acceptable modalities include a teleconference or webinar that allows live synchronous interaction, a live presentation or an asynchronous teleconference or webinar. More information regarding the Implicit Bias Training can be found on the Implicit Bias FAQ document.

13. How do I submit my 4,000 hours of supervision for exam eligibility?

The completed Supervisor's Verification of Social Work Experience for Bachelor's Social Worker License form(s) showing completion of 4,000 hours of acceptable supervision can be submitted with your application, as you are made eligible for the bachelor exam upon issuance of your limited bachelor social worker license.

The forms can be found on our website at www.michigan.gov/socialworker under the section "Licensing Applications and Forms."