

LIMITED SOCIAL SERVICE TECHNICIAN REGISTRATION GUIDE

OVERVIEW:

The limited social service technician registration is for the purpose of obtaining experience for registration as a social service technician. This registration is granted for 1 year and may be renewed only once.

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.*

REGISTRATION REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- Online Application for a Limited Social Service Technician Registration - 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 registration fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Limited Social Service Technician Registration: \$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 reregistration, for a registration 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 registration.
- 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 registration. 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 REGISTRATION

(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 from the school attended showing successful completion of 60 semester or 90 quarter credit hours from an accredited college meeting the standards of Rule 338.2923. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

AND

- Supervisor's Verification of Social Service Employment – Have your supervisor submit the completed Supervisor's Verification of Social Service Employment form confirming current employment in the practice of social work. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR REGISTRATION BY ENDORSEMENT FOR THOSE REGISTERED 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 limited social service technician registration in a province of Canada or another state to obtain licensure or registration as a social service technician 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 sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license or registration as a limited social service technician. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification

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can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR REREGISTRATION (These are in addition to the requirement 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 “**Reregistration.**”
- Application Fee + 1 year registration fee: (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
Limited Social Service Technician Reregistration: \$64.00
- Supervisor’s Verification of Social Service Employment – Have your supervisor submit the completed Supervisor’s Verification of Social Service Employment form confirming current employment in the practice of social work. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Limited Social Service Technician Renewal – Must be completed by visiting www.michigan.gov/miplus.
- Limited Social Service Technician Renewal Application Fee: \$27.50 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: 1 year (**May renew only once.**)
- 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 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.

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- Implicit Bias Training – Beginning with renewals submitted after June 1, 2022, if you have been licensed for 1 year or more at the time your application for renewal is submitted, completion of 1 hour of implicit bias training is required. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that you have met the requirements 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](#)

Form(s):

- Supervisor's Verification of Social Service Employment
- Certification of Education for a Social Service Technician Registration