LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

SOCIAL SERVICE TECHNICIAN REGISTRATION GUIDE

OVERVIEW:

The social service technician registration type allows an individual to practice only under the supervision of a licensed master's social worker or a licensed bachelor's social worker.

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.

TABLE OF CONTENTS

REGISTRATION REQUIREMENTS CHECKLIST..... 1

APPLICATION AND FEES.....1

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS.....2

ADDITIONAL REQUIREMENTS FOR REGISTRATION.....2

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA.....3

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING BY ENDORSEMENT.....3

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES.....4

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR REREGISTRATION.....4

RENEWAL REQUIREMENTS CHECKLIST.....4

HELPFUL RESOURCES AND FORMS.....5

FREQUENTLY ASKED QUESTIONS.....5

REGISTRATION REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a 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)

  Social Service Technician Registration: $99.00

SOCIAL SERVICE TECHNICIAN REGISTRATION GUIDE

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 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 REGISTRATION
(These are in addition to the requirements stated above that apply to ALL applicants)

If an individual held a Limited Social Service Technician Registration:

- Supervisor's Verification of Social Work Experience - Submit the Supervisor's Verification of Social Work Experience Form to show successful completion of 2,000 hours of social work experience in compliance with the requirements of subrules (2), (3), and (4) of Rule 338.2933. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

If an individual <u>never</u> held a Limited Social Service Technician Registration:

- ☐ Certification of Education - Submit the Certification of Education for Social Service Technician Registration form to show proof of completion of an associate degree in social work from an accredited college. The form must come directly from the school and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

OR

- ☐ Certification of Education - Submit the Certification of Education for Social Service Technician Registration form to show proof of completion of a minimum of 60 semester or 90 quarter credit hours from an accredited college including a minimum of 20 semester or 30 quarter credit hours of relevant human services course work. The form must come directly from the school and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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 social service technician registration 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.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING BY ENDORSEMENT
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Endorsement applicants that hold an active registration from another state and have been actively engaged in the practice of social work for **more than** 10 years before the date of application for Michigan registration, it is presumed that the applicant meets the requirements of section 16186 of the code, MCL 333.16186.

- ☐ Endorsement applicants that hold an active registration from another state and have been actively engaged in the practice of social work for **less than** 10 years before the date of application shall comply with the requirements of Rule 338.2933.

SOCIAL SERVICE TECHNICIAN REGISTRATION GUIDE

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- Those trained in foreign countries are required to meet the requirements for licensure listed above.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR REREGISTRATION
(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.

- 3 year Social Service Technician Reregistration Application and Fee: $119.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

Applicants for reregistration whose license has lapsed for less than 3 years:

- May be reregistered, as provided under section 16201(3) of the code, MCL 333.16201(3), upon submitting a completed application and required fee.

Applicants for reregistration whose license has lapsed for more than 3 years:

- 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.

- 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 Social Service Technician Registration Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- Social Service Technician Registration Renewal Application Fee: $82.50 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

- 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 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

Forms:

- Supervisor's Verification of Social Service Employment can be found in the Licensing Applications and Forms section at www.michigan.gov/socialworker.
- Supervisor's Verification of Social Service Employment can be found in the Licensing Applications and Forms section at www.michigan.gov/socialworker.
- Certification of Education for a Social Service Technician Registration can be found in the Licensing Applications and Forms section at www.michigan.gov/socialworker.

FREQUENTLY ASKED QUESTIONS

1. 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.

2. **I am a Social Service Technician. 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.

3. **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.

4. **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.

5. **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**.

6. **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.

7. **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 1 year, then you must complete 1 hour of implicit bias training during each renewal cycle.

8. **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 in the Implicit Bias FAQ document.