

The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Social Workers
c/o ASWB
P.O. Box 1508
Culpeper, VA 22701
(866) 527-2384

Instructions for Social Worker Re-Licensure Application

For applicants **previously licensed** as Social Workers in Massachusetts with a license lapsed:

- 1) More than one year, but less than two years, **OR** 2) More than two years
-

General Information:

The Association of Social Work Boards (ASWB) processes social work licensing applications on behalf of the Commonwealth of Massachusetts Board of Registration of Social Workers, as authorized by the Division of Professional Licensure.

Forms and fees should be submitted to **ASWB, Attn: Massachusetts Application, P.O. Box 1508, Culpeper, VA 22701**. Do not send forms to the Board of Registration of Social Workers. Please read these instructions thoroughly before completing the attached application forms.

- Licenses lapsed **less than 1 year**; contact the Board of Registration of Social Workers. Do **not** use this form.
- Re-licensure applicants must follow the process of section I **or** section II outlined below.
- Type or print your information in blue or black ink. Illegible information may result in delays.
- Provide a response to each piece of information requested. Use "N/A" for questions that do not apply.
- Your name **MUST** match your name as it appears on one current government issued photo-bearing ID.
- Copied/faxed documents, references and applications are not acceptable.
- Incomplete applications or applications submitted without the appropriate fee will be returned.
- Make a copy of the completed application before it is submitted to ASWB.
- If you have any questions, contact the ASWB at **1-866-527-2384**, 8:30 a.m. to 5:00 p.m. Eastern time, Monday- Friday, or by email at **mass.sw.app@aswb.org**.

Fees:

Application fees for re-licensure applicants are listed on page 7 of this application. Application fees must be submitted **with** this application. Licensure fees will be assessed and collected **after** the applicant has met all licensure requirements. If an examination is required, ASWB's examination registration fee will be assessed and collected at the time of examination registration. **Acceptable methods of payment are certified check, money order or credit card (VISA, MasterCard or Discover)**. Please note that personal checks are **not** accepted. All fees are payable to ASWB in U.S. dollars only, are non-refundable and are subject to change.

Re-Licensure Applicant Information:

- I) Requirements for applicants with a license lapsed **more than one (1) year, but less than two (2) years** from the date of this application:
 - a) Applicants must attach a written explanation to this application explaining the circumstances under which the prior license lapsed.
 - b) The board maintains the right to request that applicants appear before the board to explain circumstances further.
 - c) Applicants must demonstrate compliance with the continuing education requirements and must return the Continuing Education form with this application. The form is included on page 9 of this application.

- d) Applicants who possess a **current or expired** license in another jurisdiction must submit a certified licensure verification form. The verification form must be in the original, sealed envelope from the issuing jurisdiction. The form on page 8 may be used, or the issuing jurisdiction may use its own form.
- e) An official, certified transcript is required if the prior license was originally issued **prior to 1984**. The educational requirements are listed on page 3 of this application. The transcript must be in a **sealed** school envelope with the registrar's signature across the envelope seal.

Applicants will be notified by mail when the application is either approved or disapproved.

Summary checklist:

Applicants with a license lapsed **more than one, but less than two years** must provide the following:

- Application, signed and **notarized (signature date must correspond to date of notarization)**
- Payment by certified check or money order, payable to ASWB; or credit card information
- An official transcript (if required)
- Certified license verification form from any current or prior jurisdiction (if applicable)
- Written explanation
- Continuing education form

II) Requirements for applicants with a license lapsed **more than two (2) years** from the date of this application:

- a) An appropriate qualifying examination must be taken. Examination requirements are listed on page 3 of this application.
- b) Applicants may not register for the examination until this application has been approved.
- c) Applicants, who have taken and passed an ASWB examination for another jurisdiction within the last two years, please indicate the date of the examination and request an official certified ASWB passing score report from ASWB (888-579-3926).
- d) Applicants who possess a **current or expired** license in another jurisdiction must submit a certified licensure verification form. The verification form must be in the original, sealed envelope from the issuing jurisdiction. The form on page 8 may be used, or the issuing jurisdiction may use its own form.
- e) An official, certified transcript is required if the prior license was originally issued **prior to 1984**. The educational requirements are listed on page 3 of this application. The transcript must be in a **sealed** school envelope with the registrar's signature across the envelope seal.
- f) If special accommodations are required for the examination, contact ASWB at 1-866-527-2384 to request the applicable forms. The Application for Disability Accommodations must be submitted to ASWB, Attn: CRC, P.O. Box 1508, VA 22701. The forms are also available at www.aswb.org.

Applicants will be notified by mail when the application has been approved or disapproved. If approved, applicants will also receive information regarding registering for the ASWB examination and a Candidate Handbook that explains the procedure.

Summary checklist:

Applicants with a license lapsed **more than 2 years** must provide the following:

- Application, signed and **notarized (signature date must correspond to date of notarization)**
- Payment by certified check or money order, payable to ASWB; or credit card information
- An official transcript (if required)
- Certified license verification form from any current or prior jurisdiction (if applicable)
- Pass the appropriate ASWB examination, or submit an official certified ASWB score report if the examination was taken for another jurisdiction within the last two years

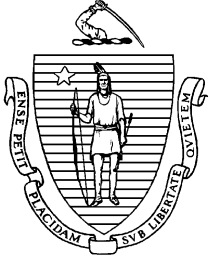
Requirements for Social Work Licensure in Massachusetts

This is a summary; applicants must review the Massachusetts regulations for detailed requirements.

Education	Examination	Professional References	Supervision	Documented Experience
LICSW				
MSW, DSW or PhD in Social Work from a CSWE accredited school of social work	Clinical	Two professional references from appropriately licensed references (see instructions p 2)	One supervisory reference from LICSW	Two years (3,500 hours) post-MSW documented clinical experience with 50 face-to-face supervision hours per year (100 hours total) under a LICSW; hold current LCSW or equivalent
LCSW				
MSW, DSW or PhD in Social Work from a CSWE accredited school of social work	Masters	Two professional references *	One 2 nd year field placement supervisory reference *	None Required
LSW				
Bachelors degree in Social Work from a CSWE accredited school of social work	Bachelors	Two professional references *	One supervisory reference *	None required
Bachelors degree in any field	Bachelors	Two professional references *	One supervisory reference *	Two years (3,500 hours) post degree supervised experience from a BSW or MSW.
Two and a half years (75 sem/100 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Five years (8,750 hours) of supervised experience from a BSW or MSW
Two years (60 sem/80 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Six years (10,500 hours) of supervised experience from a BSW or MSW
One year (30 sem/40 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Eight years (14,000 hours) of supervised experience from a BSW or MSW
High school diploma or equivalent	Bachelors	Two professional references *	One supervisory reference *	Ten years (17,500 hours) of supervised experience from a BSW or MSW
LSWA				
Associate degree (or 60 sem/80 qtr hours) in human service field	Associate	Two professional references *	N/A	None required
Bachelor's degree (or 120 sem/160 qtr hours) in any field	Associate	Two professional references *	N/A	None required
High school diploma or equivalent	Associate	Two professional references *	N/A	Four years documented experience

*** At least one of the professional and/or supervisory references must be licensed as a LICSW or LCSW**

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MA license previously held:	<input type="checkbox"/> Licensed Independent Clinical Social Worker (LICSW) <input type="checkbox"/> Licensed Certified Social Worker (LCSW) <input type="checkbox"/> Licensed Social Worker (LSW) <input type="checkbox"/> Licensed Social Work Associate (LSWA)
Application Type:	<input type="checkbox"/> License lapsed more than one but less than two years <input type="checkbox"/> License lapsed more than two years
MA previous social work license number:	_____
MA license expiration date:	_____
For licenses expired 1 to 2 years: <ul style="list-style-type: none"> • Written explanation attached? • Continuing Education form attached? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
For licenses expired greater than 2 years: An examination is required. Are special accommodations requested?	<input type="checkbox"/> Yes (see instructions on page 2) <input type="checkbox"/> No

Identification & Contact Information

Last Name:	_____	First:	_____	Middle:	_____
If you have had a legal name change, please attach pertinent document attesting to this fact.				Date of Birth:	
Maiden/Other Name: _____				_____	

NOTE: Your social security number is required on page 7 of this application.

NOTE: The mailing address listed below will be a matter of public record. It will appear on your license and will be used for all board correspondence. The mailing address and the business address listed on page 5 may be the same.

Mailing Address: _____

Business Address: _____

Email address:	
Business phone:	() -
Home phone:	() -
Cellular phone:	() -

Education Information:

- List highest relevant degree
- If the prior license was originally issued prior to 1984, a transcript must be attached

1) Degree/graduation date:		Major:	
College name and address:			

Licensure Information:

- List all Social Work licenses/certifications, **current & expired**, from any jurisdiction
- Certified verification form required from each jurisdiction (except MA)

1) License Designation:		State/Province:	
License number:		Date Issued/Expiration date:	
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Revoked/suspended <input type="checkbox"/> Under investigation	<input type="checkbox"/> Other: _____
Basis for License:	<input type="checkbox"/> Examination <input type="checkbox"/> Endorsement	<input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting	<input type="checkbox"/> Other: _____
2) License Designation:		State/Province:	
License number:		Date Issued/Expiration date:	
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Revoked/suspended <input type="checkbox"/> Under investigation	<input type="checkbox"/> Other: _____
Basis for License:	<input type="checkbox"/> Examination <input type="checkbox"/> Endorsement	<input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting	<input type="checkbox"/> Other: _____
3) License Designation:		State/Province:	
License number:		Date Issued/Expiration date:	
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Revoked/suspended <input type="checkbox"/> Under investigation	<input type="checkbox"/> Other: _____
Basis for License:	<input type="checkbox"/> Examination <input type="checkbox"/> Endorsement	<input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting	<input type="checkbox"/> Other: _____

Applicant Attestations:

1. Has a licensing/certification board in any U.S. or foreign jurisdiction taken any disciplinary action against you? Yes No
2. Are you the subject of pending disciplinary actions by a licensing/certification board in any U.S. or foreign jurisdiction? Yes No
3. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in any U.S. or foreign jurisdiction? Yes No
4. Have you ever applied for and been denied a professional license in any U.S. or foreign jurisdiction? Yes No
5. Have you ever admitted to or been convicted of a felony or misdemeanor in any U.S. or foreign jurisdiction, other than a traffic violation with an assessed fine of less than \$200? Yes No

NOTE: please state the details of any "yes" answer on a separate sheet and attach the explanation to this application. The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Registration in Social Work to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts' Law. I further attest that, pursuant to G.L. c. 62C, s. 49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law.

Applicant's signature _____ **Date** _____
(must be signed in the presence of a notary public; the date must correspond to the date of notarization)

Notary name (printed): _____

Notary signature: _____ Date: _____

SEAL

Notary commission expires: _____

Licensure Verification

(Use this form ONLY if you currently hold or have ever held a license in a jurisdiction other than Massachusetts)

Board Instructions: return this verification form to the applicant in a sealed envelope

Licensee's name:		License Number:	
The Social Work licensing board verifies the following:			
Date license issued:		Expiration date:	
1. This certifies that the above-named individual was issued a license or registration to practice as a: License title: _____ License designation: _____ <input type="checkbox"/> Social Worker <input type="checkbox"/> Masters Social Worker <input type="checkbox"/> Other, please explain: <input type="checkbox"/> Independent Social Worker <input type="checkbox"/> Clinical Social Worker			
2. License or registration was issued based upon: <input type="checkbox"/> Examination <input type="checkbox"/> Endorsement <input type="checkbox"/> Other, please explain: Exam passed: _____ State/Province: _____ Date exam taken: _____ <input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting			
3. The board verified that this individual holds a social work degree:			<input type="checkbox"/> Yes <input type="checkbox"/> No
The license was based on this degree: <input type="checkbox"/> BSW <input type="checkbox"/> MSW <input type="checkbox"/> Social Work Doctorate			<input type="checkbox"/> Other (please specify below)
Degree: _____ Subject: _____			
4. A program accredited by CSWE or CASSW issued the degree:			<input type="checkbox"/> Yes <input type="checkbox"/> No
5. This license required documented post-masters-degree supervised experience:			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much experience was required? _____ years _____ hours			
Qualifications of the individual who provided supervision:			
6. The license or registration is currently:			
<input type="checkbox"/> Active <input type="checkbox"/> Expired <input type="checkbox"/> Other, please explain: <input type="checkbox"/> Lapsed <input type="checkbox"/> Inactive			
7. This individual has been subject to disciplinary action that is public information:			<input type="checkbox"/> Yes <input type="checkbox"/> No
8. There is pending disciplinary action against this individual that is public information:			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. There are unresolved complaints regarding this individual that are public information:			<input type="checkbox"/> Yes <input type="checkbox"/> No
10. If questions 7, 8, or 9 are answered "yes", an explanation follows. Other information that the board can share about the licensee that might affect another board's licensing decision:			

Board Signature/Date: _____

(Board Seal) Title: _____

Social Work Licensing Board/Jurisdiction: _____

Email Address/Phone Number: _____

RE-LICENSURE APPLICATION: CEU DOCUMENTATION FORM

Required for applicants with a license lapsed over 1 but less than 2 years

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Applicant's Name: _____ Prior License Number: _____

The Continuing Education period was from October 1, 2008 to September 30, 2010. Re-licensure candidates must have accumulated the required contact hours (30/20/15/10) unless exempt. **Documentation for each entry below must be included.** Make additional copies as needed. Exempt licensees must sign and return the statement of exemption below. For further information, please review the requirements at www.mass.gov/dpl/boards/sw.

Course Date	Title	Sponsor	Approving Recognized Entity	Hours

I attest under the pains and penalties of perjury that I have completed the above-listed activities. TOTAL HOURS =
 Signature: _____ Date: _____

EXEMPT INDIVIDUALS ONLY: State, county and municipal employees are exempt. To receive the exemption, complete the following: I hereby certify under the pains and penalties of perjury, that during the period October 1, 2008 through September 30, 2010, I practiced Social Work exclusively as an employee of _____, which is a unit of state, county or municipal government within the Commonwealth. I further certify that I did not practice Social Work as an independent private practitioner, an employee of any other private agency or institution, or as a volunteer.

Signature: _____ Date: _____