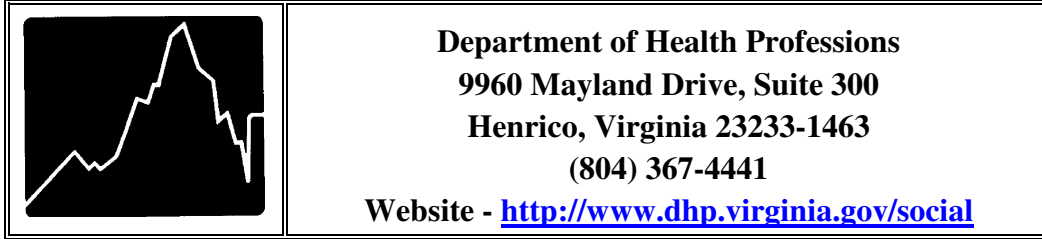


COMMONWEALTH OF VIRGINIA

BOARD OF SOCIAL WORK



RENEWAL FAQS

NEXT RENEWAL DATE FOR ALL SOCIAL WORK LICENSES: June 30, 2018

Beginning with the June 30, 2018 renewal, the Virginia Board of Social Work will implement an initiative to “Go Green” which will require licensees to **renew online**. **PAPER RENEWAL NOTICES WILL NO LONGER BE MAILED BY THE BOARD**. Email renewal notices will be sent to all licensees at least 45-60 days prior to the renewal deadline. Please ensure that your email and mailing address remains up-to-date through [Online Licensing](#) or the [Name/Address Change form](#).

What are the types of statuses available for my license?

- **ACTIVE**: This status allows for practice in the state of Virginia.
- **INACTIVE**: This status does not allow practice in the state of Virginia. It merely places your licensure on hold.
- **EXPIRED**: If no payment is received by your expiration date, the licensure status will **automatically** be reflected as EXPIRED.

Is there a “retired” status?

No, the Virginia Board of Social Work does not offer a retired status. There are currently three statuses for licensures in Virginia:

I am an active duty service person or spouse and am deployed outside the U.S. Can I request an extension for renewal?

Yes, Virginia law allows active duty service people or their spouses who are deployed outside the U.S. to have an extension of time for any requirement or fee pertaining to renewal until 60 days after the person’s return from deployment. The extension cannot last beyond 5 years past the expiration date for the license. For more information, please read the [attached policy](#) and contact the applicable board for your license.

How do I renew my license?

The Board emails renewal notices which contain a PIN number by the USPS to your address of record (Confidential Mailing Address) on file with the Board 45-60 days in advance of the June 30 expiration date. You should renew your license [Online](#) or return the renewal request by mail to Virginia Board of Social Work, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, no later than June 30, 2018 to avoid a late fee. Checks or money orders must be payable to the Treasurer of Virginia.

How do I notify the board office of an address change and/or name change?

You must submit a name and/or address change in writing using the Name/Address Change Form on the [Applications and Forms](#) page. Address changes may also be made online through the [Online Licensing](#) website.

All name changes must be accompanied by a marriage license, divorce decree, or court order.

Any change in the address of record or the public address, if different from the address of record, shall be furnished to the board within 30 days of such change in accordance with the Regulations Governing the Practice of Social Work.

What is the fee to renew my license?

The Licensed Clinical Social Worker (LCSW) renewal fee is \$90.00 and the Licensed Social Worker (LSW) renewal fee is \$65.00. Both fees can be paid by check or money order made payable to the "Treasurer of Virginia."

Beginning with the 2017 renewal, licensees shall renew their licenses on or before June 30 of each year.

What is the late fee if my renewal is not received by the deadline?

The Licensed Clinical Social Workers (LCSW) late fee is \$30.00 and the Licensed Social Worker (LSW) late fee is \$20.00.

Is there a "grace period" if I do not renew my social work license by the 30th of June of the renewal year?

No.

Can I renew early?

A license can only be updated within 60 days prior to the expiration date. Early renewal for military deployment may be considered by calling (804) 367-4441.

How long will it take to receive my renewed license once the fee has been received?

Licenses are updated upon receipt of fees. A current license is printed, mailed and delivered to its destination within 10 business days. If you do not receive your updated license within four weeks of payment, contact the Board office.

What if I didn't receive my renewal notice?

You should contact the Board office at (804) 367-4441 by June 1, 2018 if you have not received your renewal notice by email.

If my licensure status is "inactive," do I have to renew?

Yes, in order to keep your license in "inactive" status, you should renew your license by the deadline. No person shall practice social work or clinical social work in Virginia unless he holds a current active license. A licensee who has placed himself in inactive status may become active by fulfilling the reactivation requirements set forth in 18VAC140-20-110 of the Regulations Governing the Practice of Social Work.

How many hours of continuing education are required for renewal?

Beginning with the 2017 renewal period, proof of continuing education is required on a biennial schedule, not annually. You will **not** be required to submit your CE to the Board unless you are audited following the renewal period.

For the **2018 renewal period**, licensees are required to complete half of the normal CE hours: 15 CE hours for LCSWs and 7.5 CE hours for LSWs.

No CE hours will be due in 2019, but a renewal fee will be required that year.

Licensees will be required to complete the full 30 hours of LCSWs and 15 hours for LSWs in 2020 from July 1, 2018 to June 30, 2020 with a minimum of 2 hours that pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in Virginia.

Please refer to 18 VAC 140-20-105 of the **Regulations Governing the Practice of Social Work** on the [Laws and Regulations](#) page for information on acceptable content, approved sponsors and required documentation. Board staff cannot pre-approve any CE hours. Each licensee shall use their best and professional judgment.

How do I know if my CEs are approved before I complete the activity?

Please refer to 18VAC140-20-105 of the Regulations Governing the Practice of Social Work for the requirements of continued education (CE) on the [Laws and Regulations](#) page. Please be aware that Board staff cannot pre-approve any CE courses. Each licensee shall use their best and professional judgment to determine if the course meets the requirements outlined in the regulations.

How many continuing education ("CE") hours can be on-line or in person?

There is no restriction on the number of hours that may be obtained on-line or in person.

May I carry over hours of continuing education ("CE") for the next renewal period?

No. For the 2018 renewal period, continuing education must be completed between July 1, 2017 and June 30, 2018.

Do I need to submit my CE documentation to the Board for renewal?

No, you must maintain this information in your records for a period of three years following renewal. The Board may conduct an audit of licensees to verify compliance with the requirement for that renewal period. If selected, you would be notified by mail that documentation is required and given a time frame within which to comply.

What are "Category I" hours?

Category I hours are Formally Organized Learning Activities that can be documented by an approved sponsor or organization. If the sponsoring organization does not award a participant with a dated certificate indicating the activity or course taken and the number of hours earned, the social worker is responsible for obtaining a letter on organizational letterhead verifying the hours and activity. All continuing education obtained for renewal may be Category I.

What are "Category II" hours?

Category II hours are Individual Professional Activities earned in self-study, attending formal staffings, publication of a professional social work-related article or chapter of a book, independent or group study including listening to audio tapes, viewing video tapes, reading, professional books or articles, etc. They are activities chosen by the social worker based on assessment of his/her practice. They do not have to be sponsored by an approved organization but must be documented by the social worker in the manner prescribed by the Regulations.

How do I request inactive licensure?

Any LSW or LCSW who holds a current, unrestricted license in Virginia may change to inactive status by completing and mailing the Board the Inactive License Request Form and paying the inactive status fee. The option to change your license from active to inactive is not available online. Please contact the board office at (804) 367-4441 with any questions.

What if I am newly licensed? Do I have to obtain CE hours before my first renewal?

No. Newly licensed individuals are not required to document continuing education on the first renewal date following initial licensure; however, you are required to renew your license by the June 30, 2018 deadline.