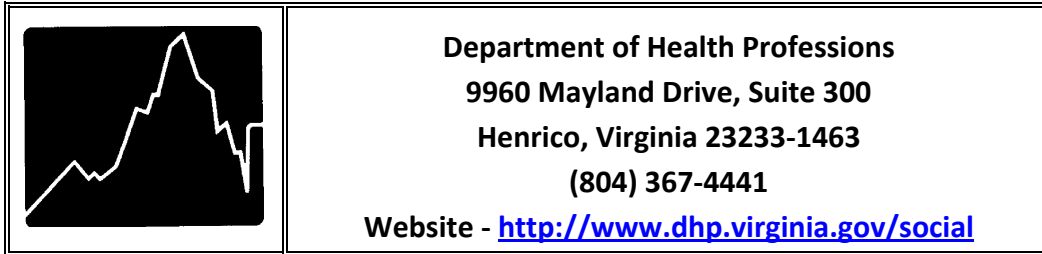


COMMONWEALTH OF VIRGINIA

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.

Whom do I contact if I have questions about the online renewal process?

If you have any questions about renewing your license, call (804)-367-4444. The Health Professions Call Center is available to assist you Monday through Friday from 8:15 a.m. to 5:00 p.m., Eastern Time or by email at CallCenter@dhp.virginia.gov.

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.
- **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. Please see the above listed question for types of statuses.

What is the fee to renew my license?

The fee for Licensed Clinical Social Worker (**LCSW**) renewal is \$90.00.

The fee for Licensed Social Worker (**LSW**) renewal fee is \$65.00.

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

The late fee for Licensed Clinical Social Workers (**LCSW**) is \$30.00.

The late fee for Licensed Social Worker (**LSW**) 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, a late fee will be automatically added to your account and cannot be waived.

Can I renew early?

A license can only be updated within 45-60 days prior to the expiration date. Early renewal for military deployment may be considered by calling (804) 367-4441.

How do I renew my license?

Beginning with the 2018 renewal, the Board will **email** all renewal notices and Personal Identification Number (PIN) numbers to licensees approximately 45-60 days prior to the expiration date. Please make sure that your email address is up-to-date.

You should renew your license [Online](#) no later than June 30, 2018 to avoid a late fee.

If you have not received your renewal notice and PIN by June 1st, please email the Health Professions Call Center at CallCenter@dhp.virginia.gov. Please provide the following information in your request:

- Full Name
- 10-digit Virginia License Number
- Date of Birth
- Last 4 Digits of Social Security Number

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

You must submit a name and/or address change form to change your address or name. Please visit the [Update Your Information](#) page of the Board’s website for the required form.

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.

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.

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

Yes, in order to keep your license in “inactive” status, you must 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?

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. A minimum of one of those hours must pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in Virginia. CE must be obtained from July 1, 2017 to June 30, 2018.

For the **2019 renewal period**, no CE hours will be due in 2019, but a renewal fee will be required prior to June 30, 2019.

For the **2020 renewal period**, licensees are required to complete the full amount of CE hours: 30 CE hours for LCSWs and 15 CE hours for LSWs. A minimum of two (2) of those hours must pertain to ethics or the standards of practice for the behavioral health professions or to laws governing the practice of social work in Virginia. CE must be obtained from July 1, 2018 to June 30, 2020.

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.

You will **not** be required to submit your CE to the Board unless you are audited following the renewal period.

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, the Board does not allow for CE hours to be carried over from year to year.

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.

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.

What if I can't renew my license online, or I don't have a debit/credit card?

You may request a paper renewal online at <https://www.dhp.virginia.gov/paper/>. The form will be sent by U.S. Mail to the address of record. If you believe that your address of record is incorrect, please see the above question on how to notify the board office of an address change.