



REQUEST FOR CHANGE IN STATUS OF VIRGINIA SOCIAL WORK LICENSE (Current Active to Current Inactive)

IMPORTANT NOTICE:

All inactive status request are completed in approximately 7-10 business days following receipt of the request. You will receive an email notification when the status of your license has been changed from current active to current inactive. This form may be faxed, emailed, or mailed to the board office. **If emailing this form to the Board, please use the subject line (Request for Inactive Status).**

LICENSEE INFORMATION			
Last Name:	First Name:	Middle/Maiden Name:	Suffix:
Street Address:			
City:	State:	Zip Code: _ _ _ _ _	
Social Work License Number: (10 digit number) _ _ _ _ _		Last 4 digits of Social Security Number: XXX-XX- _ _ _ _	
Phone Number: (_ _ _) _ _ _ - _ _ _ _		Email Address:	

I acknowledge with my signature that by placing my license in an inactive status, I cannot practice social work or clinical social work in the Commonwealth of Virginia except in an exempt setting as defined in § [54.1-3701](#) of the Code of Virginia until my license has been reactivated to current active status by the Virginia Board of Social Work.

I acknowledge with my signature that I have read and understand the requirements for fulfilling the reactivation requirements as set forth in 18VAC140-20-110 of the [Regulations Governing the Practice of Social Work](#), which states that “a LBSW, LMSW, or LCSW wishing to reactivate an inactive license shall submit the difference between the renewal fee for active licensure and the fee for inactive licensure renewal and document completion of continued competency hours equal to the number of years the license has been inactive, not to exceed four years.

An applicant for reactivation who has been inactive for 10 or more years shall also provide evidence of competency to practice by documenting:

1. Active practice in another United States jurisdiction for at least 24 out of the past 60 months immediately preceding application;
2. Active practice in an exempt setting for at least 24 out of the past 60 months immediately preceding application; or
3. Practice as a supervisee under supervision for at least 360 hours in the 12 months immediately preceding reactivation of licensure in Virginia. The supervised practice shall include a minimum of 60 hours of face-to-face direct client contact and nine hours of face-to-face supervision.

Signature of Licensee

Date

FOR OFFICE USE ONLY (BSU Staff)

Date Processed

Processed By