

SOCIAL WORK LICENSURE PROCESS

Application is available on the Bureau's website www.ibol.idaho.gov . Complete application with application fee of \$50.00. Mark what level you are applying for.

ADDRESS

1. Mailing address is the address that your license and other information is sent to and is not given to the public.
2. Public address shows on your license cards and is given out when requested to the public and is listed on the Bureau of Occupational Licenses website with license verification.

DEGREE

If you are applying prior to graduation have the Addendum 1 on bottom of page 2 completed by university registrar.

After degree is posted it is the responsibility of the applicant to have the university send official transcript in a sealed envelope to the Bureau of Occupational Licensing.

Any convictions involving a felony or moral turpitude requires the applicant to submit police reports, court documents, etc.

REFERENCES

Must list 3 references one of which must be licensed in mental health profession. Can also use faculty advisor and field supervisor.

AFFIDAVIT

Page 2 requires notarized signature.

Application must be reviewed by the Board of Social Work before applicant can take the exam. After approved the Bureau sends approval to ASWB and approval letter to applicant with instructions to contact ASWB and pay for the exam. Exam fee is \$175.00. ASWB will send information to applicant after they receive the exam fee. After exam is taken it takes about 2 weeks for the official score to be sent to the Bureau. When official score is received and official transcript with social work degree then license is issued.

RENEWAL

License will expire on licensee's birthday. A renewal form is sent out about 6 weeks prior to renewal. The first renewal does not require continuing education. The 2nd renewal requires 20 hrs continuing education that includes 1 hr ethics.

STUDY GUIDE

Can order an exam study guide from ASWB at www.aswb.org .

Passing exam score is 70%. If applicant fails exam it can be retaken by paying the \$175.00 each time. ASWB has a 90 day waiting period when exam is failed.

They can contact me if they have any questions at 208-334-3233 or mlondon@ibol.idaho.gov

