

Q. How often does the Board meet?

A. The Board meets the 2nd Friday of each month. Board meeting dates are listed on our website.

Q. Can an agency or person call the Board to verify if someone is licensed?

A. Yes, we can verify if someone is licensed by telephone, fax, email, mail or you may look under license verification on the Board's website.

Q. How many continuing education hours do I need to renew my license?

A. Social workers need a total of forty (40) hours for a two year period. Of the forty (40) hours required, you must have four (4) ethics hours and two (2) hours of cultural diversity. Twenty (20) hours are allowed to be in self-study/home-study or online CE programs.

Q. How many hours do I need of Supervision to become a LCSW?

A. A minimum of one hour per week "face to face" supervision for a minimum period of twenty four months, for a minimum total of one hundred (100) hours. You must have a minimum of 1,000 client contact hours. This period of supervision may not exceed thirty-six (36) months.

Q. What kind of degree must I have to take the Social Work exam?

A. To be eligible to sit for the Social Work Examination, you must have a BSW or a MSW degree in Social Work from a college or university accredited by the Council on Social Work Education (CSWE).

Q. When will my license be ready?

A. The Board receives passing scores two weeks after the candidate has taken the exam. When we receive the passing score, your file will be checked to determine if any additional information is needed. If so, you will be sent a letter stating what is missing from your file. It can take 2 to 6 months before your file is reviewed by the Board. After your file is reviewed by the Board, it will take 4 to 6 weeks for you to receive your hard copy license in the mail. You may check the website under license verification after 2 weeks to view it online.

Q. After I submit my application, how long before I am granted permission to test?

A. When our office receives the initial application and verification of education, the Board will send you a test authorization to sit and take the exam. If you are

a student, the only form you will need to submit to sit for the exam is the Initial Application. It usually takes 2 week to process your authorization.

Q. How long do we have to take the exam?

A. You have one year from the date your approval letter to take the exam. The application and exam approval will expire after that time. If it expires, you will need to submit a new application and fee.

Q. What do I need to do if my application to sit for the national examination expires?

A. After one year from the date of previous application, you must re-apply by completing a new initial application and submit the application fee. The application can be found on our web site.

Q. How often is the exam given?

A. The exam is given five days a week except during the week of holidays.

Q. Can I send a credit card number to renew my license?

A. No, you must pay with a cashier's check, certified check, money order, or business check. You may however pay by credit card if you renew online. First time applicants cannot renew online if you do not have any hours to submit.

Q. I do not live in Mississippi but I would like to keep my license current, may I do so?

A. You may continue renewing your license even though you live out of state; however, you are required to submit the continuing education hours required and pay the renewal fee.

Q. Can I change my name on my license after it has already been issued?

A. Yes, you may change your name. The cost to change your name is \$10. You may also submit the request for a new certificate which costs \$25.00 and for a new card which costs \$5.00 payable by cashier check, money order or business check. We will need a copy of the legal documentation changing your name before we can place the order for your new license.

Q. Can I withdraw my application and get my fee refunded?

A. No. All fees are non-refundable. Once you submit an application, it cannot be withdrawn.

Q. How long do I have wait to retake the ASWB exam?

A. If you fail the exam, you must wait ninety (90) days before your second attempt.

Q. What are the levels and qualifications for licensure?

A. Licensed Social Worker (**LSW**) - a bachelor's degree in social work from a program accredited by the Council on Social Work Education (**CSWE**), successful completion of the ASWB Bachelors examination, and acceptable background check.

Licensed Master Social Worker (**LMSW**) - a master's degree in social work from a program accredited by the CSWE, successful completion of the ASWB Masters examination, and acceptable background check.

Licensed Certified Social Worker (**LCSW**) - a master's degree in social work from a program accredited by the CSWE, acceptable background check, two-years postmaster's LCSW supervised social work experience, and successful completion of the ASWB Clinical or Advanced examination.

Q. Upon receipt of my license may I engage in the private/independent practice of social work?

A. Only Licensed Certified Social Workers may engage in the private/independent practice of social work.

Q. When and where may I take the examination?

A. You may register to take the examination after the Board approves your application and notifies you of your eligibility. The Board currently uses the Association of Social Work Boards (ASWB) examinations. You may contact ASWB for location information at 1-888-579-3926.

Q. Will I be issued a provisional license while I am waiting to take the examination?

A. No. The Board does not issue provisional licenses. You must hold a current unexpired social work license for employment as a social work in state of Mississippi. Employers should contact the Board office to verify social work licenses not applicants for licensure

Q. Does my continuing education for renewal purposes need to be pre-approved by the Board?

A. All continuing education **must** be pre-approved by MBOE before being submitted. You may view a list a approved continuing education offering on our website.

Q. Is there a grandfathering period?

A. No.

Q. Should I update my supervision plan if I can employers?

A. Yes, whenever you change employment, supervisor or mailing address, your supervision plan must be revised.