

Updated Instructions for Social Worker 2020 License Renewal

In most cases, Social Workers to whom a license was issued or renewed during the prior year licensing period may renew their licenses online.

You may not renew online if you meet either of the following criteria:

- LSWs that are renewing for the first time.
- If you have less than forty(40) hours

Renewal Period for Social Workers:

License Type	Start Date	End Date
LSW	August 1 of your expiration year.	September 30 of your expiration year.

CE Requirements for Renewal:

- 40 Continuing Education hours. These hours must have been completed during the two years leading up to your current license expiration date. Of these hours, 4 must be in the Ethics category, 2 must be in the Cultural Diversity category and the **Mandated Reporting one hour must be entered in the General category due IT difficulties.**
- **Do not enter more than forty (40) hours.**
- Unused hours(FORMERLY KNOWN AS CARRYOVER HOURS): Continuing Education (CE) hours that were completed within the 3 years prior to the current expiration date a license that have not been submitted for previous license renewal may be carried over from one renewal to the next. Ethics, cultural diversity, and mandated reporting hours may not be carried over. All unused CE hours must be maintained by the licensee and not by the Board.
- Any unused hours you have from the previous renewal period should be reflected in the CE portion of the online application. **Please enter all carryover or unused hours with the following date: 10/01/2018. The current system will not let you enter a date prior to 10/01/2018.**
- **If you experience any problems, please email: info@swmft.ms.gov**

Before you begin, you will need the following items:

- License Number
- Social Security Number

- Any information pertaining to your CEs for this renewal period (i.e., activity sponsor, course name, begin date, number of hours, etc)
- An email address is required for online renewal.
- Payments must be made by credit or debit card (Visa, MasterCard, American Express, or Discover).
- A United States billing address or a United States Armed Forces billing address is required for payment.

Please note that leaving the online application idle for more than thirty (30) minutes without completing the application will result in the loss of all information entered up to that point. You should plan to complete the application from start to finish in one sitting. You will NOT have the ability to save your information mid-way through the application and come back later to finish the process.