



THE
ALABAMA
STATE
BOARD OF
SOCIAL
WORK
EXAMINERS

APPLICATION FOR SOCIAL WORK LICENSURE

I AM APPLYING FOR A SOCIAL WORK LICENSE AS:

Bachelor Social Worker

Important Notice:

Completion of this application form is necessary for consideration for certification under Code of Alabama 1975, §34-30-1 - §34-30-58. Disclosure of this information is voluntary. However, failure to disclose all requested information may result in this form not being processed and may subsequently result in denial of this application. **All candidates for certification have an obligation to update and supplement the information and responses on this application if they change.** Failure to supplement the information and responses provided on this application may result in denial or other appropriate action. All information provided must be accurate. Please note that the information provided on this application is subject to the public information laws of this jurisdiction.

Carefully follow the directions on this application form. In addition, note the following:

1. Type or print legibly with black or blue ink only.
2. The licensure and application fees are NOT refundable.
3. The Applicant must apply for the highest level for which they qualify.
4. Disclosure of your U.S. social security number is mandatory. This disclosure is mandated by Code of Alabama 1975, Section 30-3-194. The social security number will be provided to the Department of Human Resources to assist in the identification of persons who are delinquent in complying with a child support order, spousal support/alimony order or in the repayment of educational loans.
5. If the name shown on your supporting documents is different from that shown on your application, you must submit proof of legal name change – a copy of your marriage license, divorce decree, affidavit or court order will be required.

Supporting Documentation and Fees:

Submit the following documents and fees with your application:

- *Applicable Fee - \$75 money order, cashier check or business check- non refundable fee, **no other form of payment is accepted.***
- *Certification of Education - **Official transcript must be sent directly from the school to the Board's Office. We will not accept faxed or emailed transcripts.***
- *Immigration Compliance Form*
- *Re-examination fee is \$75 money order, cashier check or business check also. **Please do not resubmit your official transcript or Immigration Compliance Form if you have applied within the last five years.***

Your application is **NOT** considered complete until all supporting documents and fee have been received by the Alabama State Board of Social Work Examiners. Should you fail the exam and wish to sit again a 90 day waiting period is required as well as re-payment of fees to the Board (\$75) and ASWB for the exam. Applications expire 12 months from the date of approval.

Applicant's Signature

PART I: Applicant Identifying Information

Complete this section of the form by providing all of the requested information. Please print your name exactly as you wish it to be on your license. You must notify the Board of Social Work Examiners, in writing, of any address or name changes after you file this application in order to receive any further information.

1. Last Name	2. First Name	3. Middle	4. Suffix	5. Social Security Number
6. Current Address (If PO Box, Must provide street address as well)				
7. Permanent Mailing Address including postal code (if different from Current address listed above)				
8. Business Mailing Address				
9. Please list County if in Alabama: _____ Identify Preferred mailing address. <input type="checkbox"/> Current <input type="checkbox"/> Permanent <input type="checkbox"/> Business Note: The preferred mailing address shall be available to the public.				
10. Identify any maiden name, surname, or any other names or aliases you have been known by or used and identify the reason for your name change.				
11. Place of Birth (List City, County, State or other Jurisdiction, Country)			12. Date of Birth MM/DD/YYYY	13. <input type="checkbox"/> Male <input type="checkbox"/> Female
14. Contact Information				
(a) Telephone Numbers: Daytime: Evening: (b) E-mail address (optional): (c) Fax number (optional):				

PART II: Education Information

1. High School attended:	2. School location (city, and state jurisdiction)	3. Date of Graduation: _____ Or Date of GED _____ (check one) Jurisdiction where earned (State): _____ _____ / _____ Month Year			
4. Post Secondary Education History: Starting with your undergraduate education, list ALL schools, colleges and universities attended, whether completed or not in chronological order.					
COLLEGE OR UNIVERSITY NAME (Undergraduate and Graduate)	LOCATION (city, state, country)	DATES OF ATTENDANCE		GRADUATED? YES/NO If no, number of credit hours earned?	DEGREE EARNED/MAJOR
		FROM:	TO:		
		Month/Year	Month/Year		

PART III: Record of Licensure Information

If you have ever been licensed, certified or registered to practice in the profession for which you are now making application, or held *any other* professional license, certification or registration complete the information requested below. You must identify the method by which you obtained your professional license(s) – i.e. 1. licensure by examination, 2. score transfer, 3. endorsement, 4. grandparent/waiver provision, or 5. reciprocity – in the appropriate column. If you have ever held a temporary, trainee or apprenticeship license, or a permit, it must be listed here also. You must include jurisdictions both within and outside the United States. Failure to disclose all licenses, certifications or registrations held may result in denial of your application or other appropriate action.

Jurisdiction	Title of License	License Number/ Name on License	How License Obtained (List applicable number from above)	Date of Original <i>(Initial)</i> Issuance	If license is not current and in good standing, explain below or on a separate sheet
Jurisdiction of original (Initial) licensure:					
Jurisdiction of current licensure where you most recently have been practicing:					
Other jurisdictions of licensure:					

PART IV: Record of Licensure Examination

If you have ever taken a licensure examination, in this state or any other state, for the profession for which you are now making application, you must complete the information requested below. Each examination attempt must be shown. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action.

Name of Examination	Jurisdiction (State)	Date of Examination	Passed/Failed/Other (If other, please explain)

PART V: Work History/Practical Experience

Complete each of the following items. List all employment chronologically since graduation from an accredited college or university to the present, beginning with the date of graduation. If you have never been employed, insert "N/A" for Not Applicable in Box 1. You are authorized to photocopy this form if additional space is required.

Explain any breaks in employment history of greater than 6 months.

1. Name of Business/ Institution:		Job Title:
Address/Phone Number of Business/Institution:		Description of Duties Performed:
Date of Employment: FROM: ____ / ____ TO: ____ / ____	Hours worked per week:	Reason for employment termination/resignation?
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
2. Name of Business/ Institution:		Job Title:
Address/Phone Number of Business/Institution:		Description of Duties Performed:
Date of Employment: FROM: ____ / ____ TO: ____ / ____	Hours worked per week:	Reason for employment termination/resignation?
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
3. Name of Business/ Institution:		Job Title:
Address/Phone Number of Business/Institution:		Description of Duties Performed:
Date of Employment: FROM: ____ / ____ TO: ____ / ____	Hours worked per week:	Reason for employment termination/resignation?
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
4. Name of Business/ Institution:		Job Title:
Address/Phone Number of Business/Institution:		Description of Duties Performed:
Date of Employment: FROM: ____ / ____ TO: ____ / ____	Hours worked per week:	Reason for employment termination/resignation?
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

PART VI: Personal History Information

Please answer each of the following questions by putting a check (✓) in the appropriate box on the right. You must answer each question with a "Yes" or "No" response as no other response is acceptable. All "Yes" answers (except question 27) **MUST** be explained in detail in a separate **SIGNED** and **NOTARIZED** affidavit. The affidavit should include all relevant dates and identify the relevant jurisdiction and/or entity involved. Failure to disclose any of the requested information may result in the denial of your application or other appropriate action.

1. Have you ever had any application for any professional license refused or denied by any licensing authority?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
2. Have you ever been refused or denied the privilege of taking an examination required for any professional licensure?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
3. Have you ever been dropped, suspended, placed on probation, expelled, fined or requested to resign from any post secondary educational program in which you were enrolled?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
4. Have you ever been placed on probation, restrictions, suspension, revocation, modification, allowed to resign, requested to leave temporarily or permanently, or otherwise acted against by any professional training program prior to completing the training?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
5. Have you ever voluntarily surrendered your Social Work license?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
6. Have you ever allowed your Social Work license to lapse, or had a limited license issued by any licensing authority?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
7. Have you ever voluntarily surrendered any other professional license?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
8. Have you ever allowed any other professional license to lapse, or had a limited license issued by any other licensing authority?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
9. Has your Social Work license ever been revoked?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
10. Have you ever been the subject of disciplinary action with regard to your Social Work practice?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
11. Has your Social Work practice ever been restricted or terminated by any licensing authority, association, licensed medical facility, or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
12. Have you ever had any other professional license revoked?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
13. Have you ever been the subject of disciplinary action by any licensing agency with regard to any other professional license?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
14. To your knowledge have any unresolved or pending complaints ever been filed against you with any Social Work licensing agency, Health association, or hospital/clinic?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
15. Is there any disciplinary action pending against you by any licensing jurisdiction, the USDA, Drug Enforcement Agency, or any state drug enforcement authority? If YES, where and when?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
16. Have you ever been charged with or convicted (including a nolo contendere plea or guilty plea) of a felony (or criminal offense) in any state or in federal court (other than minor traffic violations) whether or not sentence was imposed or suspended? If YES, in addition to the affidavit, attach a certified copy of the court records regarding your conviction, the nature of the offense date of discharge, if applicable, as well as a statement from the probation or parole officer.	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
17. Have you ever been pardoned from a felony or any criminal conviction?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
18. Have you ever had a record expunged from a felony or any criminal conviction?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
19. Have you ever been charged with or convicted (including a nolo contendere plea or guilty plea) of child/adult abuse whether or not sentence was imposed or suspended?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
20. Have you ever been charged with or convicted (including a nolo contendere plea or guilty plea) of a violation of any federal or state drug law(s) or rule(s) whether or not sentence was imposed or suspended?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>

21. Have you ever been named as a defendant to a civil suit related to your profession (<i>i.e. malpractice</i>)?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
22. Have you ever been court-martialed or discharged other than honorably from the armed service?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
23. Have you ever been terminated from a position with a city, county, state or federal entity?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
24. Have you ever been asked or chosen to resign in order to avoid termination?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
25. Since becoming a licensed social worker, have you been out of compliance with the Code of Ethics?	YES <input type="checkbox"/> NO <input type="checkbox"/> YES, Affidavit on file <input type="checkbox"/>
26. MILITARY SPOUSE RECIPROCITY APPLICANTS ONLY: If applying for reciprocity and are a military spouse, please check the box that best applies: Are you married to and living with an active duty member of the United States Armed Forces who is or will be relocated to and stationed in the State of Alabama under official military orders?	YES <input type="checkbox"/> NO <input type="checkbox"/>
27. Are you a U.S. Citizen either by birth or naturalization?	YES <input type="checkbox"/> NO <input type="checkbox"/>

PART VII: Certifying Statement

"By virtue of filing this application, I do solemnly swear or affirm that I am of good moral character, and that I understand the instructions and terms as set forth in this application form, that I have personally completed this form, that the information given in this application is true, correct, and complete to the best of my knowledge. I hereby authorize the Alabama State Board of Social Work Examiners to verify any and all information contained in this application, including information maintained in applicable data banks, and to transmit this information to the licensing authority of the state to which this application is made. I authorize the licensing authority of the state where application is submitted to review state files pertaining to my licensure/certification and practice, and all law enforcement records, administrative records, motor vehicle records, and court documents to confirm the accuracy and completeness of the information provided herein. This application and signature shall act as authorization of entities in possession of applicable information to release such information to the licensing authority. **I further certify that I have read the Code of Ethics as prescribed by the Alabama State Board of Social Work Examiners and will adhere to said code of ethics from this date forward.**"

Signature of Applicant

Printed Name of Applicant

Date

Send signed application and application fee (money order or cashier's check) to:

**ALABAMA STATE BOARD OF SOCIAL WORK EXAMINERS
PO BOX 301620
MONTGOMERY, AL 36130-1620**

IMMIGRATION COMPLIANCE REQUIREMENTS

(This original form and required attachments must be submitted to the Board)

IMMIGRATION:

Act No. 2011-535 as amended by Act No. 2012-491 and now codified as Section 31-13-1, et seq., of the Code of Alabama 1975 is referred to as Alabama's Immigration Law or the Beason-Hammon Act and imposes certain requirements on persons applying for or renewing a professional license. Specifically, Section 31-13-29 of the Code of Alabama 1975 requires that applicants applying for or renewing a professional license must demonstrate his or her United States citizenship, or if not a United States Citizen, his or her lawful presence in the United States. The Immigration Law also provides that a citizen shall not be required to demonstrate citizenship for subsequent transactions. Please see the reverse side of this form for two lists of documents, one to demonstrate a person's United States citizenship or the other to demonstrate lawful presence in the United States. You must select your appropriate status, choose the appropriate document(s) from the list of documents, staple a copy of the selected document(s) to this form and return all this information to this office before your application can be approved.

*Check the appropriate section for US citizen or non-citizen, **and** check the document that you are submitting to prove US citizenship or lawful presence in the US.*

NAME: _____ **SS#** _____

_____ **I am a United States (US) Citizen. I am submitting the attached copy of my document to prove citizenship:**

- _____ Driver's License or Non-Driver's Identification (ID) card issued by Alabama (AL) Dept of Public Safety or equivalent governmental agency of another state within US, provided that the governmental agency of another state requires proof of lawful presence in US as condition of issuance
- _____ Birth Certificate indicating birth in US or one of its territories
- _____ Pertinent pages of a valid or expired US Passport identifying the person and person's passport number, or the person's US passport
- _____ US Naturalization documents or number of the certificate of naturalization
- _____ Other documents or methods of proof of US citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended
- _____ Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- _____ Consular report of birth abroad of a citizen of the US
- _____ Certificate of citizenship issued by the US Citizenship and Immigration Services
- _____ Certification of report of birth issued by US Dept of State
- _____ An American Indian card, with KIC classification, issued by US Dept of Homeland Security
- _____ Final adoption decree showing person's name and US birthplace
- _____ Official US military record of service showing applicant's place of birth in the US
- _____ Extract from a US hospital record of birth created at the time of the person's birth indicating the place of birth in the US
- _____ AL-verify
- _____ Valid Uniformed Services Privileges and ID Card
- _____ Other form of ID that the AL Dept of Revenue authorizes, through an administrative rule promulgated pursuant to the AL Admin Procedure Act, to be used to demonstrate or confirm a person's US citizenship or lawful presence in US as condition of issuance

_____ **I am NOT a United States Citizen. I am submitting the attached copy of my document to prove lawful presence:**

- _____ Valid, unexpired (a) Alabama driver's license or (b) Alabama non-driver ID card
- _____ Valid tribal enrollment card or other form of tribal ID bearing a photograph or other biometric identifier
- _____ Any valid US federal or state government issued ID document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and ID Card if issued by an entity that requires proof of lawful presence in US before issuance. Please specify _____
- _____ Foreign passport with an unexpired US Visa and a corresponding stamp or notation by the US Dept of Homeland Security indicating the bearer's admission to the US
- _____ Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by US Dept of Homeland Security indicating bearer's admission to US

I certify under penalty of perjury that all representations made on this form and attachments are true and accurate.

REQUIRED SIGNATURE: _____ **DATE:** _____

NOTE: YOU MUST COMPLETE AND RETURN THIS ACKNOWLEDGEMENT BEFORE YOU CAN BECOME AN APPROVED CANDIDATE.

I have read the rules and regulations concerning supervision of Licensed Bachelor Social Workers. **I understand that once I am licensed**, I am required to have supervision as outlined in the Administrative Code Chapter 850-X-3.02.:

Supervision Requirements for Bachelor Level Licensees:

(1) A minimum of four (4) hours per month of supervision is required for 24 months, to total 96 hours of required supervision. This supervision must be completed within a 36-month period beginning with employment for LBSW licensees. Supervision must be provided by an LMSW or LICSW. After 24 or more months (96 hours) of continuing supervision, an LBSW may engage in the practice of social work without further licensing supervision if the social worker remains in the same type of social work practice.

(2) A contract must be negotiated between the supervisor and supervisee and is subject to the approval of the Board. A copy of the contract shall be provided to the Board, or, in the alternative, documentation signed by both parties which shall at a minimum include documentation of the following terms of the agreement:

- (a) Method(s) of supervision to be provided;
- (b) Type(s) of social work practice to be supervised;
- (c) Number of hours supervised;
- (d) Termination conditions.

(3) If supervision is terminated by either party, the supervisor is responsible for completing the evaluation and termination forms within 30 days and forwarding them to the Board for review. The supervisor shall certify the total number of supervised hours at termination.

Additional information can be found on our website, www.socialwork.alabama.gov, “Laws and Rules”, Alabama State Board of Social Work Examiners Administrative Code”.

Signature

Print name as on application

Verification of Licensure

Applicant: Please forward this verification of licensure request to each state, territory or province in which you have ever had a social work license, certification or registration. NOTE: Some boards of social work charge fees for verifying licensure. Please check with the appropriate licensing board and remit the fees with this form.

First name:
Middle name(s):
Last name:
Suffix:
Name on original license (if different from above):

Mailing Address (Number and street):	
City:	
State/Province:	Zip/Postal Code:

License type:	
License number:	
Date issued: (month, day, year)	Expiration date: (month, day, year)

I have applied for licensure in the State of Alabama. I hereby authorize the state/territory/province of _____ to provide the following information to Alabama.

Applicant signature & date: _____

Licensing Board, please mail to:
Alabama State Board of Social Work Examiners
Post Office Box 301620
Montgomery, Alabama 36130-1620

DO NOT WRITE BELOW THIS LINE – AGENCY USE ONLY

This is to certify that the above-named individual was issued a license or registration to practice as a:

Social Worker Masters/Graduate Social Worker Independent Social Worker Clinical/Certified Social Worker

License or registration was issued based upon: Examination Endorsement Grandparenting Reciprocity

License Number: _____ Level: _____ License Expires: _____
MM/DD/YYYY

Exam passed: _____ State/Province: _____ Date exam taken: _____

Verification of Licensure, page 2

3. Did your board verify that this individual holds a social work degree? <input type="checkbox"/> Yes <input type="checkbox"/> No On what degree was the license based? <input type="checkbox"/> BSW <input type="checkbox"/> MSW <input type="checkbox"/> Social Work Doctorate <input type="checkbox"/> Other (please specify below) Degree _____ Subject? _____
4. Was the degree issued by a program accredited by CSWE or CASSW? Yes No
5. Did this license require documented post-masters-degree supervised experience? Yes No If yes, how much experience was required? _____years _____ hours Qualifications of the individual who provided supervision: _____
6. The license or registration is currently: <input type="checkbox"/> Active <input type="checkbox"/> Lapsed <input type="checkbox"/> Expired <input type="checkbox"/> Inactive <input type="checkbox"/> Other, please explain: _____
7. Has this individual ever been subject to disciplinary action that is public information? Yes No
8. Is there any pending disciplinary action against this individual that is public information? Yes No
9. Are there any unresolved complaints that are public information regarding this individual? Yes No
10. If questions 7, 8, or 9 were answered "yes", please provide an explanation below: _____
11. Is there any other information that your agency can share with us about the candidate that might affect a board licensure decision? _____

Board Signature: _____

Title: _____

Social Work Licensing Board: _____

Date: _____

Email Address: _____

Office Phone Number: _____

(BOARD SEAL)

Alabama State Board of Social Work Examiners
Post Office Box 301620
Montgomery AL 36130-1620

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