



Board of Social Work Examiners
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Email: SocialWorkExaminers@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/SocialWorkExaminers

Master Social Worker License by Credentials Application Instructions

A person may apply for a license to practice master social work in the State of Alaska by credentials. These instructions also describe the procedures for obtaining a temporary license while waiting for permanent licensure.

The board will issue a license to practice as a master social worker to an applicant who holds a current license to practice social work in another jurisdiction that, at the time of original issuance of the license, had requirements for licensure equal to or more stringent than those of this state. (See AS 08.95.120)

The following must be received by the division before your application for Master Social Worker License by Credentials can be reviewed:

1. APPLICATION

A signed, completed application (#08-4875, pages 1-4).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$100.00
Initial License Fee:	\$275.00
<hr/>	
Total Fees Due:	\$375.00

3. VERIFICATION OF LICENSURE

Verification of Licensure must be sent directly to the department from each jurisdiction where the applicant holds or has ever held a license to practice social work. Each verification must include an explanation of any disciplinary action taken against the licensee. Check with each of the state boards you are or have been licensed in for their verification request process. If a state offers primary source verification on their website, that can be accepted as long as the website clearly confirms that it's a primary source verification.

4. PROFESSIONAL REFERENCES

Three professional references (form #08-4875c) from the following, as appropriate:

- a. a reference from a current employer supervisor where employed to practice social work;
 - b. a reference from a previous employer supervisor where employed to practice social work,
- AND -
- c. a reference from any one of the following professionals:
 - Master's or doctorate degree social worker;
 - Licensed psychological associate, clinical psychologist, or physician specializing in psychiatry;
 - Licensed medical or osteopathic physician;
 - Licensed advanced nurse practitioner with a specialty area of practice in mental health;
 - Licensed registered nurse with a master's degree in psychiatric nursing;
 - Licensed marriage and family therapist; or
 - Licensed professional counselor.

Note: If you are unable to provide a professional reference from a current or previous supervisor, submit a letter of explanation and an additional professional reference (for a total of three references).

5. CONTINUING COMPETENCY

To meet the continuing competency requirements of 12 AAC 18.112 you must verify:

- a. successful passage of the master's level examination within the two years before making application (you must request exam scores from ASWB at www.aswb.org);
- OR -
- b. verification of completion of 1,500 hours of work as a social worker at the same level within the five years immediately preceding the application (form #08-4875d).
- AND -
- c. completion of the continuing education (CE) requirements in 12 AAC 18.210 (b)(1), (3), (4), and (5). The required 45 hours of CEs must have been obtained during the past five years before the date the application is received. Of the 45 hours of CE required, a minimum of six contact hours in substance abuse education, three contact hours in professional ethics, three contact hours in teletherapy practice, and three contact hours in suicide education is required. Use the continuing education documentation log (form #08-4875e).

Temporary License

The board may issue a temporary license to practice master social work to an applicant who meets the criteria set out in AS 08.95.125. The temporary license allows an applicant to practice while completing the application process for licensure by credentials.

Note: You must apply for a license by credentials in order to request a temporary license.

The following must be received by the division before your application for Temporary License can be reviewed:

1. APPLICATION

A signed, completed application (#08-4875, pages 1-4), attesting:

- a. you are of good moral character.
- b. you are not the subject of any unresolved complaint or disciplinary action; and
- c. you have not had a license to practice social work revoked, suspended, or surrendered.

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$100.00
Temporary License Fee:	\$ 75.00
<hr/>	
Total Fees Due:	\$175.00

3. VERIFICATION OF LICENSURE

Verification of Licensure must be sent directly to the department from each jurisdiction where the applicant holds or has ever held a license to practice social work. Each verification must include an explanation of any disciplinary action taken against the licensee. Check with each of the state boards you are or have been licensed in for their verification request process. If a state offers primary source verification on their website, that can be accepted as long as the website clearly confirms that it's a primary source verification.

The temporary license is valid for one year only and may not be renewed. Additionally, only one temporary license may be issued to an individual in accordance with AS 08.95.125(d). If the board rejects your application for permanent licensure, the temporary license becomes invalid on the date of board action rejecting the license application.

An incomplete application or any unusual circumstances noted in the application may require additional processing time. While we understand your desire to conclude this process as quickly as possible, our licensing staff is responsible for reviewing many files and cannot complete the application process if required documents are missing. It is your responsibility to ensure required documents are submitted to our office.

The application review process is defined by the requirements set forth in state law. The division must comply with those laws in processing applications. The division conducts a thorough evaluation of education, training, employment or work history, malpractice history and any criminal or disciplinary history. We recommend you do not make commitments for loans, practice start dates, home purchases, etc., based on the expectation of licensure. The division will not accelerate one application over another, nor will it forego any elements of its screening process.

General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the license application will be sent to the board for approval. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

Licenses are issued for a two-year period and expire on June 30 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

DENIAL OF APPLICATION:

Be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications. The name appearing on the license must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a “certified true copy of the original document”. To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, “I certify this is a true copy of the original document” and sign your name. The notary will compare the original document with the copy and then notarize your signature.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 requires a U.S. Social Security Number be on file with the division before a professional license is issued. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form located at ProfessionalLicense.Alaska.Gov.

PUBLIC INFORMATION:

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or BusinessLicense.Alaska.Gov.

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: ProfessionalLicense.Alaska.Gov. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: RegulationsAndPublicComment@Alaska.Gov.



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

CSW

FOR DIVISION USE ONLY

Board of Social Work Examiners

PO Box 110806, Juneau, AK 99811

Website: ProfessionalLicense.Alaska.Gov/SocialWorkExaminers

Master Social Worker License by Credentials Application

PART I Temporary License

Temporary License: In addition to applying for licensure by credentials, I would like to request a Temporary License.

PART II Payment of Fees

Required Fees:

<input type="checkbox"/> Application and License Fee (\$100 is Non-Refundable)	\$375.00
<input type="checkbox"/> Temporary License Fee	\$ 75.00

PART III Personal Information

Full Legal Name:

Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).

Not Applicable

Other Names Used: _____

Mailing Address: P.O. Box or Street City State Zip

Contact Phone:

Date of Birth:

EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.

Email Address:

Select One: Send my Correspondence Electronically
 Send my Correspondence by Mail

Note: If both boxes are selected above, you will receive correspondence electronically.

SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

PART IV Current License Information

List the state license your application is based on.

State of Issue:

License Number:

Type of License:

Issue Date:

Expiration Date:

PART V Examination Information

Have you successfully completed the ASWB's social work examination at the Master's level?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
State of Exam:		Exam Date:	mm/dd/yyyy	

PART VI Education

List the name & address of the Master's Social Work program completed and any other social work education programs attended.

Name of College	Address	Degree Awarded	Date Awarded

PART VII Professional License(s)

List every state, U.S. jurisdiction, or country where you currently hold, or have ever held, a license to practice social work. If you need additional pages, please attach.

Check here if none.

State or Jurisdiction	License Number	License Type	Initial Issue Date	Expiration Date

PART VIII Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

When in doubt, disclose and explain.

1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending? Yes No
2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, 'crime' includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. 'Convicted' includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. Yes No
3. Have you been the subject of an investigation by any licensing jurisdiction or are you currently under investigation by any licensing jurisdiction or is any such action pending? Yes No
4. Are you currently suffering from any condition, mental or physical, that impairs your judgement or that would otherwise adversely affect your ability to practice social work in a competent, ethical and professional manner? Yes No
5. Do you use drugs or alcohol in any manner that impairs your ability to practice social work competently and safely? Yes No

"Yes" Answers

If you answered "yes" to questions 4 or 5, in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely practice Social Work. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

PART IX Alaska Law

- I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.95 and 12 AAC 18).



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Signature Page

Applicant Name:		
Alaska License Number (if known):		<input type="checkbox"/> <i>Application in Process</i>

PART X Agreement

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date Signed:	
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Professional Reference

Three professional references are required:

(1) A current employer supervisor where employed to practice social work; (2) A previous employer supervisor where employed to practice social work; and (3) A reference from one of the following professionals:

- (a) Master's or doctorate degree social worker;
- (b) Licensed psychological associate, clinical psychologist, or physician specializing in psychiatry;
- (c) Licensed medical or osteopathic physician;
- (d) Licensed advanced nurse practitioner with a specialty area of practice in mental health;
- (e) Licensed registered nurse with a master's degree in psychiatric nursing;
- (f) Licensed marital and family therapist; **OR**
- (g) Licensed professional counselor.

→ **Applicant:** Complete the identifying information below and forward a copy of this form to the appropriate individuals. *Make additional copies of this form, as needed.*

Applicant Name:			
License Type Applying For:	<input type="checkbox"/> Baccalaureate	<input type="checkbox"/> Masters	<input type="checkbox"/> Clinical
Applicant Signature:		Date Signed:	

→ **Reference:** Provide the information requested below for the applicant identified in this form and send document directly to the Alaska Board of Social Work Examiners at the letterhead address.

Reference Name:	Relationship to Applicant:		
License Number:	License Type:		
Name of Institution or Clinic where Employed:			
Address:	P.O. Box or Street	City	State Zip
Email Address:		Phone Number:	
Associated with Applicant from Date:	mm/dd/yyyy	Associated with Applicant to Date:	mm/dd/yyyy
Reference Type: (Check all that apply)	<input type="checkbox"/> Current employer supervisor <input type="checkbox"/> Previous employer supervisor <input type="checkbox"/> Master's degree social worker <input type="checkbox"/> Doctorate degree social worker <input type="checkbox"/> Licensed psychological associate <input type="checkbox"/> Licensed clinical psychologist <input type="checkbox"/> Licensed physician specializing in Psychiatry <input type="checkbox"/> Licensed marriage and family therapist <input type="checkbox"/> Licensed medical physician <input type="checkbox"/> Licensed osteopathic physician <input type="checkbox"/> Licensed professional counselor <input type="checkbox"/> Licensed advanced nurse practitioner with specialty area of practice in mental health <input type="checkbox"/> Licensed registered nurse with a master's degree in psychiatric nursing		

Recommendation

The board believes a license to practice social work at the clinical level carries important responsibilities. Please comment on the applicant's qualifications, abilities, character, etc., which involves use of social work principles and methods, as defined in AS 08.95.990(7), and which include counseling of a nonmedical nature to assist in the treatment of mental and emotional conditions of individuals, families, and groups; providing information and referral services; providing or arranging for the provision of social services; explaining and interpreting the psychosocial aspects in the situations of individuals, families, or groups; helping communities to organize, provide, or improve social and health services; and doing research related to social work.

AS 08.95.990(2) defines "clinical social work" as the diagnosis of psychiatric disorders and the use of techniques of applied psychotherapy of a nonmedical nature while practicing social work.

Comments:	
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To your knowledge:

1. is the applicant of good moral character?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. has the applicant ever been found guilty of incompetence by another state or jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. has the applicant violated the ethical standards of another state agency or jurisdiction for providers of social work services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. has the applicant misrepresented his or her qualifications to the board in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. has the applicant been sanctioned for practicing social work services without a license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Would you recommend the applicant for licensure as a social worker at the level for which they are applying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	
7. Any further comments the board might consider in reviewing this applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain:	
8. Evaluate the applicant's technical knowledge and practical experience:	
<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Improvement	

Signature

I hereby certify the above information is true and complete to the best of my knowledge.			
Reference Printed Name:			
Reference Signature:		Date Signed:	



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Verification of Work Experience

The continuing competency requirements established in 12 AAC 18.112(2)(A) require verification of completion of 1,500 hours of work as a social worker at the same level within the five years immediately preceding the application.

→ **Applicant:** Complete the identifying information below and forward a copy of this form to the appropriate individual(s). *Make additional copies of this form, as needed.*

Applicant Name:				
Mailing Address:	P.O. Box or Street	City	State	Zip
Applicant Signature:		Date Signed:		

→ **Employer or Supervisor:** Complete this bottom part for the applicant identified above and return the form directly to the Alaska State Board of Social Work Examiners at the letterhead address.
Note: DO NOT provide the number of hours worked per week (i.e., 40 hours/week). Forms without the total number will be returned as incomplete.

Employer or Supervisor Name:				
Name of Institution or Professional Clinic:		Phone Number:		
Address:	P.O. Box or Street	City	State	Zip
Email Address:		Employment Start Date:	mm/dd/yyyy	
Employment End Date:	mm/dd/yyyy	Total Number of Hours: (Must be at least 1,500)		

Signature

I hereby certify the above information is true and complete to the best of my knowledge.			
Employer or Supervisor Printed Name:			
Employer or Supervisor Signature:		Date Signed:	

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Continuing Education Documentation

Note: If using CEs to meet the continuing competency requirements of 12 AAC 18.112, List the continuing education (CE) requirements per 12 AAC 18.210 (b)(1), (3), (4), and (5). The required 45 hours of CE's must have been obtained during the past five years before the date the application is received. Of the 45 hours of CE required, at least six contact hours must be in substance abuse education, at least three contact hours must be in professional ethics, at least three contact hours must be in teletherapy practice, and at least three contact hours in suicide education.

List only courses you have taken and completed. Do not list courses you anticipate taking.

- No more than 12 contact hours may be obtained in one day – see 12 AAC 18.210(e).

In the table below, the categories for hours are broken down as follows:

G - General continuing education hours; SA - Substance Abuse hours; PE – Professional Ethics hours; T – Teletherapy hours; SE – Suicide Education Hours.

Applicant Name:	
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Dates of Attendance	Course/Seminar or Workshop Title/Brief Description	Principal Instructor	Sponsoring Organization	G	SA	PE	T	SE

Dates of Attendance	Course/Seminar or Workshop Title/Brief Description	Principal Instructor	Sponsoring Organization	G	SA	PE	T	SE
Subtotal Hours for Each Category:								
Total Hours of Continuing Education:								

Signature			
Applicant Printed Name:			
Applicant Signature:		Date Signed:	



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Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident: When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

Did you attach all applicable documents associated with this incident?

- Court Orders
 Consent Agreements
 Disciplinary Actions
 Charging Documents
 Court Records
 Fitness to Practice
 All Other Documentation Related to This Incident
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		Program:	
Signature:		Date Signed:	



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
			TOTAL:

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		<p>All 3 fields MUST be completed.</p> <p>This section will be destroyed after the payment is processed.</p>
2. Expiration Date:		
3. Security Code:		