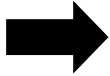




State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806, Juneau, Alaska 99811-0806
Telephone: (907) 465-2551
E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ

MASTER SOCIAL WORKER LICENSURE APPLICATION



READ THESE INSTRUCTIONS AND THE BOARD OF SOCIAL WORK EXAMINERS' STATUTES AND REGULATIONS BEFORE YOU COMPLETE THE APPLICATION!

A person may apply for a license to practice master social work in the State of Alaska by examination (see Part I) or by credentials (see Part II). Part III describes the procedures for obtaining a temporary license while waiting for permanent licensure.

If you have questions concerning the licensure requirements, please contact the licensing examiner at (907) 465-2551.

PART I. LICENSURE BY EXAMINATION

The following documentation must be received to be considered for licensure by examination:

1. A completed and notarized application and \$100.00 nonrefundable application fee (form 08-4384).
2. An initial license fee of \$275.00 may be submitted at this time or upon successful passage of the examination. Please note that license fees are subject to change.
3. Certified transcripts of a master's degree or a doctoral degree in social work sent directly to the Division of Corporations, Business and Professional Licensing from a college or university approved by the Board.
4. Three professional references (form 08-4384b) from the following, as appropriate:
 - a. a reference from a current social work employer supervisor;
 - b. a reference from a previous social work employer supervisor; 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.
5. Verification of licensure from **each** state, except Alaska, where currently licensed and wherever previously licensed (08-4384a), even if the license held was not equivalent to the license for which you are currently applying. The state must verify any disciplinary actions taken.

EXAMINATION INFORMATION

The Alaska Board of Social Work Examiners offers the examination through the Association of Social Work Boards. Upon approval to sit for the examination at the Intermediate level, applicants will be instructed to register with the Association of Social Work Boards. A separate examination fee will be required by the Association of Social Work Boards.

PART II. LICENSURE BY CREDENTIALS

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 AND AT THE SAME LEVEL FOR WHICH APPLICATION HAS BEEN MADE.** (See AS 08.95.120)

The following documents are needed for licensure by credentials:

1. A completed and notarized application and \$100 nonrefundable application fee (08-4089).
2. An initial license fee of \$275.00, made payable to the State of Alaska. Please note that license fees are subject to change.
3. Verification of Licensure from **each** state where currently licensed and wherever previously licensed (08-4089a). The state must verify any disciplinary actions taken or pending. **THE EXAMINATION TAKEN MUST BE THE MASTERS LEVEL EXAMINATION OFFERED BY THE ASSOCIATION OF SOCIAL WORK BOARDS.** (Copy form if you need additional forms.)
4. To meet the continuing competency requirements of 12 AAC 18.112 you must verify:
 - a. successful passage of the **Masters** level examination within the two years before making application (form 08-4089a); **OR**
 - b. 1,500 hours of work as a licensed social worker within the last five years while holding a license similar to that for which application has been made (form 08-4089d); **AND**
 - c. completion of the continuing education (CE) requirements in 12 AAC 18.210(a)(1) and (3). 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, at least 6 contact hours must be in substance abuse education and at least 3 contact hours must be in professional ethics. (Attach course certificate indicating attendance and number of CE hours received.)
5. Three professional references (form 08-4089c) from the following, as appropriate:
 - a. a reference from a current social work employer supervisor;
 - b. a reference from a previous social work employer supervisor; 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.

PART III. 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 waiting to sit for the examination, or while completing the application process for licensure by credentials.

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

The following documents must be in this office before your application for a temporary license will be considered:

For credential applicants:

1. A completed notarized application attesting:
 - a. that you are of good moral character;
 - b. that you are not the subject of any unresolved complaint or disciplinary action; and
 - c. that you have not had a license to practice social work revoked, suspended, or surrendered.
2. Photocopy of current license in another jurisdiction, together with a sworn statement as to the copy's veracity and submit documentation to substantiate that the jurisdiction where you hold a license to practice master social work has the same or higher licensing requirements than that of Alaska.
3. Nonrefundable application fee of \$100.00.
4. Temporary licensure fee of \$75.00.

The temporary license is valid for one year. A temporary license may not be issued more than once and may not be renewed. If the board rejects your application for a permanent license, the temporary license becomes invalid on the date of board action rejecting the license application (AS 08.95.125(d)).

For examination applicants:

1. A completed notarized application attesting:
 - a. that you hold a master's social work degree; and
 - b. that you are of good moral character.
2. Transcripts (unofficial transcripts printed from the university/college website will be accepted for issuance of the temporary license).
3. Nonrefundable application fee of \$100.00.
4. Temporary licensure fee of \$75.00.

The temporary license is valid for one year. A temporary license may not be issued more than once and may not be renewed. If the board rejects your application for a permanent license, the temporary license becomes invalid on the date of board action rejecting the license application (AS 08.953125(d)).

GENERAL INFORMATION

APPLICATION REVIEW

The Board meets at least twice a year and will review applications at board meetings. Applications must be complete (including supporting documentation). Contact the division for meeting dates.

The Board will also review complete applications between board meeting dates. The division will forward complete applications to Board members by using the mail ballot voting process.

RENEWAL INFORMATION

All certificates expire on June 30 of even-numbered years, regardless of when issued, except certificates issued within 90 days of the expiration date will be issued through the next biennium. Refer to 12 AAC 18.210 for continuing education requirements.

SOCIAL SECURITY NUMBER

In accordance with AS 08.01.060, the department is not authorized to issue a license unless the applicant's social security number has been provided to the department. If you do not have a social security number, you may download the Request for Exception from Social Security Number Requirement form at http://commerce.alaska.gov/occ/home_professional_lic.html or contact the division.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

PUBLIC INFORMATION

Please be aware that all information on the application form will be available to the public unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at: www.commerce.alaska.gov/occ under License Search.

ADDRESS CHANGE

In accordance with 12 AAC 02.900, a person must notify the division in writing of any change in address. You can download the Change of Address form from the division website at: www.commerce.alaska.gov/occ.



State of Alaska
 Department of Commerce, Community and Economic Development
 Division of Corporations, Business and Professional Licensing
BOARD OF SOCIAL WORK EXAMINERS
 State Office Building, 333 Willoughby Avenue, 9th Floor
 PO Box 110806, Juneau, AK 99811-0806
 Phone: (907) 465-2551 ★ Fax: (907) 465-2974
 E-mail: license@alaska.gov
 Website: www.commerce.alaska.gov/occ/pcsw.htm

CSW (MSW)

For Division Use Only

APPLICATION FOR MASTER SOCIAL WORKER LICENSE

I HEREBY APPLY for licensure as a master social worker by:

Examination Credentials

In addition to the above, I would like to be issued a Temporary License

Submit a complete notarized or postmaster-stamped application and applicable fees.

\$100.00 Nonrefundable Application Fee \$275.00 Licensure Fee
 \$75.00 Temporary license fee

This application must be completed in full. If a section does not apply, write N/A in the space provided. **PLEASE PRINT OR TYPE.**

1. Full Legal Name (as it appears on government identification):

_____ Last First M.I.

Social Security Number: _____
 (Required by AS 08.01.060)

Date of Birth: _____ Sex: Male Female

Note: Failure to list all past legal names is considered a falsified application. Provide supporting documentation showing proof of the legal name change.

2. Mailing Address: _____
 Street Address or PO Box

_____ City State ZIP Code

Business Telephone: _____ Home Telephone: _____

Email Address: _____

EDUCATION:

List name and mailing address of ALL Master's and Doctorate programs attended. Give dates of attendance and graduation.

3. Name of College (Masters): _____

Address: _____
 Street Address or PO Box

_____ City State ZIP Code

Date Degree Awarded: _____ Type of Degree: _____

4. Name of College (Doctorate): _____

Address: _____
 Street Address or PO Box

_____ City State ZIP Code

Date Degree Awarded: _____ Type of Degree: _____

PROFESSIONAL DATA:

5. List the state(s) where you currently hold or have held a license or certification to practice Master social work. Please indicate whether certified or licensed. (If you need additional pages, please attach.)

State	Date Issued	Expiration Date	Licensed/Certified
a.			
b.			
c.			

6. List the state in which you passed/failed a social worker examination at the Intermediate level.

State: _____ Exam Date: _____ Check either Passed or Failed:
Exam Administered By: _____ Passed Failed

7. If applying for licensure by **CREDENTIALS**, list what state license you base this application on?

State _____ License Number _____
Date of Issuance _____ Expiration Date: _____

8. Do you hold any other professional license? Yes No

If yes: State _____ Type of License _____ License Number _____

OCCUPATIONAL DATA: In chronological order, from **most recent to most remote**, list all relevant or related post graduate positions held in the past ten years. Provide name of employer, mailing address, telephone number, position held, duties and responsibilities, and name of direct supervisor(s). (If you need additional pages, please attach.)

9. **Name of Employer:** _____

Dates: From: _____ To: _____

Employer full address: _____

Employer telephone number: _____

Name of direct supervisor: _____

Position held by applicant: _____

Duties and responsibilities: _____

Name of Employer: _____

Dates: From: _____ To: _____

Employer full address: _____

Employer telephone number: _____

Name of direct supervisor: _____

Position held by applicant: _____

Duties and responsibilities: _____

OCCUPATIONAL DATA CONTINUED:

Name of Employer: _____

Dates: From: _____ To: _____

Employer full address: _____

Employer telephone number: _____

Name of direct supervisor: _____

Position held by applicant: _____

Duties and responsibilities: _____

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

	YES	NO
1. Have you ever been disciplined by any state board for any violation of the Social Work Practice Act or unethical conduct?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever had an application for a professional license denied?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever had a license to practice social work revoked, suspended, restricted, or limited?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been investigated by a licensing authority or professional association even if no disciplinary action resulted?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever had any malpractice settlements or judgments paid on your behalf?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been convicted of a criminal offense other than a minor traffic violation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you now or have you been, within the past 5 years, addicted to or excessively used or misused alcohol, narcotics, barbiturates, or habit-forming drugs?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you now or within the past 5 years, been treated or hospitalized for emotional or mental illness, drug addiction or alcoholism?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any of the above questions, please explain dates and circumstances on a separate piece of paper and send any supporting documents that are applicable (court records, etc.).

Please be advised that all information provided with this application will be available to the public, unless required to be kept confidential by state or federal law.

I hereby certify that the information in this application is true and correct to the best of my knowledge. I understand that any false information may result in failure to obtain licensure as a master social worker in Alaska, or subsequent revocation of my license.

SIGN HERE _____
Signature of Applicant

SUBSCRIBED AND SWORN to before me, a Notary Public, in and for the State of _____,
 this _____ day of _____, in the year of _____.

NOTARY SEAL NOTARY _____
Notary Public

My Commission Expires: _____

WARNING: The Board of Social Work Examiners may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice social work by fraud or deceit. The person may also be subject to criminal charges for perjury. (AS 11.56.200)

STATE OF ALASKA
BOARD OF SOCIAL WORK EXAMINERS

VERIFICATION OF LICENSURE

Applicant:

Some states require a fee for completion of a license verification. You may wish to check with the state Board prior to submitting this form to them for completion.

State Board:

I am applying for a license to practice social work at the Master level in the State of Alaska. The Alaska Board of Social Work Examiners requires that this form be completed by each jurisdiction in which I hold or have held a license. Please complete the form and return it to:

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806, Juneau, Alaska 99811-0806

Signature: _____

Printed Name: _____

Name at Time of License: _____

License Number: _____

Address: _____

PLEASE DO NOT DETACH

The information below must be completed by the State Licensing Board; it **may not** be completed by the applicant.

State of _____

Name of Licensee _____

Graduate of _____

License No. _____ Type of License _____ Issued Effective _____

By Reciprocity/Endorsement _____ By Examination _____

Date of Exam _____ National _____ State _____

Exam Administered by _____

At what level was the examination administered? _____ Pass _____ Fail _____

License is current _____ Lapsed _____ Expiration Date _____

If the applicant's license has lapsed or expired, please explain why (e.g., failure to pay licensing renewal fees, etc.):

Has the applicant's license ever been suspended or revoked? Yes No If yes, for what reason?

Has the applicant been subject to any other disciplinary action(s) (e.g., letter of warning, stipulation)? Yes No
Please describe:

Please provide any information you believe relevant to the applicant's qualifications and fitness to practice social work:

General Comments: _____

(BOARD SEAL)

Signature

Printed Name

Title

State Board

Please return completed form to:

State of Alaska
Department of Commerce, Community, and
Economic Development
Division of Corporations, Business and
Professional Licensing
Board of Social Work Examiners
P.O. Box 110806
Juneau, AK 99811-0806

Address: _____

Phone Number: _____

Date: _____

E-mail: _____

STATE OF ALASKA
BOARD OF SOCIAL WORK EXAMINERS

PROFESSIONAL REFERENCE

The professional reference must come from:

- (1) A current social work employer supervisor, and
- (2) A previous social work employer supervisor, 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 advance 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.

NOTE: Applicants who are not currently or were not previously employed in social work must submit three professional references from any of the above-listed individuals in Section (3).

Name of Reference (print): _____

Dear _____:

I am applying for a license to practice social work at the Master level in the State of Alaska. I am required to provide three professional references. Please provide the information requested below to the State of Alaska at the address shown below. Thank you for your assistance.

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806, Juneau, Alaska 99811-0806

Signature: _____

Printed Name: _____

Address: _____

PLEASE DO NOT DETACH

I hereby certify that I have been professionally associated with _____
(Name of Applicant)

from _____, 20____ to _____, 20____.

WHAT IS THE NATURE OF YOUR RELATIONSHIP? _____

The board believes a license to practice social work at the master 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.

For the Board of Social Work Examiners to have sufficient information to assess the applicant's qualifications, please answer the following questions:

YES NO

To your knowledge:

- 1. is the applicant of good moral character? YES NO
- 2. has the applicant within the past five years, ever been addicted to or excessively used alcohol, narcotics, barbiturates, or habit-forming drugs? YES NO
- 3. has the applicant ever been found guilty of incompetence by another state or jurisdiction? YES NO
- 4. has the applicant violated the ethical standards of another state agency or jurisdiction for providers of social work services? YES NO
- 5. has the applicant misrepresented his or her qualifications to the board in any way? YES NO
- 6. has the applicant been sanctioned for practicing social work services without a license? YES NO
- 7. Would you recommend the applicant for licensure as a master social worker? YES NO

Please explain: _____

8. Any further comments the board might consider in reviewing this applicant: _____

9. Please evaluate the applicant's technical knowledge and practical experience:

- Excellent
- Very Good
- Fair
- Needs Improvement

I hereby certify that the above information is true and complete to the best of my knowledge.

Check all as appropriate:

I am a

- Current employer supervisor
- Previous employer supervisor
- Master's degree social worker
- Doctorate degree social worker
- Licensed psychological associate
- Licensed clinical psychologist
- Licensed physician specializing in Psychiatry
- Licensed medical physician
- Licensed osteopathic physician
- Licensed advanced nurse practitioner with specialty area of practice in mental health
- Licensed registered nurse with a master's degree in psychiatric nursing
- Licensed marriage and family therapist
- Licensed professional counselor

Signature

Printed Name

Job Title

Professional Degree

License Held

License Number: _____

Institution/Clinic Where Employed

Address: _____

Phone Number: _____

E-mail: _____

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the State of _____,

this _____ day of _____, in the year of _____.

NOTARY SEAL

Notary Public

My Commission Expires: _____

Please return completed form to:

State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 Board of Social Work Examiners
 P.O. Box 110806
 Juneau, AK 99811-0806

STATE OF ALASKA
BOARD OF SOCIAL WORK EXAMINERS

PROFESSIONAL REFERENCE

The professional reference must come from:

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- (2) A previous social work employer supervisor, 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 advance 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
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NOTE: Applicants who are not currently or were not previously employed in social work must submit three professional references from any of the above-listed individuals in Section (3).

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Dear _____:

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State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806, Juneau, Alaska 99811-0806

Signature: _____

Printed Name: _____

Address: _____

PLEASE DO NOT DETACH

I hereby certify that I have been professionally associated with _____
(Name of Applicant)

from _____, 20____ to _____, 20_____.

WHAT IS THE NATURE OF YOUR RELATIONSHIP? _____

The board believes a license to practice social work at the master 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.

For the Board of Social Work Examiners to have sufficient information to assess the applicant's qualifications, please answer the following questions:

YES NO

To your knowledge:

- 1. is the applicant of good moral character? YES NO
- 2. has the applicant within the past five years, ever been addicted to or excessively used alcohol, narcotics, barbiturates, or habit-forming drugs? YES NO
- 3. has the applicant ever been found guilty of incompetence by another state or jurisdiction? YES NO
- 4. has the applicant violated the ethical standards of another state agency or jurisdiction for providers of social work services? YES NO
- 5. has the applicant misrepresented his or her qualifications to the board in any way? YES NO
- 6. has the applicant been sanctioned for practicing social work services without a license? YES NO
- 7. Would you recommend the applicant for licensure as a master social worker? YES NO

Please explain: _____

8. Any further comments the board might consider in reviewing this applicant: _____

9. Please evaluate the applicant's technical knowledge and practical experience:

- Excellent Very Good Fair Needs Improvement

I hereby certify that the above information is true and complete to the best of my knowledge.

Check all as appropriate:

I am a

- Current employer supervisor
- Previous employer supervisor
- Master's degree social worker
- Doctorate degree social worker
- Licensed psychological associate
- Licensed clinical psychologist
- Licensed physician specializing in Psychiatry
- Licensed medical physician
- Licensed osteopathic physician
- Licensed advanced nurse practitioner with specialty area of practice in mental health
- Licensed registered nurse with a master's degree in psychiatric nursing
- Licensed marriage and family therapist
- Licensed professional counselor

Signature

Printed Name

Job Title

Professional Degree

License Held

License Number: _____

Institution/Clinic Where Employed

Address: _____

Phone Number: _____

E-mail: _____

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the State of _____,

this _____ day of _____, in the year of _____.

NOTARY SEAL

Notary Public

My Commission Expires: _____

Please return completed form to:

State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 Board of Social Work Examiners
 P.O. Box 110806
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STATE OF ALASKA
BOARD OF SOCIAL WORK EXAMINERS

PROFESSIONAL REFERENCE

The professional reference must come from:

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 - (c) Licensed medical or osteopathic physician;
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Name of Reference (print): _____

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Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806, Juneau, Alaska 99811-0806

Signature: _____

Printed Name: _____

Address: _____

PLEASE DO NOT DETACH

I hereby certify that I have been professionally associated with _____
(Name of Applicant)

from _____, 20____ to _____, 20_____.

WHAT IS THE NATURE OF YOUR RELATIONSHIP? _____

The board believes a license to practice social work at the master 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.

For the Board of Social Work Examiners to have sufficient information to assess the applicant's qualifications, please answer the following questions:

YES NO

To your knowledge:

- 1. is the applicant of good moral character? YES NO
- 2. has the applicant within the past five years, ever been addicted to or excessively used alcohol, narcotics, barbiturates, or habit-forming drugs? YES NO
- 3. has the applicant ever been found guilty of incompetence by another state or jurisdiction? YES NO
- 4. has the applicant violated the ethical standards of another state agency or jurisdiction for providers of social work services? YES NO
- 5. has the applicant misrepresented his or her qualifications to the board in any way? YES NO
- 6. has the applicant been sanctioned for practicing social work services without a license? YES NO
- 7. Would you recommend the applicant for licensure as a master social worker? YES NO

Please explain: _____

8. Any further comments the board might consider in reviewing this applicant: _____

9. Please evaluate the applicant's technical knowledge and practical experience:

- Excellent
- Very Good
- Fair
- Needs Improvement

I hereby certify that the above information is true and complete to the best of my knowledge.

Check all as appropriate:

I am a

- Current employer supervisor
- Previous employer supervisor
- Master's degree social worker
- Doctorate degree social worker
- Licensed psychological associate
- Licensed clinical psychologist
- Licensed physician specializing in Psychiatry
- Licensed medical physician
- Licensed osteopathic physician
- Licensed advanced nurse practitioner with specialty area of practice in mental health
- Licensed registered nurse with a master's degree in psychiatric nursing
- Licensed marriage and family therapist
- Licensed professional counselor

Signature

Printed Name

Job Title

Professional Degree

License Held

License Number: _____

Institution/Clinic Where Employed

Address: _____

Phone Number: _____

E-mail: _____

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the State of _____,

this _____ day of _____, in the year of _____.

NOTARY SEAL

Notary Public

My Commission Expires: _____

Please return completed form to:

State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 Board of Social Work Examiners
 P.O. Box 110806
 Juneau, AK 99811-0806

STATE OF ALASKA
BOARD OF SOCIAL WORK EXAMINERS

VERIFICATION OF WORKING EXPERIENCE
(To be used only for Licensure by Credentials)

Dear _____:

I am applying for a license to practice social work at the Master level in the State of Alaska. I am required to provide verification of working experience. Please provide the information requested below to the State of Alaska at the address shown below. Thank you for your assistance.

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806
Juneau, Alaska 99811-0806

Signature: _____

Printed Name: _____

Address: _____

PLEASE DO NOT DETACH

The continuing competency requirements established in 12 AAC 18.112(2)(A) require verification of 1,500 hours of work as a social worker within the last five years while holding a license similar to that for which application has been made.

The information below must be completed by the applicant's employer or supervisor; it may not be completed by the applicant.

I, _____, did work with or supervised _____
(Name of Employer/Supervisor)

at _____
(Name of Institution/Professional Clinic, etc.)

from _____ to _____ for a total of _____ hours.
(must be at least 1,500 hours)

The Board believes a license to practice social work carries important responsibilities. Please comment on the applicant's qualifications, ability, character, etc.

Signature

Printed Name

Job Title

Institution/Clinic Where Employed

Address: _____

Phone Number: _____

Email Address: _____

Date

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the State of _____,
this __ day of _____, in the year of _____.

NOTARY SEAL

Notary Public

My Commission Expires: _____

Please return completed form to:

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Social Work Examiners
P.O. Box 110806
Juneau, AK 99811-0806

**BOARD OF SOCIAL WORK EXAMINERS
CONTINUING EDUCATION DOCUMENTATION
TO BE USED ONLY FOR LICENSURE BY CREDENTIALS**

Print Name: _____

NOTE: If using CEs to meet the continuing competency requirements of 12 ACC 18.112, List the continuing education (CE) requirements per 12 ACC 18.210(a)(1) and (3). 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 and at least three contact hours must be in professional ethics. **Attach course certificate indicating attendance and number of CE hours received.**

In the table below, the categories for hours are broken down as follows: G – General continuing education hours; S – Substance Abuse hours; and P – Professional Ethics.

Dates of Attendance	Title/Brief Description Course/Seminar or Workshop	Principal Instructor	Sponsoring Organization	G	S	P
SUBTOTAL HOURS FOR EACH CATEGORY:						
TOTAL HOURS OF CONTINUING EDUCATION:						

Note: List only courses that you have taken. Do not list courses you anticipate taking.

Applicant Signature

Date