



Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806
Telephone: (907) 465-2551 * E-mail: license@alaska.gov

BIENNIAL SOCIAL WORKER LICENSE RENEWAL
July 1, 2008 – June 30, 2010

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IT IS TIME TO RENEW YOUR SOCIAL WORKER LICENSE

Your license to practice as a social worker in the State of Alaska expires on June 30, 2008. There is no grace period. To renew your license for the period from July 1, 2008 through June 30, 2010, return this signed, notarized application to the above address with a check or money order payable to the State of Alaska.

RENEWAL DUE DATE – If you have met the continuing competency requirements (see attached regulation), complete this form and return with the appropriate fee for processing. The processing time for correct and completed renewal applications is three to four weeks after receipt.

EXPIRED LICENSES – There is no "inactive" license status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the requirements in Article 2 of 12 AAC 18. Licenses which have expired more than five years cannot be renewed.

SOCIAL SECURITY NUMBERS – In accordance with AS 08.01.100(e), the department is not authorized to renew 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 can download the "Request for exception from Social Security Number," form 08-4373, from the division's website at www.commerce.state.ak.us/occ or contact this office for the form to be mailed to you.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS – If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division has determined you are in arrears on child support, you will be issued a nonrenewable, temporary certificate valid for 150 days.

PUBLIC INFORMATION – Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licenses, including mailing addresses, is available on the division's website at: www.commerce.state.ak.us/occ under "Professional License Search."

BUSINESS LICENSES – Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550 or use Internet address: http://www.commerce.state.ak.us/occ/buslic.htm

License Number: _____

CHECK APPROPRIATE LICENSE STATUS BOX

- Active License: \$310.00 License Numbers 1 through 819
Prorated Active License: \$155.00 License Numbers 820 and above

Daytime Telephone Number: _____ Email Address: _____

U.S. Social Security Number (Mandatory): _____ Date of Birth: _____

Name Change: If you have had a legal name change since your last license was issued, please enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change.

Name: _____ Last First Middle

Corrected Mailing Address (complete only if your address is different from the address label shown above).

Street or P.O. Box City State ZIP Code

PROFESSIONAL FITNESS

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

YES NO

Since the date of your last application for an Alaska Social Worker license:

- 1. Has your license been denied, revoked, suspended, surrendered, placed on probation, or been subject of any restriction, censure, reprimand, or disciplinary action in any jurisdiction?
- 2. Have you been convicted of any criminal offense other than a minor traffic violation (convictions include suspended imposition of sentences)?
- 3. Have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, or any other mental or emotional illness which may impair or interfere with your ability to practice as a Social Worker?
- 4. Have you been addicted to or excessively or illegally used alcohol or a controlled substance?
- 5. Have you experienced a physical impairment that may make you unfit to practice as a social worker?

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.). Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

CONTINUING EDUCATION

Your license cannot be renewed unless you have met the continuing education requirements in Article 2 of 12 AAC 18. (See attached regulations).

RANDOM AUDIT: A percentage of license renewal applications will be randomly selected for audit. If selected, you must submit copies of certificates or other acceptable proof that you satisfied the continuing education requirements as you have stated on this application. You are required to save your documents for at least three years, so you can respond to audits. Licensees unable to comply with the audit are subject to disciplinary license action.

You may not claim hours for education not yet successfully completed as of the date of submitting this application. Per 12 AAC 02.960(j) "successfully completed" means C.E. credit has been awarded.

STATEMENT OF COMPLIANCE

BY CHECKING THE APPROPRIATE BOX BELOW, YOU ARE CERTIFYING YOUR COMPLIANCE WITH THE CONTINUING EDUCATION REQUIREMENTS IN ARTICLE 2 OF 12 AAC 18

IF YOUR RENEWAL APPLICATION IS POSTMARKED BY JUNE 30, 2008 COMPLETE THIS SECTION: (Read carefully and check the box below that fits your situation)

- FIRST TIME RENEWAL (LICENSE #718 AND ABOVE):** I certify that I have successfully completed the required 45 contact hours which includes six hours of substance abuse education, six hours of cross-cultural education relating to Alaska Natives, and three hours in professional ethics during the concluding licensing period of July 1, 2006 through June 30, 2008. If audited, I agree to provide documentation that verifies I meet this activity as claimed.
- RENEWAL (LICENSE #1 THROUGH 717):** I certify that I have successfully completed the required 45 contact hours which includes six hours of substance abuse education, six hours of cross-cultural education at least three hours of which relate to Alaska Natives, and three hours in professional ethics during the concluding licensing period of July 1, 2006 through June 30, 2008. If audited, I agree to provide documentation that verifies I meet this activity as claimed.

LATE RENEWAL APPLICANTS

IF YOUR RENEWAL APPLICATION IS POSTMARKED AFTER JUNE 30, 2008 COMPLETE THIS SECTION: (Read carefully and check the box below that fits your situation).

Continuing education completed during 7/1/06 - 6/30/08:

- I certify that during the concluding licensing period of July 1, 2006 through June 30, 2008, I have successfully completed all of the required hours of continuing education as appropriate (license #s 718 and above = 45 contact hours which includes six hours of substance abuse education, six hours of cross-cultural education relating to Alaska Natives, and three hours in professional ethics. license #s 1 – 717 = 45 contact hours which includes six hours of substance abuse education, six hours of cross-cultural education at least three hours of which relate to Alaska Natives, and three hours in professional ethics). If audited, I agree to provide documentation that verifies I meet this activity as claimed.

Continuing education completed during 7/1/06 – 6/30/08 AND/OR AFTER 7/1/08:

I certify that during the concluding licensing period of July 1, 2006 through June 30, 2008 OR on or after July 1, 2008, but prior to submitting this renewal application, I have successfully completed all of the required hours of continuing education as appropriate (license #s 718 and above = 45 contact hours which includes six hours of substance abuse education, six hours of cross-cultural education relating to Alaska Natives, and three hours in professional ethics. license #s 1 – 717 = 45 contact hours which includes six hours of substance abuse education, six hours of cross-cultural education at least three hours of which relate to Alaska Natives, and three hours in professional ethics). **I have attached copies of certificates to verify my completion of the required continuing education.** Under 12 AAC 02.965, I understand that any hours claimed to meet this requirement may not be used for any future renewal period. (If audited, I agree to provide documentation that verifies I meet this activity as claimed.)

The attached continuing education documentation form must be submitted with your renewal.

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)

I certify that I have independent verification of my continuing education and the information on this renewal form is true and correct.

SIGN HERE



Applicant's Signature

Date: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____ in the year of _____.

Notary Public for the State of _____

My Commission expires _____

**BOARD OF SOCIAL WORK EXAMINERS
CONTINUING EDUCATION DOCUMENTATION**

Print Name: _____

State of Alaska License No.: _____

NOTE: Of the 45 contact hours of continuing education required, a minimum of six contact hours need to be in the area of substance abuse education and three hours in professional ethics. For first time renewals, a minimum of six hours in cross-cultural education relating to Alaska Natives is required. For second time renewals, a minimum of six hours in cross-cultural education, at least three hours of which relate to Alaska Natives is required. Additional information is provided with this renewal with a copy of the regulations. In the table below, the categories for hours are broken down as follows: G – General continuing education hours; S – Substance Abuse hours; CC – Cross-Cultural hours; AK – Alaska Native Specific; CC/S – both Cross-Cultural and Substance Abuse (i.e., Cross-Cultural and Substance Abuse hours can be combined as long as the continuing education subject covers both areas); and P – Professional Ethics.

Only Hours earned between July 1, 2006 and June 30, 2008 may be accepted for this renewal.

| Dates of Attendance | Title/Brief Description Course/Seminar or Workshop | Principal Instructor | Sponsoring Organization | AK | G | S | CC | CC/S | P |
|---|---|-----------------------------|--------------------------------|-----------|----------|----------|-----------|-------------|----------|
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| 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

ARTICLE 2.
LICENSE RENEWAL AND CONTINUING EDUCATION

Section.

- 200. License renewal requirements**
- 210. Continuing education requirement**
- 220. Approved continuing education activities**
- 230. Audit of continuing education requirements**

12 AAC 18.200. LICENSE RENEWAL REQUIREMENTS. An applicant for renewal of a license under this chapter shall

- (1) complete a renewal application on a form provided by the department;
- (2) pay the license renewal fee established in 12 AAC 02.155; and
- (3) submit a sworn statement of the continuing education contact hours completed during the concluding licensing period, which must include the following information, when applicable, for each course, seminar, or workshop:
 - (A) the name of the sponsoring organization;
 - (B) the location of the course, seminar, or workshop;
 - (C) the title or a brief description of the course, seminar, or workshop;
 - (D) the principal instructor;
 - (E) the dates of attendance;
 - (F) the titles, issues, and dates of publications or presentations; and
 - (G) the number of continuing education contact hours claimed.

12 AAC 18.210. CONTINUING EDUCATION REQUIREMENT. (a) For the first biennial renewal of a person's social worker license, an applicant for renewal shall document completion of 45 contact hours of continuing education activities acceptable to the board that were earned during the two years before the expiration date of the person's license that included a minimum of

- (1) six contact hours in substance abuse education;
 - (2) six contact hours in cross-cultural education relating to Alaska Natives; and
 - (3) three contact hours in professional ethics.
- (b) After a person's first biennial renewal of a social worker license, an applicant for renewal shall document completion of 45 contact hours of continuing education activities acceptable to the board that were earned during that licensing period and included a minimum of
- (1) six contact hours in substance abuse education;
 - (2) six contact hours in cross-cultural education, of which three hours include issues relating to Alaska Natives; and
 - (3) three contact hours in professional ethics.
- (c) For the purposes of this section,
- (1) one "contact hour" equals a minimum of 50 minutes of classroom instruction between instructor and participant;
 - (2) one academic semester credit equals 15 contact hours; and
 - (3) one academic quarter credit equals 10 contact hours.
- (d) Only hours of actual attendance during which instruction was given will be accepted as continuing education contact hours earned from an academic course that is audited by the licensee, and the total number of contact hours earned may not exceed the academic credit hours offered for that course.

12 AAC 18.220. APPROVED CONTINUING EDUCATION ACTIVITIES. (a) To be accepted by the board, continuing education must contribute directly to the professional competency of a social worker and must be directly related to the skills and knowledge required to implement social work principles and methods as defined in AS 08.95.990.

(b) The following continuing education activities are acceptable if they are related to social work in accordance with (a) of this section:

- (1) postgraduate courses in social work given by an academic institution either audited or for credit;
 - (2) courses offered by or certified by the Association of Social Work Boards;
 - (3) courses offered by or certified by the National Association of Social Workers or any state chapter of the National Association of Social Workers.
 - (4) courses offered by a program accredited by the Council on Social Work Education;
 - (5) seminars, workshops, or mini-courses offered by professional organizations;
 - (6) cross-disciplinary courses, seminars, or workshops in the fields of medicine, law, behavioral sciences, or other disciplines;
 - (7) other courses not covered under (1) – (6) of this subsection that are specifically preapproved by the board, up to a maximum of 15 contact hours;
 - (8) first-time preparation and presentation of a social work course, seminar, or workshop, up to a maximum of 10 contact hours allocated among all social workers and other professionals involved; and
 - (9) first time presentation or publication of an article or book chapter related to the practice of social work that was presented at a state or national association meeting or published by a publisher recognized by the profession, up to a maximum of 10 contact hours allocated among all social workers and other professionals involved.
- (c) Hours spent in job orientation may not be accepted as continuing education contact hours.

12 AAC 18.230. AUDIT OF CONTINUING EDUCATION REQUIREMENTS. (a) After each renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing education requirements of this chapter.

(b) A licensee selected for audit shall, within 30 days from the date of notification, submit documentation to verify completion of the contact hours claimed under 12 AAC 18.210.

(c) An applicant for renewal is responsible for maintaining adequate and detailed records of all continuing education hours claimed and shall make them available to the board upon request under this section. Records must be retained for three years after the date the continuing hours were earned.

NOTIFICATION OF PROPOSED REGULATIONS CHANGES

If you would like to receive notice of all proposed Board of Social Work Examiners regulation changes, please send a written request adding your name to the Board of Social Work Examiners Interested Parties List to:

REGULATIONS SPECIALIST

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



State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2550
 Fax: (907) 465-2974

OFFICE USE ONLY

CREDIT CARD PAYMENT

For security purposes, please **do not email** credit card information. Fax or mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (if applicable): _____

Type of License: _____

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"/> Fine | _____ |
| <input type="checkbox"/> Other (specify): _____ | _____ |

Total: _____

Print Name on Credit Card: _____

Complete Mailing Address: _____

Telephone Number: _____

Signature of Credit Card Holder: _____

Credit Card Type (check one): VISA MASTERCARD

Card Number: _____

Please provide the 3-digit security code number from the back of the card: _____

Expiration Date: _____