

## To create an Online Profile:

FIRST: Visit the User Login page and then click on "Sign Up".

ncswb.igovsolution.net/online/User\_login.aspx

North Carolina Social Work Certification and Licensure Board

ONLINE PROFILE LOGIN

User Login

Individual

User Name

User Name

Password

Password

Login

[Sign up](#) [Forgot password](#)

1207 S. Cox Street, Suite F  
Asheboro, NC 27203

Privacy Policy

Phone: 336-625-1679  
Fax: 336-625-4246

NEXT: Once you have clicked “Sign Up”, you will provide your “License Type”, “Last Name” and “Last five of SSN” (last five digits of your social security number), then click Next.

The screenshot shows a web browser window with the URL [ncswb.igovsolution.net/online/UserRegistrations/User\\_Registration.aspx](https://ncswb.igovsolution.net/online/UserRegistrations/User_Registration.aspx). The page header includes the North Carolina Social Work Certification and Licensure Board logo and name. The main heading is "ONLINE PROFILE". The registration form is titled "Registration" and is on "Step 1 / 2". It features a radio button for "Individual" which is selected. Below this, there is a prompt: "Please provide the information below" and a link: "Click here to verify your account". The form contains three input fields, each circled in red: "License Type" (a dropdown menu with "Licensed Clinical Social Worker (LCSW)" selected), "Last Name" (a text box containing "Teague"), and "Last Five of SSN" (a text box containing "12345"). A "Next" button is located to the right of the SSN field. At the bottom of the form, there is a link for "? Forgot Password". The footer of the page contains the address "1207 S. Cox Street, Suite F, Asheville, NC 27203", a "Privacy Policy" link, and contact information: "Phone: 336-625-1679" and "Fax: 336-625-4246".

NEXT: Once you have established your identity in our database, you will then be instructed to create a user name and password.

The screenshot shows a web browser window with the URL [ncswb.igovsolution.net/online/UserRegistrations/User\\_Registration.aspx](https://ncswb.igovsolution.net/online/UserRegistrations/User_Registration.aspx). The page header features the North Carolina Social Work Certification and Licensure Board logo and name. The main content area is titled "ONLINE PROFILE" and contains a "Credentials" form, which is labeled as "Step 2 / 2". The form includes the following fields:

- \* Email:
- \* Confirm Email:
- \* User Name:
- \* Password (Password must contain eight (8) characters & at least one (1) number):
- \* Confirm Password:

Navigation buttons for "Previous" and "Submit" are located at the bottom of the form. The footer of the page provides the address "1207 S. Cox Street, Suite F", a "Privacy Policy" link, and the phone number "Phone: 336-625-1679".

NEXT: You will then be directed to your User Profile where you can review your contact information on record and make necessary changes, as well as submit for renewal. (Name Changes and Employment Updates must be submitted in writing to the Board.)

ncswb.igovsolution.net/online/MyProfile/MyProfile.aspx?9NPCG7h6nrZQn29bH1DDEQ==&9NPCG7h6nrZQn29bH1DDEQ==

My Profile

### Customer Account

Please review your profile information below. Once you have ensured that all information is correct (you may edit your address or contact information below if needed), please go to the section titled CE Details to list your continuing education courses. Click "Add New CE Details" to add each course that you have taken for this renewal cycle. Once you have entered all continuing education courses, please refresh your page and eligibility to renew should be available in the "Summary" section. Click "Renew" to begin the process for submission of your renewal and to make online payment for renewal.

**Please be advised that once you select "Renew", you may be selected for audit and required to upload verification of completion of continuing education courses listed. Please have all certificates of completion/attendance available to be uploaded if requested.**

Name Changes and Employment Updates must be submitted in writing to the Board.

#### Demographic Information

First Name  Middle Name  Last Name

#### Summary

| Type                                  | License # | Issue Date | Exp Date   | Status  | Last Renewal Date | Certificate           | Renewal               |
|---------------------------------------|-----------|------------|------------|---------|-------------------|-----------------------|-----------------------|
| Certified Master Social Worker (CMSW) | 00000     | 04/16/2020 | 06/30/2022 | Current |                   | <a href="#">Print</a> | <a href="#">Renew</a> |
|                                       |           |            |            |         |                   |                       |                       |
|                                       |           |            |            |         |                   |                       |                       |
|                                       |           |            |            |         |                   |                       |                       |
|                                       |           |            |            |         |                   |                       |                       |
|                                       |           |            |            |         |                   |                       |                       |

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