

Renewal FAQ

Q-I am taking an online continuing education course, how do I know if it has been approved by the Board?

A- Please be advised, the Board does not pre-approve any continuing education; **however, distance learning courses (online courses, audio, video, etc.) must be approved by the Association of Social Work Boards (ASWB) or the National Association of Social Workers (NASW) and its associated state chapters.** All continuing education must be related to social work practice, values, skills and knowledge. If the course is distance learning (online, video, etc.), please check to ensure that the provider is approved by ASWB or NASW. If the provider/course is not approved, the hours cannot be accepted. You may review the [continuing education requirements](#) on the Board's website.

Q-How many hours of continuing education do I need to renew my certificate/license?

A-The continuing education hours required for renewal are 40 hours of continuing education (four of which must be in Ethics) and is limited to a maximum of 20 hours of distance learning, which includes online courses (approved by ASWB or NASW). **The Board relies on the licensee to use their discretion in selecting courses that would meet the continuing education requirements outlined in the NC Administrative Code (section .0401).** If your initial licensure cycle is for less than two-years, you will be required to **document 30 hours of continuing education** (pursuant to [NCAC 21:63 .0401](#)). As with all renewals at least four of the hours must be in Ethics related to social work practice.

As a LCSW Associate licensee, if you are applying for the LCSW license prior to the two year ending date of your LCSWA license, your continuing education is pro-rated (view [chart available in Position Statement on Continuing Education](#)).

Q-When do I submit my certificates of attendance/completion?

A- If you are selected for audit or the Board requests verification of the continuing education, you must provide documentation of attendance/completion at that time. When renewing online, you may be immediately selected to provide verification of your continuing education at that time. Please ensure that you maintain accurate records when reporting your continuing education. Please review the [continuing education requirements](#) on the Board's website.

Q-How do I determine contact hours when the course or certificate reports CEU's?

A-Contact hours reflect the hours of instruction and do not include breaks. If contact hours are not reflected on the certificate of attendance, CEU (Continuing Education Units) will be recorded for contact hours.

Q-Why didn't I receive a new license when I submitted my renewal?

A-At renewal, the Board provides an updated verification of your license reflecting your new expiration date available through the [License Lookup link](#) on the Board's website. The Board does not provide an updated certificate at the time of renewal unless specifically requested and the \$25.00 fee is included with renewal. If you are in need of a duplicate license, you will need to submit a written request with the \$25.00 duplicate license fee. Regrettably, we do not have credit card capability at this time and your request and fee will need to be submitted by mail. A certified check, money order, or cashier's check may be made payable to NCSWCLB and submitted within six months of issuance. The Board mailing address is PO Box 1043, Asheboro, NC 27204.

Q-How can my certification/licensure be put on inactive (non-practicing) status?

A-If you will not be practicing clinical social work nor providing clinical supervision, you may choose to place your license on non-practicing status by submitting a written request to the Board office. **Send an email to the Board at info@ncswboard.gov and you will receive a confirmation after processing is completed.** While the license is on non-practicing status, no fees or continuing education are due to the Board. Placing the license on non-practicing status would avoid the license/certification from being suspended for failure to renew or having to renew the license if it is not needed at this time. Currently, no further information would need to be submitted to the Board office once the license was placed on non-practicing status, until which time you wish to reactivate the license. Currently, there is no time limitation for the license to remain on non-practicing status.

Q-I have my LCSWA license. Can I place my license on inactive (non-practicing) status?

A- LCSWA licensees need to be mindful of the maximum allotted time frame (6 years) for completing all requirements for the LCSW license, as non-practicing status does not stop the time clock. An Associate license that has been placed on non-practicing status may not be reactivated if they will be unable to fulfill the supervised practice requirements within the allotted six-year time frame (6 years from the original issued date or first approved practice hours, for those who received hours by substantial equivalency).

Q-How do I reactivate my certification/license from inactive (non-practicing) status?

A1-If the certificate or license has not yet expired at the time of re-activation, you may submit a letter requesting re-activation. No further documentation would be needed until renewal at the expiration date.

A2-If the license has been placed on non-practicing status and the expiration date has passed, you may re-activate the license by submitting the [Renewal](#)

[Affidavit](#) documenting the [required continuing education](#) during the most current two-year period and the current renewal fee at that time. The required continuing education must be submitted to the Board office for the license to be re-activated.

Q- How do I re-activate my expired certificate or license?

A- A certificate or license that has expired for a period of 60 days or more, and was not renewed and was not placed on non-practicing status (through written notification received by the Board), is suspended for failure to renew. This is NOT a disciplinary suspension but does require additional information to re-activate. Re-activating a certificate or license that has been suspended for failure to renew requires re-application and renewal including appropriate fees. Qualifying individuals who did not complete the required exam will be deemed exam eligible only and will not be awarded a re-activate credential until the appropriate exam is passed.