

**West Virginia Board of Social Work Examiners**  
**Application for Special Status Privileges**

[www.wvsocialworkboard.org](http://www.wvsocialworkboard.org)

**Special Status Category Requested** (see definitions and benefits below):

Emeritus License       Inactive Status License       Activation of Inactive Status License

**Definitions and Requirements for Consideration of Application:**

**Emeritus License:** Emeritus license status applications are accepted from persons holding a valid West Virginia social work license who; **are** in good standing with the Board of Social Work Examiners as a Social Worker, Graduate Social Worker, Certified Social Worker, or Independent Clinical Social Worker; can document at least 20 years of employment as a social worker, **AND**; have retired from full-time practice as a social worker.

**Inactive Status:** Inactive status applications are considered for persons holding a West Virginia social work license, who are in good standing with the Board of Social Work Examiners as a Social Worker, Graduate Social Worker, Certified Social Worker, or Independent Clinical Social Worker, **AND** who are **not** currently practicing social work in West Virginia and want to protect their license for future use. Processing fee: \$30.00

**Activation of Inactive Status License:** Licensees previously granted Inactive Status privileges may activate their license by applying to the Board of Social Work Examiners using this form. As a condition of activation, the applicant must pay a fee of **one-hundred (\$100)** dollars for the re-issue of a two-year license certificate. Upon activation, the licensee is required to meet all terms and conditions of license. The issue and expiration date will be determined by the day the license is processed and will expire two full years thereafter as set forth by Code.

**Benefits of Special Status:**

**Emeritus License:** Once granted Emeritus License status by the Board, the licensee is fully exempted from requirements for continuing social work education, and may continue in the active practice of social work for up to 20 hours per week. A reduced license **renewal fee** is charged at the time the certificate is due to renew.

**Inactive Status:** Once granted Inactive Status by the Board, the applicant is fully exempted from requirements for continuing social work education. The licensee's record that is viewed on the Board website will appear as INACTIVE which is good standing and eligible for future activation as needed.

**Application Information: Complete and mail to the address below. Please print.**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers home: Work: \_\_\_\_\_ Home: \_\_\_\_\_ fax: \_\_\_\_\_

**License History/Current Status:**

Social Work License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***Complete all sections of this form, sign and date and return with attachments & fee to WVBSWE:***

**Emeritus License**

Applicant must attach documentation of 20 years of social work employment. No fee due until renewal.

**Inactive Status**

**Attach a statement** explaining the reason why you wish to inactivate your license. Return the original most recent certificate issued unless the license has expired or is about to expire. The Board will acknowledge approval of special status protection by letter within a reasonable time period. Contact the Board if this notice of approval is **not** received within thirty days after submission of your request. **SUBMIT PROCESSING FEE OF \$30.00.**

**Activation of Inactive Status License**

To activate your license, submit this completed form with a check or money order in the amount of **one-hundred (\$100) dollars.** ***On the reverse side or as attachment, indicate employer name, address, your title and date of hire.***

***"I certify that the information herein is true and correct. I understand that a Special Status license is available only to LSW, LGSW, LCSW & LJCSW license-holders."***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed form, correct fee payable to WVBSWE by check or money order, and appropriate attachments to:

**WV Board of Social Work Examiners ♦ PO Box 5459 ♦ Charleston, WV 25361**