West Virginia Board of Social Work
Application for Special Status Privileges
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 (Retired Social Workers): 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 as a Licensed Social Worker and can document at least 20 years of employment 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 as a Licensed Social Worker who are not currently practicing social work in West Virginia and not seeking employment; and desire protection of license for future use. Processing fee: $30.00 Under §30-30-20 the WV Board of Social Work no longer allows any post-expiration grace period. A licensed social worker must apply for special status before the expiration date on the license and submit any and all Continuing Education Credits earned throughout the current renewal period of the license. If received in the Board office after expiration, it will be returned as ineligible to receive special status and must then renew his or her license pursuant to the March 18, 2013 WV Code §30-30 paying additional late fees.

Activation of Inactive Status License: Licensees previously granted Inactive Status privileges in the past may activate his or her license by applying to the Board of Social Work 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 newly-dated two-year license certificate. Upon activation, the licensee is required to meet all terms and conditions of license. Allow up to 15 days for processing. The Board maintains the authority to request additional information or records.

Benefits of Special Status:

Emeritus License: Once granted Emeritus (Retired) License status by the Board, the licensee is fully exempt 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 for biennial renewal.

Inactive Status: Once granted Inactive Status by the Board, the applicant is fully exempt 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, date and return with attachments & fee to WV Board of Social Work.

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 and return the original most recent license certificate issued. You must also submit any continuing education earned within the past two year period. If no Continuing Education has been earned, a Licensee must earn at least thirty (30) hours of CE’s before Inactive Status will be granted. Twenty (20) of the Thirty can be independent study and the other 10 may be online CE’s. SUBMIT PROCESSING FEE OF $30.00. This fee is waived for military personnel called to duty and/or long-term illness/injury.

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 an LSW, LGSW, LCSW & LICSW licensee.”

Signature of Applicant: ____________________________ Date: ____________

Mail completed form, correct fee, and appropriate attachments to:

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