CHAPTER 75.5-02-03
THE LICENSING PROCESS

Section
75.5-02-03-01 Application
75.5-02-03-02 License Examination
75.5-02-03-03 License Fees
75.5-02-03-03.1 Failure to Complete Licensure Requirements
75.5-02-03-04 Provisional Licenses [Repealed]
75.5-02-03-04.1 Supervision of Applicants for Licensure as a Licensed Clinical Social Worker
75.5-02-03-05 License Renewal
75.5-02-03-06 Procedure for Inactive Licenses [Repealed]
75.5-02-03-07 Continuing Education Requirements

75.5-02-03-01. Application.

A person may not engage in social work practice in this state unless that person is a licensed baccalaureate social worker, a licensed master social worker, or a licensed clinical social worker.

Requests for application forms must be made with the board's office. Applications for initial licensure, except licensure of applicants licensed in another jurisdiction, must include:

1. A completed, signed application form.

2. An official transcript showing proof of required degree submitted to the board's office by the academic institution from which the degree was earned.

3. Proof of successful completion of the appropriate examination submitted to the board's office by the administrating body of the examination.

4. For applicants for licensed clinical social worker, a completed verification of a doctorate or a master's degree in social work and have successfully completed supervised practice form and verification of social work employment form.

5. A minimum of three written references providing evidence of the applicant meeting the requirements for professional conduct and competence required under the licensing act.

   a. Applicants never having worked as a social worker must submit one reference from a social work faculty member, one reference from a field placement supervisor, and one reference from a licensed social worker.

   b. All other applicants must submit three references - two from social workers at the applicant's proposed level of licensure or higher, and one from a work supervisor. All providers of references must be familiar with the applicant's work.

   c. In appropriate circumstances, the board may waive or change the requirements for references.

6. Completion of a nationwide criminal history record check must be conducted in the manner provided in North Dakota Century Code section 12-60-24. All costs associated with obtaining a background check are the responsibility of the applicant.

7. Completion of child abuse and neglect background inquiry. All costs associated with obtaining the reports are the responsibility of the applicant or licensee.

8. The proper fees.

It is the applicant's responsibility to distribute the forms to the appropriate individuals.

History: Effective January 1, 1987; amended effective April 1, 1998; February 1, 2004; April 1, 2021.
General Authority: NDCC 43-41-09
Law Implemented: NDCC 43-41-04

75.5-02-03-02. License examination.

1. The license examination must be approved by the board. A passing examination score is valid only if the licensure application is postmarked or delivered to the board's office within one year from the date of the examination. The board shall certify the eligibility of all applicants and determine uniform passing and failing cutoff points.

2. Students currently enrolled and in good standing in accredited social work programs may apply for and take the appropriate examination during the semester or quarter in which they will graduate. A license may not be granted until proof of graduation is received by the board.

3. With the exception of students in good standing in the last semester or quarter of an accredited social work program, only applicants who meet the educational requirements of a baccalaureate or graduate degree in social work from an accredited social work program may take the qualifying examination.

4. An applicant who fails the examination may retake the examination after ninety days from the initial examination date.

History: Effective January 1, 1987; amended effective June 1, 1991; April 1, 1998; February 1, 2004; April 1, 2021.
General Authority: NDCC 43-41-09
Law Implemented: NDCC 43-41-04, 43-41-09

75.5-02-03-03. License fees.

The board adopts the following fee schedule:

Application fee	$25 (nonrefundable)
Initial license fee	$75
Renewals	$75
Late renewal fee (includes renewal fee)	$150
Licensure upgrade fee	$25
Continuing education fees	
Individual licenseholder	$10
Program approval	$25
Provider approval	$100
Administrative fees	
Licensee list	$100
Nonsufficient funds fee	As permitted by state statute

History: Effective January 1, 1987; amended effective June 1, 1991; April 1, 1998; August 1, 2003; February 1, 2004.
General Authority: NDCC 43-41-04.1, 43-41-09

Law Implemented: NDCC 43-41-04.1, 43-41-09

75.5-02-03-03.1. Failure to complete licensure requirements.

If the applicant fails to meet the requirements for licensure within one year, the applicant must submit a new application.

History: Effective February 1, 2004.
General Authority: NDCC 43-41-09
Law Implemented: NDCC 43-41-09

75.5-02-03-04. Provisional licenses.

Repealed effective April 1, 1998.

75.5-02-03-04.1. Supervision of applicants for licensure as a licensed clinical social worker.

1. The applicant for licensure as a licensed clinical social worker must submit a plan for supervision to the board's office prior to beginning the process of working toward licensed clinical social work status, to include the name of the proposed supervisor and a copy of the supervisor's license. Should the supervisor change, a new plan must be submitted to the board's office by the applicant.

2. The applicants must participate in a minimum of one hundred fifty hours of face-to-face clinical supervision with a supervisor approved by the board. Not more than fifty hours of supervision may be group supervision.

3. The applicant must maintain a record of supervision hours, including dates, time, and content of supervisory sessions, should the board request same for verification purposes.

4. The applicant must complete and document a minimum of three thousand hours of supervised clinical social work experience during the four-year post-master's degree period.

5. The clinical supervisor must:

    a. Evaluate the supervisee's knowledge and document minimal competencies in the areas of an identified theory base, application of a differential diagnosis, establishing and monitoring a treatment plan, development and appropriate use of the professional relationship, assessing the client for risk of imminent danger, and implementing a professional and ethical relationship with clients and colleagues.

    b. Provide individual or group, or individual and group, face-to-face supervision.

    c. Maintain documentation of supervision, including date, time, and content of supervisory sessions.

History: Effective February 1, 2004; amended effective April 1, 2012; April 1, 2021.
General Authority: NDCC 43-41-09
Law Implemented: NDCC 43-41-09

75.5-02-03-05. License renewal.

All licenses expire on December thirty-first of every odd-numbered year. On or before October sixteenth of every odd-numbered year, the board will send a notice of renewal and an application for renewal to each licensee at the last address provided to the board by each licensee. A completed application for renewal must be postmarked or delivered to the board's office on or before November fifteenth of the odd-numbered year. If a completed application is not postmarked or delivered to the

board's office on or before November fifteenth of the odd-numbered year, the applicant must pay the late fee.

If a completed application for renewal is not received by the board's office on or before December thirty-first of the odd-numbered year, the license expires, and the person may not practice social work until a new application for initial licensure is made and license is granted by the board.

The board may waive the late fee or extend the expiration date for any applicant having proof of medical or other hardship rendering the applicant unable to timely file a completed application. A completed application for renewal must include:

1. Completed and signed renewal application form.

2. The license renewal fee.

3. Verification of required continuing education.

History: Effective January 1, 1987; amended effective April 1, 1998; February 1, 2004.
General Authority: NDCC 43-41-09
Law Implemented: NDCC 43-41-12

75.5-02-03-06. Procedure for inactive licenses.

Repealed effective April 1, 1998.

75.5-02-03-07. Continuing education requirements.

1. A social work practitioner licensed in North Dakota must complete thirty approved continuing education contact hours for the two-year licensing period to maintain licensure in North Dakota. No more than ten hours may be completed by independent learning which may include activities like online studies without live interaction. At least two hours must concern social work ethics.

    a. Fifteen approved continuing education hours are required if a social worker is initially licensed between January first and June thirtieth of the odd-numbered year.

    b. No continuing education hours are required if a social worker is initially licensed on or after July first of an odd-numbered year.

    c. Continuing education hours cannot be earned until after the license effective date and only within the current licensing period.

    d. Continuing education hours may only be applied to one licensing period.

2. Board-approved continuing education course content must enhance the social worker's professional competence and relate to:

    a. Theories and concepts of human behavior and the social environment;

    b. Social work knowledge and skills;

    c. Social work research or practice evaluation;

    d. Social work ethics; or

    e. Cross-disciplinary courses directly relevant to social work practice or specialty.

3. Approved continuing education may include:

a. Workshops, professional conferences, seminars, and educational programs or courses presented by providers approved by the board. The continuing education presented by approved providers must comply with subsection 2.

b. Formal academic coursework. One semester credit hour class is equal to fifteen contact hours.

c. Program presentation by licensee for which the licensee may receive hour-per-hour contact hours but only for one presentation of the same program.

History: Effective April 1, 1998; amended effective February 1, 2004; April 1, 2012; April 1, 2021.
General Authority: NDCC 43-41-09
Law Implemented: NDCC 43-41-09, 43-41-12