

Social Work Licensure in Illinois What You Need to Know

Information Provided by:

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HOW TO BECOME LICENSED IN ILLINOIS
A Brief Outline of the Procedure for Becoming Licensed as a Social Worker

I. Get your MSW or BSW.

- You must graduate from a Council on Social Work Education-accredited school (contact CSWE at www.cswe.org if you are not sure whether your school is accredited).
- If you graduate with a BSW, you cannot practice unsupervised, and the LSW is your highest eligible level of licensure (you cannot practice independently).
- If you graduate with an MSW, you cannot practice unsupervised until becoming an LCSW (see clinical experience requirements below).
- Remember, having an MSW or BSW alone does not make you a social worker. You must apply in writing to the Illinois Department of Financial & Professional Regulation and then pass the required exam.

II. Get your clinical experience (if necessary).

- Get a job in the social work field. It may be paid or volunteer work, but it must be practice experience (non-clerical). Your work must consist of client contact or administrative work directly related to client contact to count toward your licensure.
- You may work part time (15-30 hrs/wk) or full time (30-40 hrs/wk).
- You must meet with your supervisor(s) a minimum of one hour per week.
- You may have different supervisors at different times, provided they're all licensed appropriately.
- You may be supervised in groups of no more than 5 people at a time.
- You may either have a supervisor who works for your employer or one you retain privately.

Supervision for the LSW:

- BSWs must work for three (3) years under the supervision of an LCSW, LSW, or social worker with a similar certification (granted they are licensed in another state).
- MSWs do not need post-graduate supervised experience and may apply to sit for the LSW masters exam immediately upon graduation.

Supervision for the LCSW:

- MSWs must work for 3,000 hours under the supervision of an LCSW.
- PhDs/DSWs must work for 2,000 hours under the supervision of an LCSW.
- BSWs are ineligible for the LCSW.

IV. Apply for licensure

- Once you graduate and/or complete supervision hours and are ready to take the exam, visit <http://www.idfpr.com/>. Since the application for examination is a dual process, you must first complete the Department's licensure/examination application. This application is available at www.idfpr.com. Select the agency link **Professional Regulation**; select your profession, scroll to **Social Worker**; select the **written examination** and download the application.
- Fill out the forms, and if necessary, document your clinical experience and have your supervisor(s) sign. Be sure to make copies of all forms for your records.
- Submit the completed application by mail to IDFPR with the required documentation for approval.
- After you have been approved by the Department, you will receive an examination approval letter with the instructions on how to register to sit for the examination with the Association of Social Work Boards (ASWB), and a Candidate Handbook.

III. Take the exam.

- Call the Association of Social Work Boards (ASWB) to schedule your exam - 888.579.3926 (ASWB's exams are valid in all states but California).
- Exams are given by computer at many locations on many dates. Call ASWB for a list of testing sites.
- For the **LSW** in Illinois, take the Masters Social Work Exam.
- For the **LCSW** in Illinois, take the Clinical Social Work Exam.
- 75 is the passing score for both exams in Illinois (This is not 75%. It is not 75 correct. There are 170 questions, each of which is weighted and 20 of which do not count. The formula for scoring differs with each exam, because no two exams are alike.)
- ASWB will send your passing score to IDFPR and IDFPR will mail your license

V. Renew your license every 2 years.

- Regardless of when you first receive your license, it always expires on November 30th of each odd-numbered year.
- You are required to accumulate 30 CEUs per 2 years (no CEUs are required for the remainder of the first two-year period in which you are licensed). **A minimum of 3 of those 30 hours must be in ethics.**
- CEUs must be from a licensed provider in Illinois, NASW and all of our affiliates, or the ASWB. Check the agency's provider number; it will be a 9-digit number beginning with 159.
- If you accumulate more than 30 CEUs in one 2-year cycle, the extras do not carry over to the next period.
- Keep records of your CEUs on file for at least 5 years.
- IDFPR will mail renewal forms to you by mid-October in each odd-numbered year; call 217.782.8556 if you have not received them by the beginning of November.
- Keep IDFPR up to date on any address changes.
- Not receiving renewal forms is not an extenuating circumstance for failure to renew your license.
- You don't need to send proof of your CEUs in with your renewal form unless **a)** you're applying after the deadline or **b)** IDFPR requests it.
- If you renew after the November 30th deadline, additional fees are required, CEUs must be submitted, and your license may be suspended temporarily.

SOCIAL WORK EXAMINATIONS AND LICENSURE

The following is a list of the 12 most frequently asked questions about social work licenses as adapted from information supplied by Social Work Examination Services (SWES) and the Association of Social Work Boards (ASWB). SWES receives between 1500 and 2000 inquiries monthly and has prepared the bulk of this information as a public service on their website, www.swes.net. Troy Elliott, Communications Director, provided verification of additional information from ASWB, the organization that develops and maintains the tests nationally. Some information has been adjusted to reflect Illinois rules and regulations.

1) WHAT ARE THE STEPS REQUIRED FOR LICENSURE?

- Obtain your BSW or MSW and all required professional experience.
- Request an application for licensure from IDFPR at 217.782.8556 or download the forms from www.idfpr.com. Complete the forms with all supplementary documentation, and mail to IDFPR. The application requires an original school transcript as well as signatures from supervisors verifying clinical hours worked. The application fee is \$50.
- Once you receive approval from IDFPR call the Association of Social Work Boards to schedule your exam. (888.579.3926)
- Once you have passed the exam, IDFPR will send you your license in the mail. Remember that just passing the exam does not mean you are licensed. You may not declare yourself as licensed or as a social worker until you have received your license from IDFPR.

2) WHEN AND WHERE ARE THE EXAMS GIVEN?

- The exams are given continuously at testing centers designated by ASWB. Candidates receive a list of all test sites throughout the country when they register to take the test.
- Usually, tests can be taken approximately two weeks following registration and payment of the \$230.00 (Masters Exam) \$260.00 (Clinical exam) fee by calling ASWB (1.888.579.3926). Exam registration can be done by phone using a Visa, Mastercard or Discover credit card. Certified checks or money orders are also accepted and the registration form is available in the candidate handbook or can be downloaded from ASWB's website to accompany this payment. No personal checks are accepted.
- There are nine test sites in Illinois: Carbondale, Carpentersville, Chicago (2), Homewood, Northbrook, Peoria, Springfield and Westchester.
- The licensure exam can be taken in any state in any designated site across the country, as the scores will be forwarded to the licensing state upon completion of the exam. This benefits members who live near the Illinois border and may be closer to test sites in Indiana, Wisconsin, Iowa or Missouri.

3) ARE ACCOMMODATIONS PROVIDED FOR PEOPLE WITH SPECIAL NEEDS?

The availability of special measures varies according to the need and the state. Most states offer accommodations for special needs. States are required to make adjustments for legitimate test taking problems. Hearing-impaired students, or those with other physical challenges, should request accommodation when registering with ASWB for the exam. Some state licensing applications will ask if you need an accommodation. If the application does not specifically ask, call IDFPR for further information. All accommodations must first receive approval from the state board.

4) IF I AM ALREADY LICENSED IN ONE STATE, CAN MY LICENSE BE TRANSFERRED WITHOUT RETAKING A TEST?

- Licensing is exclusively a state function and each state license authority sets its own requirements.
- In some cases, licenses can be obtained without retaking the test, if both states have identical standards. To obtain definitive information about reciprocity, call the state board in the receiving state.

- **Members** can contact NASW-IL for the NASW Chapter Office in the state to which you are relocating to assist you with the information about license transfers and their local state boards. In addition, a full list of state boards can be found on ASWB's Website www.aswb.org.
- If you have taken the same level of testing, then scores can be transferred by initially contacting ASWB and paying a \$20.00 score transfer fee. Your exam scores are automatically forwarded to the state's licensing board. Providing everything else is in order, license is generally approved. ASWB recommends that this transfer process begin as soon as a social worker knows that relocation will occur, as each state requires an application process.

5) WHAT CAN I EXPECT AT THE EXAMINATION?

- After arrival at a site, the exam is presented on a special computer terminal.
- The content and style of the test reflect written examinations. The examiners have shifted printed materials into a computer-delivered format. The national licensing exam includes multiple choice questions and case vignettes with follow-up multiple choice questions.
- After a brief orientation, candidates have four hours to complete the examination.
- Though many people are apprehensive about a computer-delivered test, there are few reports of difficulties with the format.

6) WHEN WILL I KNOW IF I PASSED?

- Candidates are informed of their scores immediately after taking the test.
- If they fail, candidates receive a printout with the test score and a graph indicating strengths and weaknesses.
- The candidate is provided with a score sheet and instructions for retaking the test if necessary.
- *A passing score in Illinois is 75.* Not 75 correct. Not 75%. (See question 8.) The test can be retaken after 90 days.
- Some states limit the number of times the test can be taken. Illinois does not.

7) HOW DO TESTS DIFFER? WHAT ARE THE LEVELS OF LICENSURE?

- Depending on state laws, there are as many as four levels of licensing.
- The Advanced and Clinical licenses are usually taken after two or three years of post-masters practice.
- Social workers may take the Masters exam right after receiving their MSW. Those with the BSW may take the Basic exam, in states that recognize this exam.
- In Illinois, BSW level social workers take the Masters exam only after 3 years of supervision.
- A few states also license associate level candidates who do not hold social work degrees. Illinois is not one of them.
- Many social agencies concerned about insurance reimbursement generally ask employees to acquire the highest level of licensing or certification available.

8) WHAT IS THE PASSING SCORE?

- Candidates for the license are given four hours to answer 170 questions, but only 150 questions are scored as part of the exam and count toward passing.
- 20 questions are study questions to be rated for possible inclusion as 'real' questions in later exams. The candidate does not know if questions are part of the test, or in the process of validation.
- You should answer all the questions. Blank answers are automatically counted as wrong.
- The test scoring system is not based on answering a fixed number of questions correctly. Rather, the scores are weighted so that each administration of the test is equal to every other.
- The system is designed to be fair to every candidate no matter when the test is taken or what questions are included. However, your jurisdiction scale score remains constant at 75. (See question 6)

9) HOW IS THE EXAM CONSTRUCTED? WHAT IS BEING MEASURED?

The licensure exam is based upon a periodic ASWB national practice survey. The test is designed to reflect contemporary practice methods. The ASWB test is designed to screen for minimal competence in social work practice and knowledge.

10) WHAT CHARACTERIZES THE NEW TEST EMPHASIS ANNOUNCED IN SPRING 2004?

In Spring 2004, the ASWB announced that there will be changes in the distribution of questions in all license exams. The content of license exams is shifting to include greater emphasis on the practice issues identified in the recent ASWB practice surveys. These changes include, but are not limited to, a heightened emphasis on ethics, direct practice, and the interfaces between social work and the law and drug and alcohol treatment. In addition, the exams place greater emphasis on issues of diversity and multi-cultural practice. The test will require knowledge of broader ethical and legal issues and of laws that commonly apply to social work practice. (provided by SWES at www.swes.net)

11) DO ALL STATES USE THE SAME PROCEDURE FOR TESTING?

Virtually all states now require license candidates to take examinations on special terminals at local testing sites. State Boards can normally arrange a test two weeks after approval of the application. Test results are provided immediately after completion of the test. An advantage of the system is that exams can be scheduled at the convenience of the candidate. Exam content continues to emphasize practice-related information designed to measure performance and assess practice skills.

12) WHAT IS THE BEST WAY TO PREPARE FOR THE LICENSING EXAM?

Most social workers will have less difficulty with practice and theory issues in the licensing examinations than with the multiple-choice format. Candidates need to increase their skills in reading and responding to complex multiple-choice questions, while reviewing social work practice and theory. Simply reviewing the literature of the field is insufficient. The key to passing is to understand the context, style and structure of examination questions. Candidates for the license should understand the assumptions of test-makers and the design of multiple choice tests. The best strategy is to review social work content and to practice with sample multiple-choice questions. The process of practicing with multiple-choice questions conditions responses and reduces test-anxiety, a major contributor to poor performance. Moreover, though the test lasts for four hours and few students need more time, practice questions reduce response time, help with concentration and increase accuracy.

NASW IL conducts a LSW/LCSW Review Course 6-8 times per year that is also helpful for those preparing for their exams. The course follows the most current exam materials available from ASWB. Contact NASW at 312.212.3717 for information about the next upcoming course or visit <http://www.naswil.org/education/continuinged.htm>.

SWES Home Study Guides SWES study guides also respond to the ASWB Examination and have been revised for the current exams. Since 1983, SWES continues its tradition of providing high quality exam review programs with 1400 questions and three practice exams. The order number is 800-933-8802, or visit www.swes.net. SWES accepts all major credit cards.

CONTACT INFORMATION:

To sign up for the social work exam:
ASWB (888.579.3926, www.aswb.org)

To request application for licensure:
IDFPR (217.782.8556, www.idfpr.com)

To find out about exam review courses:
NASW (312.212.3717, www.naswil.org)

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 68: PROFESSIONS AND OCCUPATIONS
CHAPTER VII: DEPARTMENT OF PROFESSIONAL REGULATION
SUBCHAPTER b: PROFESSIONS AND OCCUPATIONS
PART 1470 CLINICAL SOCIAL WORK AND SOCIAL WORK PRACTICE ACT
SECTION 1470.20 PROFESSIONAL EXPERIENCE

Section 1470.20 Professional Experience

- a) Persons applying for licensure as a Licensed Clinical Social Worker shall be required to complete supervised professional experience pursuant to Section 9 of the Act and this Part.
 - 1) Persons holding a master's degree in social work shall have completed 3000 hours of satisfactory, supervised clinical professional experience subsequent to the receipt of the degree;
 - 2) Persons holding a doctorate degree in social work shall have completed 2000 hours of satisfactory, supervised clinical professional experience subsequent to the receipt of the degree;
 - 3) The required number of hours may have been obtained in the following manner:
 - A) for full-time experience a minimum of 30 hours per week but not more than 40 hours per week.

- B) for part-time experience a minimum of 15 hours per week but not more than 29 hours per week.
- 4) Supervised experience shall be experience directly related to clinical social work practice as defined in Section 3(5) of the Act:
- A) The supervisor shall have met with the applicant at least one hour each week to discuss client cases and treatment procedures.
 - B) Until December 31, 1994, the supervisor shall have been a certified social worker registered under the Social Workers Registration Act with clinical experience, a licensed clinical social worker, a diplomate in clinical social work, a designated member of the Academy of Certified Social Workers (ACSW), a Board certified psychiatrist, a licensed clinical psychologist, a supervisor from another state who is a clinical professional credentialed at the highest level required by that state or other appropriate clinical supervisor as approved by the Social Work Examining and Disciplinary Board (the "Board"). In determining other appropriate supervisor, the Board shall consider, but not be limited to, the following: unavailability of a person licensed under the Act, the setting in which the supervision took place, and the credentials and job responsibilities of the supervisor.
 - C) After January 1, 1995, only experience supervised by a licensed clinical social worker will be acceptable to meet the professional experience requirement. If supervision was in another jurisdiction in which clinical social workers are not licensed, the supervisor shall have been engaged in clinical social work and be credentialed at the highest level required by that jurisdiction.
 - D) The experience shall have been evaluated by the supervisor as satisfactory.
 - E) An applicant may contract with a licensed clinical social worker to provide supervision.

- F) Supervision may be provided within an agency of employment or outside the agency.
 - G) Supervision may be paid or unpaid.
 - H) Supervision may be on an individual or group basis. When group supervision is provided the number of supervisees may not exceed five.
- b) Persons applying as a Licensed Social Worker who have a baccalaureate degree in social work shall complete 3 years of supervised professional experience subsequent to obtaining the baccalaureate degree. For purposes of this subsection, supervised professional experience is that experience directly related to social work as defined in Section 3(9) of the Act. The experience shall be:
- 1) obtained under the direct supervision of a certified social worker registered under the Social Workers Registration Act, licensed clinical social worker, licensed social worker, diplomate in clinical social work, designated member of ACSW or other appropriate supervisor as approved by the Board.
 - 2) satisfactory as evaluated by the supervisor. The supervisor shall have met with the individual at least one hour each week.

(Source: Amended at 23 Ill. Reg. 5712, effective April 30, 1999)

LICENSURE RENEWAL AND CEUs:
WHAT YOU NEED TO KNOW

What follows is a thorough description of the policies of the Illinois Department of Financial & Professional Regulation on Continuing Education for social workers.

Illinois social workers (LSWs and LCSWs) must complete **30 CEUs** (equal to 30 clock hours of continuing education) within every two-year period in order to remain licensed. 3 of those 30 hours must be specifically in the ethical practice of social work. **The deadline for license renewal is November 30 of every odd-numbered year, regardless of when you obtained your license.** Even if you become licensed in November of the renewal year, you still have to renew your license at the end of the month (unless otherwise noted by the state board).

You should receive an application for renewal of licensure around the middle of October in every odd-numbered year. You do not have to submit copies of your CEUs at the time you renew your license unless you are renewing after the November 30th deadline. The Department conducts a set of random audits after the renewal deadline; if you are audited, this is when you will have to provide proof of your Continuing Education.

You do not have to comply with CE requirements for the remainder of the renewal period in which you first get your license. (You do still have to renew your license, you are just not responsible for the CEUs.) This CEU grace period is up to two years long, depending on when you become licensed. In the current licensing period, if you received your license after November 30, 2007, you are exempt from the CEU requirement until 2009. If you received it prior to November 30, 2007, your grace period ends when you renew your license. If you do not know when your license was issued, see the IDFPR website (www.idfpr.com) feature "License Look-Up."

In 1999, IDFPR implemented a system by which Illinois professionals may renew their licenses by telephone. We highly recommend this option--it is reliable and you will receive your renewed license in a shorter time span. However, you may not renew by telephone until you receive your renewal packet in the mail. Information about this system is available on IDFPR's website: www.idfpr.com.

Just to note: if IDFPR does not have your current address, they cannot send you your licensure renewal packet. Please notify them of address changes on their website or by phone at 217.782.8556. Even if you're sure they have your address, if you haven't gotten your licensure renewal packet by the beginning of November in an odd-numbered year, call IDFPR to make sure you get it. Under state law, failure to receive your renewal materials does not constitute an acceptable extenuating circumstance for late renewal. You can be fined or have your license suspended if you renew late.

How to earn your CEUs:

Social workers are eligible for CEUs in the following ways, under the Clinical Social Work and Social Work Practice Act, section 1470.95:

- Verified attendance at or participation in a program or course that is offered or sponsored by an approved continuing education sponsor. (The NASW and all of our affiliates, as well as the ASWB are approved providers in Illinois.)
- Completion of a self-study course that is offered by an approved sponsor. Each self-study course shall include an examination. There is no limit on the amount of self-study courses eligible per renewal period.

- Participation in postgraduate training programs or social work related courses that are a part of the curriculum of a college, university, or graduate school of social work. (15 CEUs for each semester hour. 10 CEUs for each quarter hour)
- Verified teaching in a college, university, or graduate school of social work approved in accordance with the Social Work Practice Act, or as an instructor of continuing education programs given by approved sponsors. Credit will be applied at the rate of 1.5 hours for every hour taught and only for the first presentation of the program (i.e. credit will not be allowed for repetitious presentations of the same program).
- Authoring papers, publications, or books and for preparing presentations and exhibits. The preparation of each published paper, book chapter or presentation dealing with social work or clinical social work may be claimed as 5 hours of credit. A presentation must be before a professional audience. You may not claim additional credit for presenting the same information more than once.

To access the complete set of continuing education requirements, see the Social Work and Clinical Social Work Practice Act at www.idfpr.com part 1470.95. If you do not have Internet access, you may request this document from IDFPR by mail: 320 W. Washington, Third Floor, Springfield, IL 62786.

Thinking of cutting corners? Think again.

If you earn more than 30 CEUs in a two-year period, the “extra” CEUs do not carry over into the next period. This means that even if you have 100 CEUs this period, you are still required to earn at least 30 in the next period. Likewise, any CEUs earned in the previous period will not apply toward renewal of licensure for this period.

In the event that you have extenuating circumstances which have kept you from accumulating the required CEUs, IDFPR allows you to apply for a waiver of the Continuing Education requirements. If you request a waiver, you must pay a fee and apply for it before the end of the licensure period. IDFPR then examines your request and determines whether you meet the qualifications for a waiver (listed below). You are considered in good standing until the Social Work Licensing and Disciplinary Board makes its final ruling on your request.

A waiver may be granted because of:

- Full-time service in the armed forces of the U.S. during a substantial part of the prerenewal period;
- An incapacitating illness documented by a statement from a currently licensed physician;
- A physical inability to travel to the sites of approved programs documented by a currently licensed physician;
- Any other similarly extenuating circumstances.

Obviously, that last category makes the law ambiguous, since almost anything could potentially be considered an extenuating circumstance. However, there is no way you can know if you qualify until you pay the fee and file the application. NASW strongly recommends not applying for a waiver if you are unsure whether you qualify. Remember that you are dealing with a government agency not accustomed to making exceptions, and if they do not find in your favor, you could lose your license. Get your CEUs if at all possible. Better safe than sorry.

Are your CEUs accepted in Illinois?

If you are considering taking a course that you are not sure offers CEUs, contact the sponsor of the course prior to attending and make sure they have one of the following two things: 1) A certified provider number issued by the Illinois Department of Financial & Professional Regulation (IDFPR)--this number will be a nine-digit number beginning with 159. 2) A co-sponsorship with an organization that has a certified provider number.

If you take a course from an organization that is not a certified provider of CEUs at the time of the event, you may not claim CEUs after the fact. The only exception to this is if the course was approved for CEUs in another state *before* it was taught. (See the procedure for claiming out-of-state CEUs below.)

Important note: The Illinois Department of Financial & Professional Regulation (IDFPR) does not recognize provider numbers from other states-unless it is an NASW affiliate or the ASWB. If you have a CEU certificate issued by a provider in another state, it may not be applicable to your CEU requirement in Illinois.

- If your certificate was issued by an out-of-state agency other than NASW, you are required to submit it to IDFPR, and for a fee they will consider approving it for Illinois CEUs. The fee varies depending on the nearness to the licensure expiration. You must apply **before** you attend the workshop and more than 90 days before November 30 of an odd-numbered year (i.e. before September 1), with the fee of \$25.00. If you apply after the workshop and it is after September 1 of the odd year, the fee increases to \$150.00. Contact IDFPR at 217.782.8556 or see their website.

Most questions may be answered on the IDFPR website. NASW strongly recommends accessing their website before contacting the IDFPR by telephone, as their lines are frequently busy.

IMPORTANT CONTACT INFORMATION:

ILLINOIS DEPARTMENT OF FINANCIAL & PROFESSIONAL REGULATION

320 W. Washington, Third Floor

Springfield, IL 62786

www.idfpr.com

217.782.8556 - technical assistance unit

217.782.0458 - questions about current licenses

NATIONAL ASSOCIATION OF SOCIAL WORKERS

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CEUs: FREQUENTLY ASKED QUESTIONS

What are CEUs?

Continuing Education Units. Social workers in Illinois are required to attend workshops, seminars, postgraduate college courses, etc. in order to keep their knowledge of the changes in the profession up to date. The Illinois Department of Financial & Professional Regulation (IDFPR) is responsible for enforcing that all licensed professionals earn their CEUs.

How many CEUs are required?

30 CEUs are required in every two-year licensing period. At the minimum, three of those 30 hours must be in material related to the ethical practice of social work.

When is the deadline for CEUs?

The deadline is always November 30 of every odd-numbered year. The next upcoming deadline is November 30, 2009.

How many hours of class do I have to attend to get my 30 CEUs?

One CEU equals one clock hour of instruction. Therefore, a total of 30 hours are required.

Do CEUs carry over from the last two-year licensing period?

No. Only CEUs earned between the current licensure period (December of the odd year through November of the following odd year) will count toward the current licensing period.

How can I get my CEUs between now and the end of November?

If you want to find the upcoming available courses, check the Professional Development section of the Networker and the NASW IL website at our newly founded Professional Development program Social Work Academy.

How else can I get CEUs?

Social workers can earn CEUs by:

- authoring social-work related papers, books, or chapters in books;
- teaching in a school of social work or presenting at a workshop (credit may only be claimed for one presentation of a course--repetitious presentations of the same program will not be awarded additional CEUs);
- completing a home study course that includes an examination.

For details on how many CEUs each activity offers, social workers should consult the Social Work Practice Act at www.dpr.state.il.us section 1470.95, or the agency/professional supervising the activity.

Do I send my CEUs to IDFPR along with my licensure renewal?

No. IDFPR does not need copies of CEU certificates unless they request them at a later date. Social workers are on the honor system except for a small percentage who are audited after they complete their licensure renewal.

What happens if I do not complete my 30 CEUs by November 30th?

Social workers who fail to complete their CEUs are subject to fines and suspension of their licenses.

Can I get a waiver of my CEU requirement?

A social worker may apply for a waiver of the CEU requirement for:

- Full time service in the armed forces;
- An incapacitating illness for a substantial portion of the licensure period;
- Physical inability to travel to the sites of continuing education activities;
- Other similarly extenuating circumstances.

NASW strongly recommends that social workers complete the 30 CEUs if possible, rather than applying for a waiver. IDFPR has strict guidelines to follow, and if the waiver is denied, the social worker's license can be suspended until the CEUs are completed.

How can I tell if a course I have attended/will attend offers CEUs?

The social worker should **check with the sponsor** of the course to find out if the sponsor has a Social Work Continuing Education provider number. In Illinois, this will be a nine-digit number beginning with 159. If they do not have this number (or a co-sponsorship with an organization that does), the course will not receive CEU credit. You can verify current CE sponsor licenses on IDFPR's website at www.idfpr.com under the feature "License Look Up".

If a course I took didn't offer CEUs at the time, can I get them after the fact?

No. Course sponsors must approve the event for CEUs before the course begins.

Are CEUs from sponsors in other states accepted in Illinois?

No. However, a social worker with continuing education credit from another state may apply to IDFPR to have the CEUs approved for Illinois credit. This application costs \$25.00 if made before taking the course, and if it is made 90 days prior to November 30 (i.e. before September 1). After this date, the cost increases to \$150.00.

What about CEUs earned from other NASW chapters?

The IDFPR will now accept continuing education provided through NASW National or any of our affiliates without any transfer/conversion of certificates.

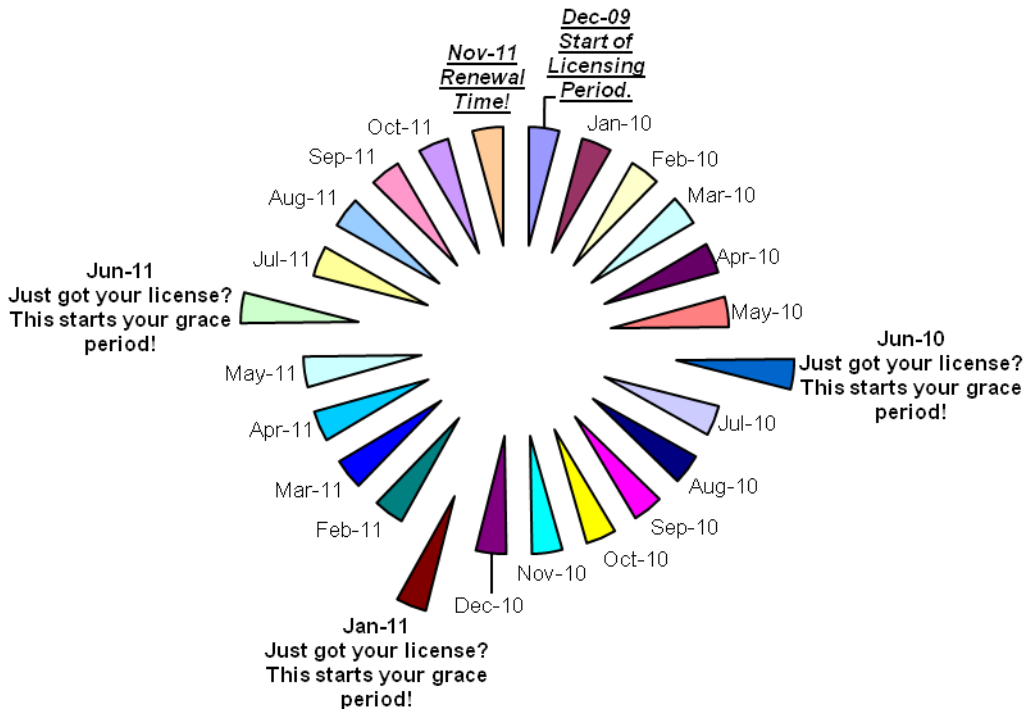
How can I contact IDFPR?

By phone: 217-782-8556 (be prepared for a busy signal and to wait on hold)

By mail: IDFPR, 320 W. Washington, Third Floor, Springfield, IL 62786

On the Internet: www.idfpr.com.

Licensure Renewal Time Pie





NASWCREDENTIALS **&** **SPECIALTY**CERTIFICATIONS

NASW Credentialing Center

Continuing Education

- [NASW CE Approval Program](#)
- [Conferences and Workshops](#)
- [Distance Learning, Online, Tapes, etc.](#)

Credentials

- [Academy of Certified Social Workers \(ACSW\)](#)
Get certified for independent self-regulated practice
- [Diplomate in Clinical Social Work \(DCSW\)](#)
Most advanced clinical credential
- [Qualified Clinical Social Worker \(QCSW\)](#)
Entry level clinical credential- NASW 2005 Register of Clinical Social Workers 13th edition - automatic listing for QCSW holders

Specialty Certifications

Obtain increased visibility as a specialized, professional social worker

- [Certified Advanced Children, Youth, and Family Social Worker \(C-ACYFSW\)](#)
Represents MSW social workers providing services to vulnerable populations
- [Certified Children, Youth, and Family Social Worker \(C-CYFSW\)](#)
Gives credibility to the professionally trained BSW social worker
- [Certified Social Worker in Health Care \(C-SWHC\)](#)
Distinguishes social workers in a multi-disciplinary work environment
- [Certified Clinical Alcohol, Tobacco, and Other Drugs Social Worker \(C-CATODSW\)](#)
Recognizes highly trained social workers in the substance abuse field
- [Certified Advanced Social Work Case Manager \(C-ASWCM\)](#)
Establishes the MSW as a professional competitor in a variety of work settings
- [Certified Social Work Case Manager \(C-SWCM\)](#)
Highlights the BSW social worker's professional standing
- [Certified School Social Work Specialist \(C-SSWS\)](#)
For social workers who specialize within a school system.