

**State Board of Clinical Social Workers**

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Do you know your birth month? Yes, the day and year are sometimes important, but for the renewal this fall, you are going to have to know your birth **month**. Even more importantly, you're going to have to make sure **the Board Office** knows your birth month.

Since the Board was formed in 1979, renewal of Certificates and Licenses have always been due no later than December 31 each year. This year will be no exception. As always we will send out the renewal packets on the 1<sup>st</sup> or 2<sup>nd</sup> of November.

The big difference is that when you renew your License or Certificate at the end of this year, you will receive a new License or Certificate that is valid through July, 2006 up to June, 2007, depending on your **birth month**.

The Board is making this change in the renewal process at the suggestion of the Legislature. Having everyone renew at the same time of the year made sense in the past when there weren't as many licensees. We currently have over 3,000 people to renew each year. The reality is that the renewal

process takes up about 80% of staff time and energy for over five months. During that time, other office processes are slowed down, or simply put on hold until "renewal season" is over. By spreading the workload out over 12 months, the Board will be able to more timely respond to your requests and the needs of the public who contact the Board with a wide variety of requests.

Please don't get over-stressed about this. It really is going to be very easy! When you get your renewal packet this November, the renewal date will still be December 31<sup>st</sup> (for the last time). How much you owe will be clearly marked (it will be prorated depending on your **birth month**). If your license ends in an odd number, you will still need to report 40 hours of accredited Continuing Education with your renewal.

Once your renewal has been accepted by the Board, we will send out your new License or Certificate. With that, we will send a bright piece of paper that clearly identifies when you will need to renew again, how much you will owe at that time, and how many CE units you will need to report with your next renewal.

During this time of transition, your License or Certificate will be valid from 7 months to 18 months. Starting in July, '06, your License or Certificate will expire on the last day of your **birth month**. **From July, '06 on you will renew annually in your birth month.**

Happy Birthday!

# Lapse Date Change!

Moving to a birth month renewal necessitates changing the rule about Certificate and License lapse-dates. In the past, if your renewal wasn't completed and accepted by December 31, you had until March 31 to get everything squared away prior to having your Certificate of License lapse. Of course, that cost you some money in late fees.

This November when we send out renewal packets, to avoid late fees and the potential of having your License or Certificate lapse, you will need to make sure all information is in and accepted by the Board no later than December 31. **If, for whatever reason, your renewal isn't complete and accepted by January 31, 2006, your Certificate or License will lapse. You'll have 30 days, instead of the familiar 90 days to get everything cleared up if there are any problems with your renewal.** This will affect mostly those who take a lot of non-credentialed CE courses, those who have trouble completing forms correctly, and those who wait until the last minute to complete their CE requirements. **From now on out, you'll only have 30 days of "last minutes" to get everything taken care of instead of 90 days.**

If your Certificate or License lapses, you will need to completely re-apply paying the appropriate fee at that time. If you've never passed the national exam, you would need to do that prior to receiving a new License.

# Late Fee Change!

In the move to the birth month renewal process, it is imperative that you renew timely. If your renewal is not complete and accepted by the due date, you will be charged a \$50 late fee. The Board wants renewals complete and in on time. When you get your renewal packet this November, don't set it in the "to do" pile. Simply fill out the forms, write the check, put it all in the pre-addressed envelope and mail it within one week.

**Change, change, change!**

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