

NORTH DAKOTA BOARD OF SOCIAL WORK EXAMINERS INSTRUCTIONS FOR APPLICATION FOR LICENSURE BY RECIPROCITY

Thank you for your interest in becoming licensed as a social worker in the state of North Dakota.

FAILURE TO READ THE INSTRUCTIONS MAY DELAY YOUR APPLICATION PROCESS!

APPLICANTS CURRENTLY LICENSED IN ANOTHER STATE

According to NDCC 43-41-07, a license by reciprocity applicant “may be granted a license upon satisfactory proof to the board that the applicant is licensed in good standing under the laws of another jurisdiction that imposes substantially the same requirements” as North Dakota.

If you are applying by reciprocity, you must submit the following to be considered for ND licensure:

- Application for licensure (Make sure ‘License by Reciprocity’ is checked).
NOTE: It is important that you disclose any information on current or past history of conviction, drug and alcohol use or actions taken by a regulatory board. You should answer yes to the appropriate question on the License Application form. You will need to submit the appropriate documentation to be reviewed by the Board. Your application may then need to be reviewed by the Board at a quarterly Board meeting. Not disclosing the information to the Board may lead to a denial of licensure or action against your license.
- \$25.00 Application fee payable to NDBSWE.
- \$75.00 License fee (Can be sent on one check with the \$25 fee or separately.)
- Reciprocity applicants are not required to submit the 3 references.
- Verification of out-of-state licensure form completed by state board in all state(s) which you currently or previously held licensure
- Copy of laws and rules from the jurisdiction in which you are licensed, which were in effect at the time you were initially licensed in that jurisdiction. The laws and rules must include the requirements for obtaining and maintaining a license in that jurisdiction.

****Criminal History Background Checks.** Once your license application is received, you will be mailed a Criminal History Record Check Request form and 2 fingerprint cards. Complete the form and mail it back to the Board office along with the two (2) fingerprint cards containing your set of prints. Both cards must be printed on and submitted directly to the Board office. Incomplete fingerprint cards or forms will be returned to you.

A. The cost to run the criminal history check is \$42.75. You must submit a check or money order for \$42.75, made out to the North Dakota Attorney General along with your form and both fingerprint cards.

B. You may get fingerprinted at your local law enforcement agency. Please call ahead, as fingerprinting may only be offered on certain week days. The cost for fingerprinting will vary.

Once the completed fingerprint cards and forms are received by the Board office, it may take up to 3 weeks to get the results of the background check. Your license will not be issued until the results

are received. Delays may result if the FBI does not accept your fingerprints there is a charge or conviction on your background check.

If your state does not meet the licensure requirements as stated in NDCC 43-41-07 or does not have licensure, you may apply by initial licensure. Initial licensure information can be found on the Board's website, www.ndbswe.com.

It is YOUR responsibility to be sure the forms are properly completed and sent to the appropriate addresses. If you need any help or have questions during the application process, please contact the NDBSWE office at ndbswe@aptnd.com or (701) 222-0255.

Mail forms and fees to:

**NDBSWE
PO Box 914
Bismarck, ND 58502-0914**

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