

Initial Certified Social Worker (CSW) Application Phases and Timelines

<p>Phase I</p> <p>Current Average Timeframe: Approximately 1-2 weeks</p>	<p>Phase I is the estimated time between receipt of a completed online application and the Board’s initial review of the application and any supplemental documentation that has arrived at the time of review.</p> <p>At the conclusion of Phase 1, the Board will email you a deficiency letter that informs you of the remaining steps/tasks to complete your licensure process. You will also receive a letter to complete your criminal history background check. Please note, some board emails are automated and will come from a no-reply email address. Please check your spam and junk mail folders often.</p>
<p>Phase II</p> <p>Current Average Timeframe: Approximately 1-2 weeks</p>	<p>Phase II is the estimated time for review of additional documentation received in response to a deficiency letter via email. It commences upon the receipt of your background check results, and any remaining application deficiencies.</p> <p>Background check results are received from our vendor approximately 1-3 weeks from the date of your fingerprint appointment. The processing of criminal history is outside of the Board’s control and cannot be expedited. Please make your appointments timely.</p> <p><i>*Please note Phase II is contingent on applicant action and third-party processing times. The estimated timeframe assumes the applicant takes immediate action when notified of application deficiencies and submitted documents appropriately and timely.</i></p>
<p>Phase III</p> <p>Current Average Timeframe: Approximately 1-2 weeks</p>	<p>Phase III is the final review process once the Board has received all necessary documentation, including but not limited to, the results of your criminal history background check. Final review should be minimal, approximately 1-2 weeks.</p> <p>Applications requiring further Board review will be placed on the Board’s next available agenda. Timelines for Board review generally will be no longer than 4-6 weeks based upon when documentation is received and the scheduling of the next Board meeting. A letter will be sent to the applicant, via email, regarding a Board decision generally within 10-15 days after the conclusion of a Board meeting. <i>Information will not be available prior to receipt of the letter.</i></p> <p>Upon approval of your application, a congratulations letter and license fee invoice will be emailed to you. Once the license fee is paid, your license number will be issued and you should receive your hard copy license in the mail within 10-15 business days. To verify the status of your license and to view your license number, please visit our verification website.</p> <p>These are estimated timelines. The actual duration may vary depending on the complexity of your application, time of the year, and other factors.</p>