

BOARDS AND COMMISSIONS
Kentucky Board of Social Work
(New Administrative Regulation)

201 KAR 23:025. Application for licensure.

RELATES TO: KRS 335.010-335.160, 335.990.

STATUTORY AUTHORITY: KRS 335.070(1) and (3), 335.080(1), 335.090(1), and 335.100(1).

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 335.070(1) requires the Board to issue licenses to qualified applicants. KRS 335.070(3) authorizes the Board to promulgate administrative regulations to carry out the provisions of KRS 335.010 to 335.160 and KRS 335.990, including evaluating applications and issuing licenses. KRS 335.080 sets forth licensing requirements for a certified social worker. KRS 335.090 sets forth licensing requirements for a licensed social worker, KRS 335.100 sets forth the licensing requirements for a licensed clinical social worker. This administrative regulation establishes requirements and procedures for the licensing of a certified social worker, a licensed social worker and a licensed clinical social worker.

Section 1. Definitions.

- (1) "Additional supervisor" is defined by 201 KAR 23:070.
- (2) "Board" is defined by KRS 335.020(1).
- (3) "Social worker" is defined by KRS 335.158(4)(b).
- (4) "Supervisor of record" is defined by 201 KAR 23:070.

Section 2. Application for licensure.

(1) An applicant for licensure as a social worker shall submit the "Licensure Application Form" or use the electronic portal established by the Board for application purposes. The application for licensure and electronic portal shall include:

- (a) The full legal name of the applicant along with any other name used by the applicant;
- (b) The social security number of the applicant;
- (c) The mailing address of the applicant;
- (d) A telephone number for the applicant;
- (e) The email address of the applicant;
- (f) A statement of whether the applicant is currently employed;
- (g) If employed, the name of the applicant's current employer along with the street address, telephone number and email address of the agency where the applicant is employed;
- (h) If employed, the applicant's official job description signed by the head of the employing agency;
- (i) If employed, a statement of whether the employer is a 501(c)(3) tax-exempt agency and, if so, a copy of the Internal Revenue Service determination letter approving the tax-exempt status of the agency;
- (j) A statement of whether the applicant is or has ever been licensed to practice social work in Kentucky;
- (k) A statement of whether the applicant is or has ever been licensed to practice social work in any other jurisdiction and, if so, a listing of the jurisdiction license category and license number associated with the license;
- (l) An official verification of each license the applicant holds or has ever held in a jurisdiction other than Kentucky. A licensed clinical social worker (LCSW) applicant

licensed as a certified social worker (CSW) in Kentucky need not provide official license verification;

(m) A statement of whether the applicant has taken and passed a social work licensure exam through the Association of Social Work Boards (ASWB) and, if so, a statement of which exam was taken. An applicant for CSW licensure who is licensed in a jurisdiction other than Kentucky shall provide an ASWB Exam Official Score Transfer Report. An applicant for an LCSW license who is not licensed as a CSW in Kentucky shall provide an ASWB Exam Official Score Transfer Report;

(n) A statement of whether the applicant has ever applied for and failed to receive a license in social work or any other profession in Kentucky or another jurisdiction and, if so, an explanation of why the application for licensure was denied;

(o) A statement of whether the applicant has ever had a social work or other professional license suspended, revoked or otherwise disciplined in Kentucky or another jurisdiction and, if so, an explanation and certified copies of the final order of the licensure entity from a jurisdiction other than Kentucky;

(p) A statement of whether the applicant has ever been convicted of, or entered a plea of no contest to, a felony and, if so, a statement of the offense along with certified copies of the police report or grand jury indictment, judgment of conviction, and the judgment or sentencing order. If the sentence was probated, diverted, or paroled the applicant shall include a signed release authorizing the probation or parole officer to provide a written statement or report to the Board that confirms the probation, diversion, or parole was successfully completed. An applicant convicted of a felony shall provide proof that any fines, fees, or court costs were paid in full;

(q) A statement of the undergraduate and graduate education the applicant has completed, including the name and location of the school, dates attended, month and year of graduation, number of credits or hours completed and degrees obtained;

(r) Copies of official transcripts with the degree conferred or awarded. A CSW applicant shall not be required to submit undergraduate transcripts. An LCSW applicant who holds a CSW license in Kentucky shall not be required to submit a master's degree transcript;

(s) A list of three individuals qualified to document the applicant's professional competency including the name, address, email address and telephone number of the individual;

(t) A statement that the applicant has read KRS 335.010 to 335.160 and 201 KAR 23:015 to .140, including 201 KAR 23:080, the Kentucky Code of Ethical Conduct;

(u) A statement that the applicant affirms the application is true and correct to the best of the applicant's knowledge and belief;

(v) A statement that the applicant voluntarily consents to a thorough investigation of the applicant's present and past employment and other activities for the purpose of verifying the applicant's qualifications for licensing;

(w) A statement that the applicant agrees to furnish to the Board any information that may subsequently be requested for the purpose of verifying the applicant's qualifications;

(x) Payment of the required nonrefundable application fee;

(y) A statement of the license for which the applicant is applying; and

(z) The signature of the applicant.

(2) Denial. The Board may disapprove an application for licensure for the following reasons:

(a) The applicant's failure to comply with KRS Chapter 335 or the administrative regulations of this Chapter;

(b) Any information required by KRS Chapter 335 or this administrative regulation is missing, inaccurate, incomplete or cannot be independently verified;

- (c) A fraudulent, dishonest, or deceitful misstatement or omission of fact in the submitted application;
 - (d) A finding against, or admission of liability by, the applicant in any legal proceeding or disciplinary action involving a violation of KRS Chapter 335 or the administrative regulations of this Chapter; or
 - (e) The denial, discipline of, refusal to renew, revocation, or suspension of the applicant's professional licensure in any jurisdiction.
- (3) Approval. If the applicant has complied with the provisions of KRS Chapter 335 and this regulation the application may be approved.

Section 3. Additional requirements for LCSW licensure.

- (1) An in-state applicant for licensure as an LCSW shall provide documentation of two years of post-masters' degree supervised clinical social work experience including 200 hours documented on the Supervised Experience Documentation Form as confirmed by the applicant's supervisor of record and each LCSW additional supervisor.
- (2) An LCSW applicant licensed in another jurisdiction shall, if licensed for less than five years, document two years of post-master's supervised clinical practice experience and 200 hours of clinical supervision provided by a licensed social worker who:
 - (a) Was licensed as an LCSW, or the equivalent, for a minimum of three years at the time supervision was provided as documented by official verification of the supervisor's license and a copy of a resume for each LCSW supervisor;
 - (b) Documents the supervision on the Kentucky "Supervised Experience Documentation Form"; or
 - (c) Documents the supervision on an out-of-state form which provides necessary details about qualifications of hours of supervision, names and credentials of supervisors, clinical practice, and time period of supervision.
- (3) An LCSW applicant licensed in another jurisdiction shall, if licensed for five years or more, document the five year period by providing:
 - (a) An official job description on agency letterhead signed and dated by the head of the employing agency; or
 - (b) Standard employment forms including the Standard Form 50 for Federal civilian employees or documentation of active duty as a member of the U.S. Armed Services.

Section 4. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "Licensure Application Form", 4/2025;
 - (b) "Supervised Experience Documentation Form", 4/2025.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Social Work, 125 Holmes Street, Suite 310, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

HANK CECIL, Board Chair

APPROVED BY AGENCY: April 14, 2025

FILED WITH LRC: April 15, 2025 at 10:18 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on June 27, 2025 at 1:00 p.m., at the Kentucky Board of Social Work, 125 Holmes St., Suite 310, Frankfort, KY 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made prior to the end of the hearing. If you do not wish to be heard at the public hearing, you may submit written comments on

the proposed administrative regulation. Written comments shall be accepted through June 30, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Marc Kelly, Executive Director, Kentucky Board of Social Work, 125 Holmes St., Suite 310, Frankfort KY 40601, phone (502) 564-2350, email marc.kelly@ky.gov.