

**Board of Social Work Examiners  
and Professional Counselors**  
301 South Park  
PO Box 200513  
Helena MT 59620-0513  
(406) 841-2205

## RENEWAL APPLICATION

License No

**Check For New Address.**  
Indicate any changes below.

License Type

Name

Address

City

State

Zip Code

Country

Email

MAINTAIN ACTIVE LICENSE \$175.00

MAINTAIN INACTIVE LICENSE \$88.00

CHANGE TO ACTIVE LICENSE \$175.00

CHANGE TO INACTIVE LICENSE \$88.00

Your license with the Montana Board of Social Work Examiners & Professional Counselors will expire on December 31.

**TO RENEW YOUR LICENSE ONLINE GO TO: [LicenseRenewal.mt.gov](http://LicenseRenewal.mt.gov)** (Online transactions must be completed no later than 11:59 PM, MST on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.)

OR

- 1) Complete the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Choose a license status by checking one of the boxes above and submit a check or money order for the amount indicated. Your license will be mailed to you from the Board Office. Canadian and foreign residents pay in U.S. funds only.
- 4) Renewals with a U.S. Postal Service postmark after December 31 will be assessed a penalty fee by state law of \$175.00, for a total amount of \$350.00. Inactive Renewals will be assessed a penalty fee of \$88.00 for a total of \$176.00. NO EXCEPTIONS!
- 5) Sign the renewal form.
- 6) Return the renewal application and fee to the Board Office postmarked by December 31.
- 7) Incomplete renewal applications cannot be processed, and will be returned and may be subject to a penalty fee if not received in the Board Office completed and postmarked by December 31.
- 8) Continuing Education (CE): 20 clock hours per year are required for an Active Renewal. Licensees are required to maintain proof of CE hours in the event you are selected for audit. Records shall include certificates of completion, the name of the program, program number, hours attended, and carryover hours (up to 20.0 hrs). The Board Office does not keep a record of the programs you have attended.
- 9) Keep the Board informed of any address changes.
- 10) For Inactive status:
  - **An Inactive Licensee cannot practice as an LCSW, LCPC OR LMFT.**
  - CE hours are not required when you convert an active license to inactive status.
  - A license MUST be Active and in good standing to be converted to an Inactive License.
  - Inactive License renewals are paid on an annual basis and can be renewed for a maximum of five (5) years.
  - On the sixth year the license must be converted to an Active License.
  - To activate an Inactive License the licensee must submit 10 hours of CE for every year of Inactive status for a maximum of 50 hours. The hours must have been completed in the 24 months prior to changing the license to Active status.
- 11) Have you completed the required Continuing Education?  YES  NO

YES  NO

**HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_