Due to recent process changes, pre-approval for ASWB Examinations are now completed by ASWB, not DOPL.

If you have not taken the ASWB exam, you must first register and take the exam through ASWB.

**DO NOT SUBMIT** any application to DOPL until you have passed the required exam.

To apply to take the required exam, please go to:  [http://www.aswb.org/utah/](http://www.aswb.org/utah/)
State of Utah
Department of Commerce
Division of Occupational and Professional Licensing

Social Service Worker

APPLICANT INFORMATION

Full Legal Name:  
First  Middle  Last

All Previous Legal Names: ____________________________

Other DOPL Licenses Held: ____________________________

SSN: __________________ Date of Birth: ____________  Gender: ☐ Male ☐ Female

Address: ____________________________________________
Street Address (including Apt/Unit/Ste #) and/or PO Box

City  State  ZIP Code

Phone: ____________________________  Email: ____________________________

Please Select ONE:
☐ I am a United States citizen OR a non-citizen of the United States who is lawfully present.
☐ I am a foreign national not physically present in the United States.
☐ None of the above, please explain: ____________________________________________

Drivers License or State ID Card

<table>
<thead>
<tr>
<th>State of Issue</th>
<th>License Number</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

NOTE: If you do not hold a US Drivers License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of authorization to work in the United States.

AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.

2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.

3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.

6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Applicant: ____________________________  Date ____________________________
## QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.
A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>Are you currently under investigation or is any disciplinary action pending against you now by any local, state or federal licensing, enforcement or regulatory agency?</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td>Have you ever been declared by any court to be incompetent by reason of mental defect or disease and not restored?</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td>Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td>Have you been terminated, suspended, reprimanded, sanctioned, or asked to leave voluntarily from a position because of drug or alcohol use or abuse within the past five (5) years?</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td>Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under applicable state or federal laws?</td>
</tr>
<tr>
<td>8.</td>
<td></td>
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<td>Have you ever unlawfully used any drugs for which you have not successfully completed, or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?</td>
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<tr>
<td>9.</td>
<td></td>
<td></td>
<td>Do you currently have any criminal action pending?*</td>
</tr>
<tr>
<td>10.</td>
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<td></td>
<td>Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? *</td>
</tr>
<tr>
<td>11.</td>
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<td>Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?*</td>
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<tr>
<td>12.</td>
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<td></td>
<td>Have you ever been incarcerated for any reason in any correctional facility (domestic or foreign) in any jurisdiction or on probation/parole in any jurisdiction?*</td>
</tr>
</tbody>
</table>

*NOTE: Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed.

If you answered “Yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

If you answered “Yes” to Questions 9, 10, 11 or 12 you must submit the following for EACH and EVERY incident:
- Personal account of the incident
- police report(s)
- court record(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

## PROFESSIONAL LICENSES

List all other licenses, registrations or certification issued by any state which you now hold or have ever held in any profession. *(Use additional sheets if necessary.)*

<table>
<thead>
<tr>
<th>Profession:</th>
<th>License Number:</th>
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</table>
EXAM REQUIREMENTS

Select one:

☐ I have passed the ASWB Bachelor’s Exam for Utah.
☐ I have passed the ASWB Bachelor’s Exam in another state.

State:  Exam Date:  

MEDICAL QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

1. Have your rights, privileges, and/or participation ever been denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way by:
   ☐ Yes ☐ No  a hospital or health care facility
   ☐ Yes ☐ No Medicaid, Medicare or any other state or federal health care payment reimbursement program
   ☐ Yes ☐ No the Federal Drug Enforcement Administration or any state drug enforcement agency
   ☐ Yes ☐ No malpractice insurance coverage
   ☐ Yes ☐ No other entity: _____________________________________________________________________

2. Have you ever been permitted to resign or surrender any rights, privileges and/or participation while under investigation or while action was pending against you from:
   ☐ Yes ☐ No  a hospital or health care facility
   ☐ Yes ☐ No Medicaid, Medicare or any other state or federal health care payment reimbursement program
   ☐ Yes ☐ No the Federal Drug Enforcement Administration or any state drug enforcement agency
   ☐ Yes ☐ No malpractice insurance coverage
   ☐ Yes ☐ No other entity: _____________________________________________________________________

3. Is any action pending against you now by:
   ☐ Yes ☐ No  a hospital or health care facility
   ☐ Yes ☐ No Medicaid, Medicare or any other state or federal health care payment reimbursement program
   ☐ Yes ☐ No the Federal Drug Enforcement Administration or any state drug enforcement agency
   ☐ Yes ☐ No malpractice insurance coverage
   ☐ Yes ☐ No other entity: _____________________________________________________________________

4. ☐ Yes ☐ No Have you been named as a defendant in a malpractice suit?

5. ☐ Yes ☐ No Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitation, restrictions or conditions imposed by any malpractice carrier?

If you answered “Yes” to question 4 you must submit a complete narrative of the circumstances and a National Practitioner Data Bank report outlining all professional liability claims made against your license and any settlements paid by or on your behalf. NPDB website: http://www/npdb.hrsa.gov.

If you answered “Yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.
Verification of Post-Graduate Supervised Experience

Use this form to verify qualifying experience under the supervision of a mental health therapist if your bachelor's degree is in a field other than social work. Each supervisor must complete a separate form.

APPLICANT INFORMATION
To be completed by the applicant.

Full Legal Name: ___________________________________________________________________

First Name Middle Name Last Name

Mailing Address: ___________________________________________________________________

Street/PO Box City State/Zip

EMPLOYMENT INFORMATION
To be completed by the Licensed Mental Health Therapist.

Name of Establishment: ____________________________________________________________________

Name of Supervisor: ___________________________ License Number: ___________________________

Establishment Address: ___________________________________________________________________

Street/PO Box City State/Zip

Telephone Number: ___________________________ Email: ___________________________

Dates of Employment/Supervision: ___________ to ___________

MM/DD/YYYY MM/DD/YYYY

Total Hours Worked (under your supervision): ___________________________________________________________________

Describe the applicant’s duties: ___________________________________________________________________

Did the applicant and supervisor work in the same place of employment? ☐ Yes ☐ No

If "no", describe how you were able to provide supervision: ___________________________________________________________________

I do hereby certify that the applicant for licensure as a social service worker has successfully completed the above hours of post-graduate supervised qualifying experience as an employee of the facility listed.

I further certify that the applicant is qualified and competent to practice as a licensed social service worker.

Signature of Supervisor: ___________________________ Date: ___________________________
APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience, you do not need to include it with your application.

NOTE: Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

ALL APPLICANTS

The following items are required to complete your application:

☐ $85.00 non-refundable application-processing fee, made payable to “DOPL”.

☐ Supporting documentation for any “yes” answers provided on either of the qualifying questionnaires. See page 2 and 3 of the application for more information.

☐ If you applied for exam approval from ASWB in your last semester and provided a letter from your school in lieu of transcripts showing your degree, you must submit official transcripts documenting completion of a bachelor’s or master’s degree. **Note:** Transcripts are considered “official” when they are sent directly from the school to DOPL or sealed in an envelope bearing the school’s stamp/seal on the envelope flap.

☐ If required, an original Verification of Post-Graduate Supervised Experience. See page 4 of this application. **Note:** You must have each supervisor complete a separate form.

LICENSURE BY ENDORSEMENT

If you are currently licensed as the equivalent of a social service worker in another state, you may apply for Licensure by Endorsement. **In addition** to the items required by all applicants, you must submit the following:

☐ Official verification of license from one or more states in which you are currently licensed.

☐ Official verification of passing the ASWB Bachelor’s Exam. This may be included on the official verification above or from ASWB directly.

Submit the above items with your completed application to:

**In person or via express delivery:**
Division of Occupational and Professional Licensing
Heber M Wells Building, 1st Floor Lobby
160 E 300 S
Salt Lake City, UT 84111

**US Postal Service:**
Division of Occupational and Professional Licensing
PO BOX 146741
Salt Lake City, UT 84114-6741

If you have questions, please contact the Division via our direct email address, doplbureau3@utah.gov, or via the phone or fax listed below.