Social Work Licensure in Iowa
Iowa Board of Social Work

Umbrella Agency, Iowa Department of Public Health

Bureau of Professional Licensure, 19 Boards and 60+ Professions

7 Member Board Established in 1984 to Protect the Public through Licensure of Bachelor Social Workers, Masters Social Workers, and Independent Social Workers
Iowa’s Licensure Application Process for New Graduates

• The Board requires three things to issue your license:
  • Application – Complete an application and pay the appropriate fee online. [https://ibplicense.iowa.gov](https://ibplicense.iowa.gov) ($123)
  • Education - Official transcript conferring your social work degree.
  • Exam – Pass the Association of Social Work Boards (ASWB) national exam.
    • LBSW = Bachelor Exam
    • LMSW = Masters Exam
    • LISW = Clinical Exam
Applying online

• You will need to create an iowaid account. https://ibplicense.iowa.gov
• If you need assistance with your iowaid account the state help desk can be reached at 1-800-532-1174
• Your first time logging in you will be asked for your SSN and DOB. These are used to create a record specific to you in the licensure software system.
• Select your board and license type, complete the application form, pay the application fee.
Education requirements

- Degree in Social Work
- The social work program was accredited by the Council on Social Work Education (CSWE) at the time of graduation.
- Transcripts are received directly from the university. Transcripts can be sent electronically to plpublic@idph.iowa.gov or via mail to:
  
  Iowa Board of Social Work  
  Bureau of Professional Licensure  
  321 E 12th Street  
  Des Moines, IA 50319
ASWB National Exam

- The Iowa Board of Social Work will grant exam permission after receipt of the application, fee, and transcript.
- If you are a student in your last semester, the Board can grant exam permission after receipt of the application, fee, and a letter of good standing from the university.
- After permission is granted, applicants will need to register directly with ASWB [https://aswb.org/exam](https://aswb.org/exam)
- ASWB exam fees are separate from the Iowa Board of Social Work application fee.
Iowa’s Licensure Application Process for Out of State Licensees

- The Board requires four things to issue your license:
  - Application – Complete an application and pay the appropriate fee online. [https://ibplicense.iowa.gov](https://ibplicense.iowa.gov) ($123)
  - Education - Official transcript conferring your social work degree.
  - Exam – Request your ASWB exam scores be transferred to the Iowa Board.
  - License verification - The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board’s website if it contains all of the required information. If web based verification is not available, the verification must be send directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified.
Iowa’s Licensure Application Process

??Quick Tips

• Required licensing documents can be sent electronically to plpublic@idph.iowa.gov
• You can log into your online account at any time to check the status of your application.
• Documents received are generally reviewed and the online status updated within 5 business days.
• After issuing the license the Board will mail your wall certificate; your wallet card can be printed by the licensee at any time.
• The Board sends updates via email to the email associated with your online account. Licensees can update their email on their online profile.
Iowa’s Licensure Application Process FAQs

- **Q:** How long does it take to get a Social Work license?
- **A:** Review and issuance is running approximately 5 business days after the Board office receives the final required document. Applicants will receive a wall certificate mailed to the address on file within 3 business days of the issuance of the license.

- **Q:** How do I expedite this process?
- **A:** There is not an option to expedite the licensure review. No license may be issued until each requirement has been met by a verified document. Submit everything as early as possible. Students are encouraged to apply in their last semester.
Iowa’s Licensure Application Process FAQs

• Q: I passed the ASWB exam in another state, do I have to take it again?
• A: No. We will accept the transferred scores as long as the exam level is the same as the license being applied for.

• Q: What could be holding up the issuance of my license?
• A: Delays occur when the Board is waiting for exam scores, transcripts, verification letters or court documents. For instance the Registrar office can take up to a month to confer the degree and mail the transcript to the Board office.
Iowa’s Licensure Application Process FAQs

• Q: How does an applicant check the status of an application?
• A: Applicants may visit ibplicense.iowa.gov to check for status updates. Document receipt and validation is noted online in comments. If an email address is on file the applicant will receive updates as documents have been accepted as valid. Third parties may request updates from the applicant. Board staff do not provide updates.
Iowa’s Licensure Application Process FAQs

• Q: I failed the exam, now what?
• A: Your application for licensure with the Board of Social Work will stay pending for up to two years. You do not need to re-apply to Iowa to retest within that time period. You will need to re-register with ASWB to retake the exam. Due to exam security concerns ASWB has a 90 day window before you can register for a new exam date.
The professional licensing board has received the following required items for licensure.

- Official transcript(s) sent directly to this office from the college or university.
- Notification from the Center for Credentialing and Education (CCE) regarding academic approval.

To review the remaining items required, log in to your online account by clicking on this link: https://ibplicense.iowa.gov/mystatus. Use your @iowalD account and password to sign in. Click on the More Info link located at the bottom left of the My Licenses page, under the Action column. On the next page select Pending in the status column of the License Details.

In an effort to be as efficient as possible, staff cannot provide status updates over the phone. The Board office requests your patience as new documents must be reviewed before they can be marked as received.

Sincerely,
Bureau of Professional Licensure
Email: PLPublic@idph.iowa.gov
Phone: (515) 281-0254 | Fax: (515) 281-3121
PL Website: www.idph.iowa.gov/licensure
Online Licensure Services: https://ibplicense.iowa.gov
Iowa’s Licensure Application Process FAQs

• Q: The school/agency/test center sent my documents but it doesn't look like anything has been received?
• A: Trust your postal carrier verification. Documents are validated and marked as reviewed within 5 business days of receipt. If it doesn't appear to have been validated by business day 10, email the office at plpublic@idph.iowa.gov. Please be aware of the requirements for the license. A comment will be added online to note if the document meets Board requirements.
<table>
<thead>
<tr>
<th>Application Review Checklist Item</th>
<th>RESULT:</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>'N' - Not Yet Received or Not Reviewed</td>
<td></td>
</tr>
<tr>
<td>Completed fingerprint card. (This was mailed to the address on file. Please allow 5-7 days for receipt).</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>DCI/SNG Background check waiver form. (This was mailed to the address on file. Please allow 5-7 days for receipt).</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>FBI Background Check waiver form. (This was mailed to the address on file. Please allow 5-7 days for receipt).</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>FBI Background Results Received. (Allow 6 weeks from the time prints are submitted to the Board. License can NOT be issued until results are received from the FBI).</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Letters from employers/supervisors verifying at least one year of full time (2,080 hours) FT practice within the last 2 years. Or proof of 40 hours of continuing education completed within the same period. Copies of payroll records are not accepted.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Official state license verification(s).</td>
<td>N</td>
<td>AR, MO</td>
</tr>
<tr>
<td>Official transcript(s) sent directly to this office from the college or university.</td>
<td>N</td>
<td>The transcript received is not acceptable. Transcript must be sent by the school.</td>
</tr>
<tr>
<td>Passing NPTExamination scores sent directly to this office from the FSBPT Score Transfer Service.</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
Resources for Students, Licensees & Employers

The Iowa Board of Social Work
- Iowa Laws and Rules
- Discipline and Public Actions

• Online Verification
  https://ibplicense.iowa.gov/PublicPortal/Iowa/IBPL/publicsearch/publicsearch.jsp
• ASWB
  http://www.aswb.org/