

**645—280.3(154C) Requirements for licensure.** The following criteria shall apply to licensure:

**280.3(1)** The applicant shall complete a board-approved application packet. Application forms may be obtained from the board's Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Social Work Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**280.3(2)** The applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

**280.3(3)** Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Social Work Examiners. The fees are nonrefundable.

**280.3(4)** No application shall be considered by the board until official copies of academic transcripts have been received by the board except as provided in 280.4(6).

**280.3(5)** The applicant shall provide verification of license(s) from every state in which the applicant has been licensed as a social worker, sent directly from the state(s) to the Iowa board of social work examiners office.

**280.3(6)** The candidate shall take the examination(s) required by the board pursuant to these rules.

**280.3(7)** An applicant for a license as an independent social worker shall have met the requirements for supervision pursuant to 280.6(154C).

**280.3(8)** Each social worker who seeks to attain licensure as an independent social worker shall have been granted a master's or doctoral degree in social work and practiced at that level.

**280.3(9)** Notification of licensure shall be sent to the licensee by regular mail.

**280.3(10)** Licensees who were issued their initial licenses within six months prior to the renewal shall not be required to renew their licenses until the renewal date two years later.

**280.3(11)** Incomplete applications that have been on file in the board office for more than two years shall be:

- a.* Considered invalid and shall be destroyed; or
- b.* Maintained upon written request of the candidate. The candidate is responsible for requesting that the file be maintained.

**280.3(12)** In lieu of the requirements in subrules 280.3(4) and 280.3(5), the board will accept the ASWB Social Work Registry verification of academic transcripts and verification of licensure in other states.