

**8740.0200 LICENSE RENEWAL PROCEDURES.**

Subpart 1. **Application and service.** The board will mail an application for license renewal to a licensee at least 45 days before the expiration date of the license. Placing the application for license renewal in first class United States mail, addressed to the licensee at the licensee's last known mailing address with postage prepaid, constitutes valid mailing. Failure to receive the renewal documents does not relieve a license holder of the obligation to renew a license or to pay the renewal fee.

Subp. 2. [Repealed, 23 SR 1382]

Subp. 2a. **Applying for renewal of a license.** In order to renew a license, a licensee must submit a completed, signed application for license renewal, with the required, nonrefundable license renewal fee as specified in Minnesota Statutes, section 148B.226, payable to the Board of Social Work. The application must be postmarked or received by the board by the end of the business day on the licensee's expiration date. An application which is not completed or signed, or which is not accompanied by the correct fee, shall be returned to the licensee and is void. If the application for license renewal is received after the expiration date, the licensee shall pay a late fee as specified in Minnesota Statutes, section 148B.226, payable to the Board of Social Work, in addition to the renewal fee, before the application for license renewal will be considered by the board.

Subp. 2b. **License renewal requirements.** A licensee must document compliance with the continuing education requirements, pursuant to part 8740.0285, and, if applicable, the supervised practice requirements, pursuant to part 8740.0130, and provide any other information requested by the board.

Subp. 2c. **License renewal.** If a licensee meets the requirements of this part, the board shall renew the license and issue the licensee a new license card valid for one renewal cycle.

Subp. 2d. **Pending renewal.** If a licensee's application for license renewal is postmarked or received by the board by the end of the business day on the licensee's expiration date, the licensee may continue to practice after the expiration date while the application for license renewal is pending with the board.

Subp. 2e. **Practice prohibited.** A licensee who fails to submit an application for license renewal or whose application for license renewal is not postmarked or received by the board by the end of the business day on the licensee's expiration date is not authorized to practice after the expiration date and is subject to disciplinary action by the board for any practice after the expiration date.

Subp. 3. **Expired license.**

A. A licensee's failure to renew a license within 60 days of the expiration date, failure to meet the license renewal requirements of this part, or failure to provide all of the information as directed by the board shall result in an expired license. An individual with

an expired license must return the license certificate and the most recent license card to the board within ten days of the notice of the expired license. An individual with an expired license who desires to be licensed again must submit a new application for a license, pay the application fee, and meet all other requirements for licensure.

B. The board shall retain jurisdiction over an expired license and may take disciplinary action against an expired license based on conduct occurring before the expiration of the license.

C. [Repealed, L 2003 c 111 s 15]

Subp. 4. [Repealed, 23 SR 1382]

**Statutory Authority:** *MS s 148B.17; 148B.20 to 148B.23; 214.06*

**History:** *15 SR 1699; 23 SR 1382; L 2003 c 111 s 14,15*

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