



MARYLAND

Department of Health

MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue, Baltimore, Maryland 21215 – 2299 www.health.maryland.gov/bswe/
Phone Number: 410-764-4788 Fax Number: 410-358-2469 Toll Free: 1-877-526-2541

INSTRUCTIONS ON HOW TO APPLY FOR BOARD AUTHORIZED SPONSORSHIP

1. Read 10.42.06 Continuing Education Requirements, specifically **10.42.06.02** and **10.42.06.05**.
2. This registration process is specific to Maryland State or County government entities and Maryland nonprofit tax-exempt organizations only.
3. After reviewing the outlined requirements including the employment of Maryland licensed social workers, please complete and submit the [Board Authorized Sponsor Registration Form](#).
 - a. If you are a Maryland State or County government entity, please attach a Maryland State or County government letter on your official letterhead, with authorized signature by Senior Official, validating your government agency. Attach per information on form.
 - b. If you are a Maryland Nonprofit Tax-exempt Organization, please attach your request on organization letterhead with Senior Official signature. Official documentation of your current non-profit tax status must include your legal name, which should match the name of your organization on the IRS Tax Determination Letter and current Articles of Incorporation. Attach per information on form.
4. The Board will review your application and determine if requirements have been met. If the application is incomplete or there are questions on your submission, the Board will email the primary contact.
5. If the applicant has met the requirements of this regulation, the applicant will be notified of their authorized sponsor status including the official start date to provide continuing education programs to licensed social workers.

6. If the Board determines that your application does not meet the requirements of this regulation, you will be notified of this decision.

Questions concerning sponsorship: send an email to Joseph Orlandi at Joseph.orlandi@maryland.gov

4201 Patterson Avenue
Baltimore, MD 21215

<http://health.maryland.gov/bswe> | Phone: 410-764-4788