



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

LICENSEE REQUEST FOR EXTENSION OF TIME TO COMPLETE CONTINUING EDUCATION REQUIREMENTS FOR LICENSE RENEWAL

******REQUEST MUST BE FILED WITH THE BOARD IN WRITING BEFORE OCTOBER 1 OF THE RENEWAL YEAR**

COMAR 10.42.06.10 Extension of Time states:

A. An actively licensed social worker may file a request to extend time and conditionally renew a license. The request shall:

- (1) Be in writing;
- (2) Include supporting documentation; and
- (3) Be filed before October 1 of the renewal year.

B. The Board shall consider and render a decision on the request within 21 days of receiving the written request.

C. The Board may grant an extension of time and conditionally renew an active social work license for up to 6 months if the Board determines that:

(1) Failure to fulfill the requirements is a result of:

- (a) Functional impairment or prolonged illness that has been diagnosed by a health care practitioner;
- (b) Mandatory military service or deployment;
- (c) A prolonged absence from the United States;
- (d) An officially declared State of Emergency or disaster; or
- (e) Financial hardship; and

(2) The social worker attempted to meet the continuing education requirements.

D. Failure of a social worker with an active license to obtain the required continuing education units on or before the 6-month extension expires shall result in:

- (1) The expiration of the license;
- (2) The social worker's inability to practice social work in Maryland; and
- (3) The Board placing the license on non-renewed status.

- E. Continuing education hours earned after October 31 of the second year to fulfill the conditions of an extension may be credited only to the preceding 2-year period.
- F. The Board shall audit a social worker who has been granted an extension of time for the completion of continuing education requirements.

ADDITIONAL INSTRUCTIONS

ALONG WITH YOUR WRITTEN REQUEST FOR AN EXTENSION, THE FOLLOWING DOCUMENTATION MUST BE INCLUDED WITH YOUR APPLICATION:

- I. Written letter (s) from your attending doctor(s) describing your functional impairment, limitations or prolonged illness;
- II. Written order or letter of assignment from your superior outlining your mandatory military service or deployment;
- III. Written statement explaining your prolonged absence from the United States;
- IV. Declaration from your jurisdiction stating its designation as an officially declared disaster area; or
- V. Written statement outlining your financial hardship i.e. written letter from your employer on your employment status or if applicable, unemployment verification, and most recently completed Federal Income Tax Return.

Copies of continuing education certificates of trainings completed during this license renewal cycle.

ONCE YOUR REQUEST HAS BEEN GRANTED, IT IS YOUR RESPONSIBILITY TO INFORM THE BOARD IN WRITING ON THE STATUS OF YOUR EXTENSION OF TIME NO LATER THAN APRIL 15.

SEND YOUR WRITTEN REQUEST FOR AN EXTENSION OF TIME TO:

Stacie Rigby, Continuing Education Associate
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Maryland Board of Social Work Examiners
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