

**Renewal Application
Certified Master Social Worker ONLY
or
Certified Social Worker**

ONLINE RENEWAL: You may renew your certificate online at <https://nebraska.mylicense.com/> To register you will need your certificate number, your social security number and a credit or debit card with a MasterCard or Visa logo.

SECTION A: CERTIFICATE INFORMATION:			
Certificate #:	CSW #:	CMSW only (I do not hold a LMHP or LIMHP)#:	
Name: <input type="checkbox"/> If this is a CHANGE in name, check the box	First:	Middle:	Last:
Name Changes: If your name has changed, submit a photocopy of your marriage certificate, court order, etc., so we can change your name on our records.			
Address: <input type="checkbox"/> If this is a NEW address, check the box			
City/State/Zip:	City:	State:	Zip:
Phone/E-mail:	Phone:	E-mail:	
To renew your certificate, you must have a valid Social Security Number or Alien Registration Number.			
Social Security Number:		Alien Registration Number OR I-94#:	
SS#: Neb. Rev. Stat. §38-123 requires disclosure of your social security number to DHHS. Although your number is not public information, DHHS may disclose it for child support enforcement purposes as well as to the Nebraska Department of Revenue, Department of Labor and for other Administrative purposes.			

SECTION B: FEES & STATUS: Make check/money Order payable to 'Licensure Unit' (You will not receive a receipt)

Check Requested Status:

ACTIVE \$125

Inactive: No Fee Required

I choose inactive status for my certificate. There is no fee or continuing education requirement for inactive status.

Military Status: No Fee Required

I choose Active-Military status. **We encourage you to check with your employer before choosing active-military.** I served for 30 consecutive days on full-time active duty or approved leave after 9.1.2020. Military service is defined as full-time duty in the active military of the United States, a National Guard call to active service for more than 30 consecutive days, or active service as a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration. I understand that I may be required to submit a copy of my military orders to the DHHS Licensure Unit. There is no fee or continuing education required.

Renewal Questions:

Continuing Education:	
Nebraska Governor Pete Ricketts has issued Executive Order 22-02 to expire on September 30, 2022 which suspends Continuing Education as a requirement for this renewal for independent mental health practitioners, mental health practitioners, marriage and family therapists, professional counselors, and social workers.	
Continuing education is not required to renew the certificate.	
Conviction:	
<input type="checkbox"/> Yes	I was convicted of a misdemeanor or felony after 9.1.2020
<input type="checkbox"/> No	<p>If you have a conviction, You must submit the following:</p> <ol style="list-style-type: none"> 1. A copy of the court record for each conviction (if they occurred in a State other than Nebraska); 2. Your explanation of the events leading to each of the convictions (what, when, where, why) and a summary of actions you have taken to address the behaviors/actions related to the convictions; 3. If currently on probation, a letter from your probation officer addressing the terms and current status of your probation. <p>NOTE: If you had an alcohol and drug evaluation and/or completed treatment, to assist the Board and Department in review of any drug and/or alcohol conviction(s), the treatment provider must submit all evaluations/discharge summaries directly to the Department.</p>
Other Certificate(s):	
<input type="checkbox"/> Yes	I was certified/licensed by another state(s) to provide health-related or environmental services after 9.1.2020
<input type="checkbox"/> No	
<input type="checkbox"/> Yes	If you are certified/licensed in another state, has it been denied, refused renewal, or disciplined after 9.1.2020
<input type="checkbox"/> No	<p>Disciplinary Action: If your certificate/license from a different state (NOT NEBRASKA) has been revoked, suspended, limited, placed on probation, or disciplined in any way in the last 2 years, and you haven't reported it yet, we need an official copy of the disciplinary action that includes charges and disposition.</p> <p>NOTE: ALL certificate/license disciplinary actions must be reported within 30 days of the conviction/action. Failure to report may result in disciplinary action against your Nebraska certificate.</p>
Citizenship/Lawful Presence (Answer yes to only ONE of the questions below):	
<input type="checkbox"/> Yes	I am a citizen of the United States.
<input type="checkbox"/> Yes	I am not a citizen of the United States. I am a qualified alien under the federal Immigration and Nationality Act, or a nonimmigrant lawfully present in the United States, with documentation such as a permanent resident card, I-94 document, asylum, etc.
<input type="checkbox"/> Yes	I am not a citizen of the United States. I have an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc.
Not a Citizen: If you are NOT a citizen of the United States, submit a copy of your evidence of lawful presence, such as a permanent resident card, Form I-94, asylum document, etc. OR an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc.	

Attestation:

<p>I Attest that: I have read the renewal application or have had the renewal application read to me; and I am of good character and all statements on this renewal application are true and complete.</p> <p>Signature: _____ Date: _____</p> <p>We NO LONGER send the paper renewed certificate card; to PRINT YOUR RENEWED CARD go to: dhhs.ne.gov/lookup</p>

We will process your renewal as quickly as possible, but it may take up to 5-10 working days to process. You can check your renewal status at dhhs.ne.gov/lookup. When your renewal date changes, that means your certificate has been renewed, and you can print your wallet card. We will contact you if additional documentation is needed. We cannot renew your certificate until we have ALL of the required documentation.