

RENEWING YOUR LAPSED LICENSE FROM DORA

According to the DORA Rules and Regulations:

Failure to Receive Renewal Notice. Failure to receive notice for renewal of license from the Board does not excuse a licensee from the requirement for renewal under the Act and this Rule.

Grace period. Licensees shall have a sixty-day grace period after the expiration of his or her license to renew such license without the imposition of a disciplinary sanction for practicing on an expired license. During this grace period a delinquency fee will be charged for late renewals. A licensee who does not renew his or her license within the sixty-day grace period shall be treated as having an expired license and shall be ineligible to practice until such a license is reinstated.

To reinstate your lapsed Licensed Social Worker (LSW) or Licensed Clinical Social Worker (LCSW) license, you must:

- Complete DORA reinstatement form found at www.dora.state.co.us/mental-health/sw/SWreinstatement.pdf
- Pay the reinstatement fee. All fees are subject to change every July 1.
- Return the completed form, any required documentation, and the reinstatement fee to: Division of Registrations, Office of Licensing, 1560 Broadway, Suite 1350, Denver, Colorado, 80202.
- ❖ *If your license has been lapsed for more than two (2) years, you will need to submit additional documentation including:*
 - A completed mail-in jurisprudence examination (available online at www.dora.state.co.us/mental-health/sw/licensing.htm) and **one** of the following:
 - A written statement detailing work experience related to the practice of social work during the time the license has been lapsed. If work experience was in another jurisdiction(s), verification of licensure from each jurisdiction(s) is required; **OR**
 - Certificates of training to document 10 hours of continuing education acceptable to the Board for each year or portion thereof the license has been lapsed; **OR**
 - Official documentation of passing the Masters (for the LSW), Advanced Generalist or National Clinical Examination (for the LCSW) in Social Work since your license has lapsed.

Application Expiration:

- Your application will be kept on file for one (1) year from date of receipt.

- Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process within one year.
- ❖ *You will need to submit a new application and fee after one year.*

License Expiration Grace Period for New Applicants:

All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between May 1, 2009 and August 31, 2009 will reflect a license expiration date of August 31, 2011. Licenses issued prior to May 1, 2009 will reflect an expiration date of August 31, 2009 and must renew in the upcoming renewal period.