

KENTUCKY BOARD OF SOCIAL WORK QUARTERLY NEWSLETTER

March 2026

Kentucky Board of Social Work, 125 Holmes Street, Suite 310, Frankfort, KY 40601
Web site address: <https://bsw.ky.gov> General Email: KBSWinfo@ky.gov
Phone number: 502.564.2350

ANNOUNCEMENTS

Social Work Board Members and Board Staff

Whitney Cassity-Caywood, Ph.D, LCSW,
Vice-Chair
Paducah, KY

Sydney Whitaker, LCSW
Whitesburg, KY

Cowann Owens, LCSW
Louisville, KY

Hank Cecil, LCSW, Chair
Mayfield, KY

Laura Guffey, LSW, Secretary
Edgewood, KY

Vacant, Citizen at Large
KY

Genesia Kilgore-Bowling, Ph.D, CSW
Pikeville, KY

Marc Kelly, LCSW
Executive Director

Vanessa Jones, B.S.
Executive Assistant

Brooke Jones
Administrative Assistant

HAPPY SOCIAL WORK MONTH!!

THANK YOU FOR ALL YOU DO!!!

2026 Board Meeting Dates

January 12

July 20

February 9 (IN LOUISVILLE)

August 17

March 16

September 21

April 20

October 19

May 18

November 17

June 15

December 16

All board meetings are held at 125 Holmes Street, Suite 310, Frankfort KY and are open to the public. Please join us when you can. You can also watch via our Utube channel KBSW when it works properly. The link is on our website.

Board dates above are subject to change.

Have you moved, changed employers, or had a name change?

Just login to your account and you can update your information there.

You may also email Board staff or call the office

****If I am having issues with creating my account or the new login process, what do I do?**

If you are having issues you can request the activation link be resent to you and then once it is you can create your account and add your password. You can also reset your username and password from the home page. If that doesn't work; just click on the help button or [RLP Support](#) or contact the office for more assistance. We have added a section on the website to help guide you so check that out too.

****What do I do if my license has expired?**

With the new system in place, you will not request reinstatement of that license, instead you will go to the website and apply as if you were a brand new applicant.

****How do I submit my CSW in supervision contract?**

With the new system you will NOW submit your CSW in supervision contact online. If you have any issues please contact Marc Kelly.

****If I have already submitted an application, do I submit one again once I pass the exam?***

NO, you do not apply again. Once you pass your exam follow the directions in your approval email notice or contact the office for further directions.

****Reminders****

- All license numbers in the new system will start with letters now. If any issues occur for an employer or credentialing agency, they can contact Brooke Jones at the board office for assistance.
- All renewals are now submitted online so once you are 60 days from your expiration date you will login to your account and submit it there and add all your CEUS at that time. There is no longer a self service portal. You keep track of them on your own.
- If you would like updates on the COMPACT; you can find information on the ASWB website; as well as, resources for your exams. The compact will not be available for at least one year.



"We cannot teach people anything; we can only help them discover it within themselves."

****Things To Know****

1. The new system will email you a wallet card and a wall certificate once your license is issued there. We will no longer mail out "official" wall certificates; however, if you want one, you can go to the website, submit a request for a wall certificate and pay the \$25 fee there or you can contact the office.
2. Graduate students cannot get approval for their exam until 6 weeks from their graduation date. If an application is submitted before that time, it will be rejected back to them to resubmit 6 weeks from the graduation date.
3. If you submitted an application in the old system and you pass your exam or need another approval; you must submit a new application. We cannot use the old system to get you reapproved or issue a license.
4. If you are a CSW who has completed their 2 year CSW in supervision contract and obtained 150 hours, you will submit your LCSW application online 1 day after your contract is completed and add all your supervision documents at that time.
5. ALWAYS keep your mind active and take time of yourself!!

Thanks

FOR THE DIFFERENCE YOU MAKE EVERY
SINGLE DAY! THE WORLD NEEDS MORE

Social Workers

LIKE YOU!

Happy Social Worker Month



****NEW SYSTEM ASSISTANCE INFORMATION****

How To Submit an Application for Licensure

Go to the [Apply for Licensure page](#) and select the application you wish to complete.

When you click the link of the application you wish to submit, you will be prompted for a username and password (see image below).

You'll be able to use the account options to; login if you know your username and password, activate your account, recover your username, reset your password, and create a new account if you don't have one.

NOTE: Account recovery functions such as Forgot Your Password, Forgot Your Username, and Need to Activate an Account will email the email address we have on file for you in our licensing system. If you don't receive an email after attempting one of these functions, it could be the email address we have for you is incorrect. You should also check the Spam/Junk folder in your email account to find the correspondence from us. If you don't receive the email, please contact the board office for further assistance.

How To Renew Your License

Go to the [Licensure page](#) and click the RENEW/REINSTATE button in the Renew Online box at the top of the page.

You will be prompted to enter your username and password.

Once logged in, your screen will have tabs across the top of the screen like these shown below.

Click on the Certificate/License/Permit tab.

Scroll to the bottom of the screen and click the icon with the two arrows pointing in opposite directions to renew your license.

Upload Documents To Your Account

- Login to the [Document Upload Form](#) with your account credentials
- After login, enter your information as required on the opening page. You'll be required to reenter your email address
- The document upload page has several areas to upload documents. Perform your document(s) upload, then proceed to the bottom of the page and click Save and Continue. The uploaded document(s) will appear in the Documents section of your account profile
- You will receive an email confirming your document uploads

How To Submit a Help Desk Request

Take advantage of the Help Desk when you can't: find your submission or license after you login; download your certificate; view submissions; renew your license.

To submit a ticket, [click here](#).

Add your email address.

Select the ticket type under 'How can we help you today?': Technical Assistance, Account/User Management, Payment Inquiry, or Forward to Agency.

Provide a 'Subject' and 'Description' for the request.

Complete any optional fields that will help support efficiently triage the request.

Add 'Attachments' to describe the request.

Click 'Submit' to create the request. You will receive an email confirming receipt along with a ticket number after submission.

Mark your Calanders now for the next ASWB Exam Prep Workshop

WHEN

FRIDAY JUNE 5TH AND SATURDAY JUNE 6TH 2026

This workshop is for any LSW; CSW or LCSW who has been approved to take the exam, but hasn't taken or passed it yet.

The class will cover information that test-takers can expect to encounter on the ASWB licensing exam. A thorough review of test content as well as an analysis of test taking strategies and study tips.

The presenter will be Dr. D is a Professor with the school of Social Work at the University of Central Florida in Orlando for over 17 years she is considered an expert in Social work and created the social work exam prep course that has helped over 20,000 social workers across the US successfully pass the exam.

Persons must register for this course and pay a discounted fee to attend. For Master & Clinical participants they will register for both days at the cost of \$45 and BSW participants only register for Friday at the cost \$25. The registration link will be posted on the website this month.