

KENTUCKY BOARD OF SOCIAL WORK QUARTERLY NEWSLETTER

October 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,
Bowling Green, KY

Sydney Whitaker, LCSW
Whitesburg, KY

Cowann Owens, LCSW
Louisville, KY

Hank Cecil, LCSW, Chair
Mayfield, KY

Laura Guffey, LSW, Secretary
Edgewood, KY

Jill Seyfred, Citizen at Large
KY

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

Marc Kelly, LCSW
Executive Director

Vanessa Jones, B.S.
Executive Assistant

Brooke Jones
Administrative Assistant

IF YOU HAVE NOT TAKEN OR PASSED THE EXAM
AND WANT TO JOIN US FOR OUR NEXT EXAM
WORKSHOP PLEASE MARK YOUR CALENDAR FOR
OUR NEXT ONE. IT WILL BE JANUARY 22 AND 23,
2027. AND MORE INFORMATION WILL BE ON THE
WEBSITE NOVEMBER.

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 go to the board website click on apply-renew
and on the next page scroll down and
you will see the change information area there.

****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.

****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. We will use that application to issue your license.

****If a complaint is filed against me, how long do I have to respond?****

You will receive a notice in a letter via mail and you have 20 days to submit a response. If you do not submit it by then; you are out of compliance.

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 30 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 until at least March 2027.



"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 Brooke Jones for assistance.
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!!

****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.

FRIENDLY REMINDERS:

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RENEWALS – The system now only allows you to submit your renewals 30 days in advance so if your license expires on 6/30/2026 then you cannot submit your renewal until 7/1/2026.

Also, the self service portal is no longer available so you cannot submit your CEUS until you submit your renewal online. You need to keep track of them how you like until that time. For example, you can keep a folder or a spreadsheet with the needed information in it so you have it to enter in your renewal.

LSW licensees need 15 total CEUS and CSW and LCSW licensees need 30 total CEUS.

The 4 REQUIRED CEUS

3.0 KY ETHICS – this must be taken with an approved provider such as UK every renewal period. There is a list of approved KY ethics providers on the website under the continuing education tab;

3.0 DOMESTIC VIOLENCE – this is submitted at your very first renewal

1.5 PEDIATRIC HEAD TRAUMA – this must be submitted every 6 years

AND

6.0 SUICIDE PREVENTION AND ASSESSMENT – this must be submitted every 6 years

The last 3 can be taken with any provider. The remainder of your CEUS can be taken with any provider and on any subject related to social work or your job.

APPLICATIONS – If you are a new applicant (never had a license in KY or elsewhere) you need to go online and submit your application for the license/exam type. Once you submit the application, you need to contact your school and have them email or mail your official transcript to us. It must come directly from your school or the clearing house to us. We cannot accept it from the applicant. If you are a licensed KY CSW submitting your LCSW application to take your clinical ASWB Exam, then we do not need your official transcript. You just need to submit your supervised experience documentation forms.

Once we receive the official transcript, we will then use the application to first get you approved to take your exam. Then once you pass your exam, you will email your score report to the office and we will add it to that pending application and let you know what else (if anything) is needed and once we have all needed information, we will send you an invoice to pay the license fee.

Then once you pay the fee we will issue your license from that same application and you will get an autogenerated email with your wall certificate and wallet card in it.

NOTE: we no longer send wall certificates in the mail, but you can purchase one for \$25 if you would like to. If so, just email the request to Brooke.Jones@Ky.gov and she will assist you with the payment and getting it mailed out to you.

If you are an out of state applicant. We must have all the below documents before we can move forward with your application. Documents needed are:

YOUR ASWB SCORE REPORT – this must come from ASWB so you will need to contact them and have them email or mail to me;

YOUR OFFICIAL TRANSCRIPT – this must come directly from your school, so you will need to contact them and have them email or mail to me;

YOUR OFFICIAL LICENSE VERIFICATION FROM ALL STATE BOARDS YOU HAVE A LICENSE IN – this must come from the board directly to us, so you will need to contact them and have them email or mail to us. They send them all the time so they will know what to send. We do not accept lookups or lookup the license for you; AND

If you are applying for the LCSW clinical level license we will need YOUR RESUME – you can add it to your application when you submit it

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Then once we have all these from each place, we will email you to let you know.

If you are unable to reach us by phone; then go to the contact us page on the board website and submit an email to us there or you can email us directly. We are still experiencing significant calls so we may be able to get back to you faster via email.

We still have several persons who have not submitted their information in the new system. If you received the below email at the beginning of this year, then please follow the directions below in order to get your information into the new system. If you are unsure if your license is not in the new system, you can contact us to verify that first.

"Good morning, During the data migration to the new system for some reason your data did not transfer from the old system to the current one. We have researched how to get this data into it and found that in order for it to, we need you to login to your account via the website and submit an initial application for the license type you currently have active. Please use the link below to establish your account and submit everything. Once you do, email me and I will move the documents we have to your new file. Also, you will be charged the \$25 application fee; however, we will issue you a refund for it. So when you email me to let me know you have submitted your application, I will add you to my list and get your refund issued.

We apologize for this inconvenience but this is the only way we can get you in the new system and ensure we have all current demographic information. We greatly appreciate you for doing this and for your patience and understanding during this time. If you have any questions or run into any issues, email VanessaG.Jones@ky.gov"