

Frequently Asked Questions

1. **I am licensed in another state, how do I transfer my license to Indiana**
 - a. You will need to fill out an application and meet the education, supervision, and experience requirements listed in the instructions. Because Indiana does not have true reciprocity, you will only be able to waive the exam if you have taken the exact exam Indiana requires for licensure.
2. **What do I do if I cannot locate my supervisor or my supervisor is deceased?**
 - a. You will need to fill out the supervision form to the best of your ability and attach a **notarized** statement explaining the reasons that you are unable to locate your supervisor.
3. **How do I change my name on my license?**
 - a. You will need to fax or mail a copy of your marriage license, divorce decree, or any other legal document showing the reason your name was changed to the following:

Indiana Professional Licensing Agency

Attn: Group 5

402 W. Washington Street, W072

Indianapolis, Indiana 46204 Fax: (317) 233-4236

4. **How can I obtain a verification of my state license to send to another state board?**
 - a. You will need to order your verification online at <http://www.in.gov/pla/verify.htm>. A verification will be digitally certified and mailed to state board of your choice.
5. **I failed my licensure exam, how long do I have to wait to re-take it?**
 - a. 90 days
6. **After I am approved to take the exam, how long does the Board hold my application?**
 - a. One (1) year.
7. **Does the Board give exam extensions?**
 - a. No.
8. **How do I update my personal information (address, phone number, email, etc.)**
 - a. You will need to contact the Board (via phone, email, or mail) to update your information.
Indiana Professional Licensing Agency, Attn: Group 5, 402 W. Washington, Street,
W072, Indianapolis, Indiana 46204, Fax: (317) 233-4236, Email: pla5@pla.in.gov
11. **How can I get a new pocket card?**
 - a. There is a \$10 fee in order to have your pocket card replaced. Please contact the Board at the information below for additional information.

Indiana Professional Licensing Agency, Attn: Group 5, 402 W. Washington St.
W072, Indianapolis, Indiana 46204, Fax: (317) 233-4236, Email: pla5@pla.in.gov
12. **How do I file a complaint against a licensed professional?**
 - a. You will need to contact the Office of the Attorney General. You can either file a complaint on-line or download a complaint form and mail it into their office. Their website is located at <http://www.in.gov/attorneygeneral/>.
13. **How do I obtain a copy of my original application file?**
 - a. You will need to contact the board at the information below and request a copy of your application. The fee for each page of your application is \$.10. If your application is less than \$10 it will be mailed to you immediately. If the cost is more than \$10 then you will have to pay the fee before your application will be mailed out.
14. **How do I purchase a study guide for the exam?**
 - a. For information regarding study guides please visit the following websites:

- i. LSW or LCSW – <http://www.aswb.org/>

15. Do I need to send in proof of my continuing education when I renew my license.

- a. No, you will only need to send in proof of your continuing education if you receive an audit letter from the Board.

16. How long do you keep mail?

- a. Our agency maintains a file with loose mail for 6-months. If an application is not received within 6-months the mail is discarded.

17. How do I purchase a list of licensed practitioners?

- a. You will need to purchase the list from Access Indiana. You can do this on our website located at <http://www.in.gov/pla/download.htm>. Select “DOWNLOAD” and follow the instructions.

18. How often does the Board meet?

- a. The Board meets the 4th Monday of every other month except December.

Renewal/Reinstatement Questions:

1. When does my license expire?

- a. All licenses expire on March 31st of every even numbered year.

2. Is there a grace period?

- a. No. On April 1st you will be charged a \$50 late fee and your license will be considered invalid.

3. What if I have been expired longer than three (3) years?

- a. You will need to fill out a renewal application pay a \$100 reinstatement fee, submit a letter to the Board stating the reasons you allowed your license to expire, submit proof of 40 hours of continuing education that you received in the previous 24 months. The Board will then review your renewal application will either renew your license or require a personal appearance, require you to take the national exam, or any other additional requirements it deems appropriate.

4. How do I retire my license?

- a. You will need to write a letter to the Board requesting that your license be placed in retirement status. ***Please Note: Your license must be active and in good status to request retirement status. You cannot retire an expired license.***

5. Do I have to pay renewal fees or do continuing education when my license is retired.

- a. No, once your license is retired you are released from the requirement of paying renewal fees and completing continuing education.

6. My license is retired, how do I become active again?

- a. In order to reinstate a retired license, an individual shall do the following:

(1) Contact the Board for a retirement reinstatement application. Complete the application and submit it to the Board with a reinstatement fee of \$50 dollars.

(2) Submit proof of continuing education requirements, as outlined by the board, depending on the number of years the license has been in retirement as follows:

(A) Zero (0) to three (3) years, twenty (20) hours of continuing education shall be required and must be completed within twelve (12) months prior to the petition for reinstatement.

(B) Three (3) to six (6) years, forty (40) hours of continuing education shall be required and must be completed within twenty-four (24) months prior to the petition for reinstatement.

(C) Six (6) to ten (10) years, sixty (60) hours of continuing education shall be required and must be completed within thirty-six (36) months prior to the petition for reinstatement.

(D) Ten (10) years or more shall require board determination of the continuing education needed and may require a personal appearance before the board, prior to reinstatement.

(E) Retirement years shall be calculated from the receipt of request to retire the license until reinstatement of the license.

7. Should I allow my license to expire or retire it?

- a. It is always best to retire your license if you will be out of practice for a significant period of time.