

To change from active status to inactive* status

Send an e-mail to social_worker@dcca.hawaii.gov indicating that you would like your license to be placed on inactive* status. A form will be e-mailed to you.

Print the form and complete the required information. An incomplete and unsigned form may result in a penalty or forfeiture of your license.

Submit the completed renewal form along with the appropriate fees payable to “Commerce and Consumer Affairs” by June 30, 2016 to:

DCCA-PVL
P.O. Box 3469
Honolulu, HI 96801
Attn.: SW

Inactive* fees are as follows:

LBSW	LSW
\$12.00 if paid by June 30, 2016	\$12.00 if paid by June 30, 2016
\$32.00 if paid between July 1, 2016 – June 30, 2017	\$51.00 if paid between July 1, 2016 – June 30, 2017

CE Requirement

No CE credit hours are required by first-time licensees for this renewal period. First-time licensees are individuals who obtained their license between July 1, 2013 – June 30, 2016.

A minimum of 15 CE credit hours (at least 3 credit hours shall be in ethics courses) if licensed before July 1, 2013. The CE must be completed within the triennial renewal period from July 1, 2013 – June 30, 2016.

Individuals whose licenses are on inactive status are not required to complete CE credits; however, upon reactivation of a license, the licensee must complete an application for reactivation and fulfill all requirements in effect at the time of application.

Acceptable courses are those approved by the NASW or the ASWB.

**** LCSWs are not able to place their license on inactive status.***