

General Information Regarding Continuing Education Requirements

1. Status of your application

The Office of the Professions does not have an online verification system for the status of an application. You should follow up with anyone you asked to submit information to the Office of the Professions. When mail is received, it must be logged into the system, scanned, verified and then forwarded to the appropriate office for review. This process can take 10-15 work days; please do not call the Board office, as staff is working on the review of information received in a timely manner.

2. Original documents and signatures

Applications for a limited permit, licensure, registration and verification of an applicant's education or experience must be submitted as original documents with signatures in ink. We cannot review education, experience or an application submitted by fax and those documents will not be retained.

3. Registration and licensure

When you are licensed, you are registered for a three-year period and must re-register every three years. The first renewal period is adjusted to a period between 24 and 36 months, so that it ends in the month before your birth month. You must register to use the restricted title and to practice the profession, as defined in law. You can verify your license number and the end of the current registration period at www.op.nysed.gov/opsearches.htm and searching for your name by profession.

4. Continuing education

Licensees must complete continuing education offered by a provider approved by the Department to register and practice the profession. The only exceptions are individuals who are not registered to practice the profession and those in the first registration renewal period (see #3 above). You can learn more about the continuing education requirement for your profession and access a list of Department-approved providers online at www.op.nysed.gov/prof/sw/.

5. Change of name or address

The Board office cannot process a change in your name or your mailing address. These are handled by Unit 5 for applicants and by Archives for licensed professionals. You can access the form and instructions at <http://www.op.nysed.gov/documents/anchange.pdf>.

6. Certification and verification of New York license

The Office of the Professions does not issue "letters of good standing" for licensees. If another jurisdiction requests certification and/or verification of your license, you need to pay the fee and submit the required form. More information is at: www.op.nysed.gov/opcertvertinfo.htm. **The State Board office cannot process these forms.**

7. Waivers from the corporate practice restrictions

Certain business entities may qualify for a waiver under Education Law §6503-a or §6503-b to employ certain licensed professionals that would otherwise be prohibited. You can access information about waivers on our website: www.op.nysed.gov/prof/sw.htm.

- Questions about current or pending waivers under §6503-a must be submitted by email to SWMHPEntity@nysed.gov.
- Questions about current or pending waivers under §6503-b must be submitted by email to 4410EIWaiver@nysed.gov.

The State Board office does not process the applications and cannot answer questions by phone.

8. Practice alerts, guidelines and FAQs

You can access more information about the practice of the profession on our website: www.op.nysed.gov/prof/sw.htm. In addition to information on that site, you can access a searchable database of information about licensure and practice by using the “Find Answers” tab on the site.