

BOARD OF SOCIAL WORKER LICENSURE
POLICY STATEMENT
REGARDING APPLICATION DEADLINES:

Pursuant to TENN. CODE ANN. Section 63-23-101 *et. seq.* and TENN. COMP. R. & REGS. 1365-01-.01 *et. seq.*, any person seeking licensure in Tennessee as a social worker, at any level, is required to complete an application for licensure. This application is required to be submitted to the Board's staff for review prior to being presented to the Board for approval. The Board recognizes the significant burden placed on the Board's staff to thoroughly review each application to ensure a complete application and the time constraints placed on the Board staff to review these applications and handle all other Board business between each Board Meeting. With this in mind, the Board has adopted the following policy for the submission of licensure applications:

1. An applicant for licensure must have their complete application packet submitted to the board's administrative office no later than **(30) days** before the next regularly scheduled board meeting. For example, if a licensee wants their application to be approved at a Board meeting on July 1, then a completed application, which contains all required materials, must be submitted to the Board staff by June 1.
2. Any applications received **less than thirty (30) days** prior to the board meeting will automatically be rolled over to the next regularly scheduled Board meeting. For example, if a licensee wants their application to be approved at a Board meeting on July 1, but does not submit their application until June 2, then their application will not be reviewed until the following Board meeting.

This Policy Statement was adopted by the Board of Social Worker Licensure on the 6th day of May, 2016.