

OSW-C Applicant Renewal Checklist

The following criteria must be met and appropriately along with submission of completed forms/documentation the completed renewal form.

Checklist:

- Renewal Application form legibly completed, affirmed and signed.
- Renewal Supervisor Attestation form completed and signed by direct supervisor.
- CEU Certificates submitted which document a minimum of 30 hours of social work continuing education with a minimum of 15 hours in oncology, palliative and/or end of life care awarded within the last two years since your previous OSW-C certification issue date. Please refer to specific CEU criteria outlined both in your initial OSW-C application and in the OSW-C renewal application.
- Copy of your current state-issued social work license.
- Copy of your current AOSW or APOSW membership card/membership profile.
You may obtain a copy at www.aosw.org in the membership section.

Fees:

- \$100.00 for a 2 year recertification received by the renewal date
- \$125.00 if after the renewal deadline (\$100.00 plus \$25.00 late fee)

It is the applicant's responsibility to keep BOSWC informed of address changes. Renewal applications not received due to change in address are the responsibility of the applicant and standard renewal deadlines will apply without exception.

There is a 30 calendar day grace period for late renewals past the certification date. Late submission of renewal applications must be postmarked within this 30 calendar day grace period. Re-applications outside of this timeframe will not meet renewal criteria and the OSW-C certification will expire. Renewal during this grace period will result in a \$25 late fee. This grace period only allows for additional time to submit the application. The grace period **does not provide additional time to earn required CEU credits** beyond the certification deadline date. Renewal after the 30 calendar day grace period will require a submission of a new application along with documentation of 30 hours of social work continuing education within the previous 2 years prior to the application date.

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