



## NORTH CAROLINA SOCIAL WORK CERTIFICATION AND LICENSURE BOARD

Post Office Box 1043  
Asheboro, North Carolina 27204

Phone (336) 625-1679  
Fax (336) 625-4246

Website: [www.ncswboard.org](http://www.ncswboard.org)

### **Instructions for Submitting REQUESTS FOR PREDETERMINATIONS**

A predetermination is a voluntary, written request by an individual to determine whether the criminal history will likely disqualify the individual from obtaining licensure. Predetermination approvals and denials are based on the following indicators: a) Level and seriousness of the crime, b) Date of the crime, c) Age of the individual at the time of the crime, d) Circumstances surrounding the commission of the crime, e) Nexus between the criminal conduct and prospective duties of the individual, f) Prison, jail, probation, parole, rehabilitation, and employment records of individual since the crime was committed, g) Completion of, or active participation in, rehabilitative drug or alcohol treatment, h) Whether a Certificate of Relief has been granted, i) Subsequent commission of a crime by the individual, and j) Affidavits or other written documents, including character references. Predeterminations are not required and are not a Final Agency Decision (FAD).

The Petitioner will be notified when the predetermination has been reached. Favorable predetermination is binding on the Board, provided that criminal history is correct and remains unchanged at time of application for licensure. If the Board predetermines that the petitioner's criminal history is likely grounds for denial of a license, the Board will notify Petitioner in writing regarding the grounds/reasons for predetermination, advise that the Petitioner has the right to complete any requirements for licensure and apply to the Board to have their application considered by the Board under its application process, and further evidence of rehabilitation will be considered upon application.

### **IMPORTANT PREDETERMINATION REMINDERS**

1. Always be forthcoming with the information that you provide.
2. You **MUST** submit the request for predetermination in writing with a non-refundable petition fee of forty-five dollars (\$45.00) and the Contact Information page to the NCSWCLB, Attn: Executive Director, Post Office Box 1043, Asheboro, North Carolina, 27204. Do not send in duplicate requests, as this may delay the process.
3. With the petition to request a predetermination, you shall include the affirmation and signature page, in addition to: a criminal history record including your complete criminal history record and any additional information about your current circumstances, including the time since the offense(s) was committed and the sentence was completed, the payment of any court ordered restitution, evidence of rehabilitation, drug or alcohol treatment, testimonials, employment history, employment aspirations and any Certificate of Relief granted pursuant to G.S. 15A-173.2. Please include any additional comments if needed with supporting documentation. If all information is not provided, this may cause a delay in the predetermination process.
4. The Board will issue predetermination within forty-five (45) days of receiving the completed petition with supporting documents from the individual. No Board member involved with the predetermination must recuse him or herself from any later determinations or hearings involving the applicant.
5. The Board shall rescind the determination any time after the determination is made but before issuing a license if the individual is convicted of an additional felony or misdemeanor involving violence or a sexual offense.

## Contact Information

Please complete this section in its entirety

(Type or Print clearly)

A. \_\_\_\_\_  
First Middle (Maiden) Last

B. \_\_\_\_\_  
Mailing Address: Street P.O./Apt. City St. Zip

C. \_\_\_\_\_  
Social Security Number Date of Birth

D. \_\_\_\_\_  
Home Phone Email

E. \_\_\_\_\_  
Print Name as it appears on legal identification

**AFFIRMATION and SIGNATURE**

Read and sign the following affirmation. NOTARIZED signature is required.

By signing below, I am requesting that the NC Social Work Certification and Licensure Board conduct a predetermination of whether my criminal history will likely disqualify me from obtaining a license.

I affirm that I have read the Instructions for Submitting Requests for Predeterminations and the North Carolina General Statute 90B Social Worker Certification and Licensure Act, including the Administrative Rules, Ethical Guidelines and Disciplinary Procedures.

I affirm that the information I am submitting is true, and I further understand that the Board reserves the right to make inquiries about me, including criminal records check, and any of the information I have given in support of my petition to request predetermination.

\_\_\_\_\_ State \_\_\_\_\_ County

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Signature of Petitioner \_\_\_\_\_ Date \_\_\_\_\_

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Official Seal)

Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_, 20 \_\_\_\_