



# *Counselor, Social Worker & Marriage and Family Therapist Board*

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## **CSWMFT Board eLicense Status Definitions**

The following are statuses and sub-statuses used by the CSWMFT Board that applicants, licensees or interested parties may see when logged into the eLicense Dashboard or when using the eLicense license look-up to verify a license status.

1. **Pending** – an applicant has registered in the system and started an application.
2. **Generate Fee** – an application has been completed but payment has not yet been submitted.
3. **Submitted** – an application was received in the system but Board staff have not yet begun a review of the application.
4. **In Review** – an application is being processed by Board staff.
  - a. **In Review/Additional Information** – an application is under review and additional information must be submitted before the license can be issued.
  - b. **In Review/Exam Eligible** – the application has been reviewed, and the applicant has been approved to register for the appropriate exam.
5. **Active** – the license is current, and the licensee is eligible to practice within the scope of practice for that license type.
  - a. **Active/Probation** – Licensee may be limited in the types of services that may be provided. Not currently a status used by CSWMFT.
  - b. **Active/Restricted** – Licensee has an active license but cannot practice in certain locations or with certain types of clients
6. **Inactive** – the licensee may not practice using the license in question.
  - a. **Inactive/Escrow** – Licensee has a license but has elected not to practice at this time, and cannot practice until the license is reinstated into Active status.
  - b. **Inactive/Expired** – License was not renewed during two renewal cycles.
  - c. **Inactive/Lapsed** – License was not renewed during the most recent renewal cycle. Licensee has two years during which to file a late renewal before the license expires.
  - d. **Inactive/Revocation** – the Board has taken action under ORC Chapter 119 to revoke a license. The former licensee may no longer practice using the license.
  - e. **Inactive/Surrendered** – Licensee voluntarily relinquished the license in lieu of potential disciplinary action.
  - f. **Inactive/Suspended** – Licensee is not allowed to practice but must continue to renew every two years until the suspension is completed.

7. **Closed** – the application or license is no longer active; the Board anticipates no additional use of the license or application.
  - a. **Closed/Abandoned**—applicant did not complete all items needed for their application file within two years, and the license was not issued
  - b. **Closed/Advanced** – the licensee has applied for and been issued another license which supersedes the original license. For example, if an LSW qualifies for an LISW, the LSW license will appear in the online license look-up as “Closed-Advanced” to indicate the independent license was issued.
  - c. **Closed/Deceased** – Licensee is deceased.
8. **Closed/Denied** – applicant was determined not to meet the qualifications for the license for which he/she applied. Reasons for a denial may include, but are not limited to lack of appropriate educational credentials, criminal background, or failure to comply with the Board’s application requirements.