

Licensed Social Worker Instructions

Education Requirement - complete a bachelors, masters or doctorate degree in social work from an accredited program. Related degrees are no longer eligible for licensure as of 7/10/2014.

Steps Toward Licensure (all steps must be completed for license to be issued):

- 1.) The first steps for licensure is to complete the LSW application, online: <https://license.ohio.gov/Applications/default.asp> (keep job descriptions brief) and pay the \$60.00 application fee. The remaining steps for licensure can be completed in any order.
- 2.) Request approval to take the exam for licensure. Bachelor's-level graduates will be approved to take the Bachelor's exam. Master's-level graduates may choose either the Bachelor's or Master's exam; as of 1/1/2018, Master's-level graduates will only be able to select the Master's exam. To request exam approval, submit the items below:
 - Submit the Request for Exam Pre-approval form: <http://cswmft.ohio.gov/Portals/0/SOCIAL%20WORK/LSWInstr.pdf> via fax at 614-728-7790 or email to andy.miller@cswb.ohio.gov along with:
 - A copy of your driver's license and
 - A letter of good standing from your school if you are in your last term of a social work program **or**
 - A copy of your degree or unofficial transcripts if you have graduated.



- a) Upon receipt of the above items, you will receive an exam pre-approval email, approving you to contact **Association of Social Work Boards (ASWB)** to pay the examination fee (\$230 for either the Bachelor's or Master's exam).
- b) ASWB will email information so you can register with a **Pearson Testing Center** for the exam.
- c) After you pass the exam, your score is received at the Board on Tuesday the week after you took the exam.

- 3.) Pass the board's online Laws and Rules Exam: <https://apps.cswmft.ohio.gov/exam/> This is a review of the Board's rules and ethics requirements. In the course of this exam, you will read information and then answer questions based on what you've just read. Questions that are answered incorrectly will be asked again until all answers are correct. You will receive a certificate of completion by email; the Board will also receive a copy.
- 4.) Have your school submit OFFICIAL transcripts, showing your degree conferred, directly to the board (mail, fax, email, or other electronic delivery are accepted). The Board prefers electronic delivery, but mail and fax are also accepted. Your license cannot be issued until we have received your transcript directly from your school's registrar.
- 5.) Complete the BCI and FBI background checks: <http://cswmft.ohio.gov/BCIFBIBackgroundChecks.aspx>

Documents required for completing your LSW licensure file:

- 1.) LSW application with fee
- 2.) ASWB Test Results
- 3.) Board's online Laws & Rules certificate
- 4.) Official Transcript sent directly from your school
- 5.) BCI and FBI Criminal Records Check

After you are licensed you will receive an email from the board indicating that you may now call yourself a LSW. You will also receive a **wall certificate** and **LSW approval letter** in the mail.