

Licensed Independent Social Worker (LISW) Licensure Procedure

To obtain the Licensed Independent Social Worker (LISW) license you will need to complete the following steps:

- A. Submit the application for the LISW along with the \$75 fee, if you are not currently licensed. Also, fax (614-728-7790) an unofficial copy of your transcript to the attention of:

SOCIAL WORK DEPARTMENT

Include with your fax cover sheet a statement indicating that you have submitted your application for licensure and that your fax is your unofficial transcript for the pre-approval process to take the exam.

NOTE: If you obtained your LSW based on having your master's degree send a fax indicating that your official transcript is on file with your LSW application. And that you want an approval to take the "Clinical" or "Advanced Generalist" examination. Existing LSWs will need to complete the application after they have faxed their examination results.

Please note that if you do not follow these instructions, you will delay the process of obtaining licensure.

1. Your application and transcript for non LSWs will be reviewed for pre-approval to take the Licensure Examination.
2. Existing LSWs with a master's degree on file will need to submit their request for examination and be reviewed for pre-approval to take the Licensure Examination..
3. Existing LSWs licensed via a bachelor's degree will need to submit their MSW transcript and will be reviewed for pre-approval to take the Licensure Examination.
4. You will receive an email regarding your eligibility to take the exam. If you are determined eligible to take the exam, you will be instructed in the email to contact the Association of Social Work Boards (ASWB) to register to take the exam.
5. After you take the exam, you will need to fax the Unofficial Score Report of the examination which you will receive the day that you take the exam.

NOTE: To obtain the application for the LISW, please select the following:

<https://license.ohio.gov/Applications/default.asp>.

- B. Have your academic institution send an official copy of your transcript to the following address (Disregard this step if you obtained your LSW based on having your master's degree):

Marcia E. Holleman
Social Worker Licensure Examiner
State of Ohio CSWMFT Board
50 W Broad Street, Suite 1075
Columbus, OH 43215

- C. Submit verification of your two years and 3,000 hours of post-masters supervision. Supervision forms are available at: http://cswmft.ohio.gov/pdfs/ISW_Reference.pdf.