

Easy Steps to Social Work Licensure

LSW License

1.) **Education requirement** - complete a bachelors, masters or doctorate degree in social work from an accredited program or have at least a bachelor's degree from an accredited educational institution in a program closely related to social work on or before October 10, 1992.

"A program closely related to social work" means a program that shows evidence of coursework totaling twenty semester hours, or thirty quarter hours, in **three areas from paragraphs (C)(2)(a) (i) through (iv) below and field work required in paragraph (C)(2)(a)(v) of rule 4757-19-01.**

- (i) Human development and behavior: The social psychological, and physiological growth of an individual, and effects on the growth of a personality in a social environment;
 - (ii) Methods of social intervention: Casework, groupwork, community organization and practice, social research and administration;
 - (iii) Social welfare and policy: The history of social welfare and policy;
 - (iv) Social work theory: The study of the principles which demonstrate various types of socio-psychological interventions;
 - (v) Field work: Not less than four hundred hours of supervised practicum and/or field experience, with a primary focus on social intervention, structured or regulated by a department or program in the behavioral or social sciences.
- 2.) Complete the **LSW** application, online or paper version, and pay the \$60.00 application fee.
<https://license.ohio.gov/Applications/default.asp> (keep job descriptions brief)
- 3.) After applying - submit the Request for Exam Pre-Approval form, via fax at 614-728-7790, with a copy of your social work transcript. <http://cswmft.ohio.gov/pdfs/LSWInstr.pdf>
- Masters level graduates may submit a copy of their diploma instead of their transcript.
 - If you have not graduated, then you must request a letter from your college registrar or the Social Work department stating that you are in good standing and will graduate in the next quarter or semester.
 - Related degree applicants should submit their transcript and the related degree course worksheet.
http://cswmft.ohio.gov/pdfs/SW_Worksheet.pdf
- 4.) You will receive an exam pre-approval letter, via email, approving you to contact the Association of Social Work Boards (ASWB) to pay the \$230 examination fee. ASWB will mail information so you can register with an ACT testing center for the exam.
- 5.) **After** you pass the exam, fax or mail your passing exam score to the board.
- 6.) Pass the board's online Laws & Rules Exam: <https://www.cswmft.ohio.gov/exam/Default.aspx>
- 7.) Have your school **MAIL OFFICIAL** transcripts, showing your degree **conferred**, directly to the board. Your license cannot be issued until we have received a copy directly from your school.
- 8.) Complete the BCII and FBI criminal records check. <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 9.) Once 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.

Documents required to complete your LSW licensure file:

- 1.) LSW application with fee
- 2.) ASWB Test Results – please fax your exam results to 614-728-7790
- 3.) Board's online Laws & Rules exam fax certificate or forward email w/ cert to marcia.holleman@cswb.state.oh.us
- 4.) Official Transcript, showing your social work or related degree **conferred and** mailed directly from your school
- 5.) BCII and FBI Criminal Records Check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>

LISW License

- 1.) **Education requirement** – M.S.W., M.S.S.A. or Ph.D. from a CSWE accredited program.
- 2.) After becoming a LSW and post-masters in social work, IF YOU WISH to begin the process to upgrade your license to the LISW, you can begin supervision hours with a LISW-S supervisor.
- 3.) Have your supervisor complete the “*Independent Social Worker Professional Employment Reference*” form, you or the LISW-S can submit this form to the board. **NOTE: You must accumulate 3,000 hours AND 2 years of supervision.** <https://license.ohio.gov/Applications/default.asp> (keep job descriptions brief)

- 4.) If you did not take the Clinical or Advanced Generalist exam to become a LSW, submit the Request for Exam Pre-Approval form with a copy of your masters in social work transcript or diploma to 614-728-7790.
<http://cswmft.ohio.gov/pdfs/LSWInstr.pdf>
Once approved, you will receive an exam pre-approval letter, via email, approving you to contact the Association of Social Work Boards (ASWB) to pay the \$260 testing fee. ASWB will mail information so you can register with an ACT testing center for the exam.
- 5.) **After** you pass the exam, fax or mail your passing exam score to the board.
- 6.) Pass the board's online Laws & Rules Exam: <https://www.cswmft.ohio.gov/exam/Default.aspx>
- 7.) Have your school **MAIL OFFICIAL MSW/MSSA** transcripts, showing your degree **conferred**, directly to the board. **Note: Only request transcripts if you were licensed at the bachelor's level for your LSW.**
- 8.) Complete the BCII and FBI criminal records check. <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 9.) Complete the **LISW** application, online or paper version, and pay the \$75.00 application fee.
<https://license.ohio.gov/Applications/default.asp>
- 10.) Once licensed, you will receive an email from the board indicating that you may now call yourself a LISW. You will also receive a wall certificate and LISW approval letter in the mail.

Documents required to complete your LISW licensure file:

- 1.) LISW application with fee
- 2.) ASWB Test Results – please fax your exam results to 614-728-7790
- 3.) Board's online Laws & Rules exam fax certificate or forward email w/ cert to marcia.holleman@cswb.state.oh.us
- 4.) Official Transcript, showing your graduate social work degree **conferred and** mailed directly from your school
- 5.) Independent Social Worker Professional Employment Reference form(s) showing your 2 years and 3,000 hours of supervision by a LISW-S. <https://license.ohio.gov/Applications/default.asp>
- 6.) BCII and FBI Criminal Records Check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>

SWA Registration

- 1.) **Education requirement** – received at least an associate degree in social service technology from an accredited academic institution. A “social service technology degree” is an associate degree from a two-year program where the following minimum curriculum standards are met:
 - (a) Forty-five quarter hours, or thirty semester hours, of core social/service/social work skills, theory, and systems courses including a social service practicum; and,
 - (b) Twenty-one quarter hours or fourteen semester hours of related courses such as psychology, sociology, and economics; and,
 - (c) The applicant shall have received a grade of at least a “C-“ in all coursework for the committee to accept it towards meeting the requirements.
- 2.) Complete the **SWA** application, online or paper version, and pay the \$40.00 application fee.
- 3.) Pass the board's online Laws & Rules Exam: <https://www.cswmft.ohio.gov/exam/Default.aspx>
- 4.) Have your school **MAIL OFFICIAL** transcripts, showing your degree **conferred**, directly to the board. Your registration cannot be issued until we have received a copy directly from your school.
- 5.) Complete the BCII and FBI criminal records check. <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>

Documents required to complete your SWA registration file:

- 1.) SWA application with fee
- 2.) Official Transcript, showing your social work or related degree **conferred and** mailed directly from your school
- 3.) BCII and FBI Criminal Records Check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>
- 4.) Board's online Laws & Rules exam fax certificate or forward email w/ cert to douglas.warne@cswb.state.oh.us

To retrieve documents required to complete your file use the links provided above or visit the CSWMFT website (<http://cswmft.ohio.gov>) and click on “Social Worker Forms” in the middle of the page.