



Counselor, Social Worker & Marriage and Family Therapist Board

50 West Broad Street, Suite 1075 Columbus, Ohio 43215-5919
614-466-0912 & Fax 614-728-7790

www.cswmft.ohio.gov & email: cswmft.info@cswb.state.oh.us

Andy Miller will be your contact person during the social work trainee process. Contacting Andy to check for receipt or missing parts of your file can be counterproductive adding to his already busy schedule. The Board asks that you instead follow these instructions: Keep copies of all faxed or mailed forms; read and follow all instructions. Allow at least 10 business days for processing and then contact him through email, if necessary. andy.miller@cswb.state.oh.us

Steps towards Social Worker Trainee Status

1. You must complete: Criminal records check both the BCI & FBI.

The Criminal Records check can take 2-4 weeks to process. Print the BCI & FBI Instructions

<http://cswmft.ohio.gov/pdfs/CRC0308.pdf> and take it with you to a Sheriff or Police Department. After Board receipt of your background check, with a written request, the board may then mail you a copy of your BCI & FBI reports.

2. The Board will need proof of enrollment in a master's level social work program accredited by the CSWE. Licensed Social Workers cannot become Social Work Trainees.

- Complete the SW-Trainee Application - Online <https://license.ohio.gov/Applications/default.asp>
- Proof of enrollment in a master's level field education course (practicum/internship/field work) acceptable options for proof of enrollment are:
 - Copy of the university's online course schedule.
 - A letter, fax or email from the professor, social work department head or registrar stating that you are enrolled in a field placement /practicum and the dates of your enrollment. Please include term start and end dates.

3. Social Worker Trainees will need to show proof of enrollment prior to the next semester or quarter in order to continue trainee status.

- Trainees need not re-apply but shall provide proof of their enrollment in a practicum, internship or field placement. (Include term start and end dates).
- Without proof of enrollment social work trainee status will expire.
- As an ACTIVE social worker trainee, your scope of practice is the same as an LSW per rule **4757-21-02**. Your responsibility is to maintain an active status while you are enrolled and practicing as a social worker trainee. **4757-7-02 Practice with expired license or certificate of registration is prohibited.**
- Social Worker trainees may be supervised by: a **LSW with a MSW**, **LISW** and/or **LISW-S**.

4. Due to budget cuts, the board will not mail proof of your social worker trainee status. Follow the steps below for license verification go to the board's web site: www.cswmft.ohio.gov

- Click on **8. "Online license verification"** in the middle, fill in **only** two areas "**Division**" and "**-or-Name (Last, First)**"; then
- Beside **Division** set the drop down menu on "**Counselor, Social Worker, and Marriage & Family Therapist Board**"; then
- Scroll down to "**-or- Name (Last, First)**" in the first box type your "**last name**" in the next box type your "**first name**" click the **search** button. (No hyphens, no middle initials) **IMPORTANT!** Fill in **no** other boxes!; and
- Once the page re-loads click on your **NAME** ("Sally Social Worker" at bottom of page). The page that comes up next will be the page you print for **license verification**.