

## Application Checklist

### Licensed Social Worker (LSW)

- \_\_\_\_\_ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Money Orders or Cashier's Checks should be made payable to the Social Work Licensing Board. No personal checks accepted. Your application must be on file before we can begin your background check process.
- \_\_\_\_\_ Background Check Forms. Once the Board has received your completed application for licensure, we will send you instructions for processing your background check. The board must have the results of the background check before the board will consider *approval* of your application.
- \_\_\_\_\_ Official Transcript showing a baccalaureate degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution. No electronic transcripts accepted at this time.

### Licensed Master Social Worker (LMSW)

- \_\_\_\_\_ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Money Orders or Cashier's Checks should be made payable to the Social Work Licensing Board. No personal checks accepted. Your application must be on file before we can begin your background check process.
- \_\_\_\_\_ Background Check Forms. Once the Board has received your completed application for licensure, we will send you instructions for processing your background check. The board must have the results of the background check before the board will consider *approval* of your application.
- \_\_\_\_\_ Official Transcript showing a master's degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution. No electronic transcripts accepted at this time.

### Licensed Certified Social Worker (LCSW)

- \_\_\_\_\_ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Money Orders or Cashier's Checks should be made payable to the Social Work Licensing Board. No personal checks accepted. Your application must be on file before we can begin your background check process.
- \_\_\_\_\_ Background Check Forms. Once the Board has received your completed application for licensure, we will send you instructions for processing your background check. The board must have the results of the background check before the board will consider *approval* of your application.
- \_\_\_\_\_ Official Transcript showing a master's degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution. (Currently licensed Arkansas LMSW's do not need to submit a new transcript). No electronic transcripts accepted at this time.
- \_\_\_\_\_ Documentation of Supervision which includes two-years of supervision (24 full months) under an LCSW, 4,000 hours worked in a LMSW clinical position with 100 direct supervision hours. Can be document on our Supervision Evaluation Form or another states form.

### Endorsement

Applicants applying for endorsement (reciprocity) must complete each of the items listed above for the level in which they are making application.

- \_\_\_\_\_ Verification of licensure in Another State form must be completed by the applicant and mailed to each state, providence or jurisdiction in which they are currently licensed or have previously been licensed. The other state board(s) will complete and mail or email the form to the Arkansas Board. Please call your Board before mailing them the form. They will probably have a fee.
- \_\_\_\_\_ Applicant must have taken and passed the Association of Social Work Board (ASWB) examination for the level of licensure for which they are applying. Please request an Official Score Report from ASWB ([www.aswb.org](http://www.aswb.org)) Exceptions will be reviewed on an individual basis if another exam was accepted for licensure.
- \_\_\_\_\_ Applicants for the independent practice level (LCSW) must submit documentation of the supervision required for their license at the independent level. (Exception may apply to the 4,000 hours and 24 months if licensed over 3 years)

**PLEASE NOTE – ALL APPLICATIONS!** If you are currently licensed or have ever been licensed, certified or registered as a social worker in any other state, providence or jurisdiction you must complete the Verification of Licensure in Another State form.