

## 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:

- 1.) The first steps for licensure is to complete the LSW application, online, **LSW Application Online** (keep job descriptions brief) and pay the \$60.00 application fee. The remaining steps for licensure can be completed in any order.
  
- 2.) Submit the **Request for Exam Pre-Approval form**: via fax at 614-728-7790 or email to [andy.miller@cswb.ohio.gov](mailto: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 bachelors and \$260 for the clinical and advanced generalist).
  
  - b) ASWB will mail 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 & Rules Exam**
  
- 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 you have your college email your transcript to the Board.** 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**

### 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 mailed 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.