



## ***Counselor, Social Worker & Marriage and Family Therapist Board***

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Columbus, Ohio 43215-3344  
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[www.cswmft.ohio.gov](http://www.cswmft.ohio.gov) & [cswmft.info@cswb.ohio.gov](mailto:cswmft.info@cswb.ohio.gov)

### **Steps for Ohio Licensure for Out-of-State Licensed Social Workers**

We welcome social workers who are licensed in other states to apply for licensure in Ohio. If you are currently licensed in another state, we will accept your ASWB exam and supervised experience under endorsement. We will need your ASWB exam score and supervision documents with your Ohio application. Our rules for endorsement of a social work license can be found in 4757-19-07 at

<http://codes.ohio.gov/oac/4757-19-07>

Your first step is to submit the appropriate application and then the other steps can be completed in any order. After you submit your application, we will send you an email with a user name and password so you can see which documents have been received and which ones are pending. We usually advise out of state applicants to wait until you are in Ohio before completing the FBI/BCI check, although you can follow the directions at [BCI & FBI Background Checks](#) if you want to get this done while you are out of state.

The licensure process is not as complicated as it might appear. We can usually issue your license within a few days after we receive all your documents. If you have questions, you can contact the Board's social work team at [douglas.warne@cswb.ohio.gov](mailto:douglas.warne@cswb.ohio.gov) or [andy.miller@cswb.ohio.gov](mailto:andy.miller@cswb.ohio.gov)

If you are applying for an LSW, the instructions can be found at [Licensed Social Worker](#)

### **Documents required for completing an LSW licensure file:**

- 1) LSW application with a \$60 fee
- 2) ASWB Bachelors, Masters, Clinical, or Advanced Generalist exam results
  - a) You may be able to contact your state licensing board to have them send your ASWB exam results to this board, or
  - b) You may contact the ASWB directly at 888-579-3926 and ask them to send your exam results to the Ohio CSWMFT Board (there will be a fee)
- 3) Board's online [Laws & Rules exam](#) has a \$10 fee.
- 4) Official Transcript mailed or emailed directly from your school
- 5) [BCI & FBI Background Checks](#) usually about a \$61 fee.

If you are applying for an LISW, the instruction can be found at

If you are applying for an LISW, the instructions can be found at [Licensed Independent Social Worker](#)

## Documents required for completing your LISW licensure file:

- 1) LISW application with \$75 fee.
- 2) ASWB Clinical or Advanced Generalist exam results
  - a) You may be able to contact your state licensing board to have them send your ASWB exam results to this board or
  - b) You may contact the ASWB directly at 888-579-3926 and ask them to send your exam result to the Ohio CSWMFT Board (there will be a fee)
- 3) Board's online [Laws & Rules exam](#) has a \$10 fee.
- 4) Official Transcript mailed or e-mailed directly from your school
- 5) [BCI & FBI Background Checks](#) usually about a \$61 fee.
- 6) [Professional Employment Reference\(s\)](#)
  - a) If you have supervision in another state we will need your supervision documentation.
    - 1) You can contact your state board and ask them to send your supervision records to the CSWMFT Board in Ohio.
    - 2) If your state board does not have your supervision records we will need a letter from them verifying they do not have this documentation.
    - 3) You may ask former supervisors to complete a [Professional Employment Reference](#)