



Counselor, Social Worker & Marriage and Family Therapist Board

50 West Broad Street, Suite 1075
Columbus, Ohio 43215-3344
614-466-0912 & Fax 614-728-7790
www.cswmft.ohio.gov & cswmft.info@cswb.ohio.gov

IMPORTANT: After pass the Clinical or Advanced Generalist Exams follow the steps below

1. Your **official test score** will be received by the Board on the Tuesday following the week you took the exam.
2. Have your **official transcript** sent directly from your college to the Board showing your conferred degree.

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3. Complete Board's **Laws & Rules (L&R) exam** at:
<https://www.cswmft.ohio.gov/exam/Default.aspx>

4. Complete your [BCI & FBI Background Check](http://cswmft.ohio.gov/pdfs/CRC0308.pdf) <http://cswmft.ohio.gov/pdfs/CRC0308.pdf> PRINT & TAKE THE BCI & FBI INSTRUCTIONS WITH YOU TO A WEBCHECK VENDOR

Your file is complete when your: official transcript, official score report, completed application & fee, both BCI and FBI background checks, Laws & Rules Exam certificate and supervision documentation have all been received by the CSWMFT Board.

You may be eligible for temporary license, if your application is complete, your degree has been conferred, but the formal transcript has not been issued by your school. If your application is complete except for the transcript contact **Douglas.Warne@cswb.ohio.gov** to see if you qualify for a **temporary license**.