

# Checklist: Licensed Clinical Social Worker

**Complete the forms indicated below** in the appropriate column for the type of education you have completed. Submit the forms, or request that they be submitted, to the Office of the Professions at the address at the end of each form. In the space provided on the checklist below, record the date you sent or requested the form to be sent. More information on completing the forms can be found on our web site at <http://www.op.nysed.gov/prof/sw/lcswforms.htm> for licensure.

<b>Checklist</b>  <b>To obtain a LCSW license, applicant must meet requirements for A <u>OR</u> B.</b>  <b>To obtain a LCSW license by endorsement of a LCSW license issued in another jurisdiction, applicant must meet requirements for D.</b>  <b>To obtain a <u>Limited Permit</u>, which is valid for one year from date of issue, applicant must <u>also</u> meet requirements for C.</b>	<b>A. Graduate of a NYS <u>Licensure-Qualifying</u> LCSW master's degree program after 2004</b>		<b>B. Graduate of a NYSED MSW program prior to 9/1/2004, or a NYS License-Qualifying LMSW program or an appropriately recognized* MSW program or it's substantial equivalent</b>		<b>C. Limited Permit</b> To request authorization to practice under the supervision of a LCSW in an authorized setting for <u>up to</u> one (1) year** while waiting to pass the ASWB Clinical exam after meeting education & experience requirements		<b>D. Endorsement of LCSW license issued in another jurisdiction</b> Licensed as a LCSW in another jurisdiction on the basis of comparable education, supervised experience and examination, as determined by NYSED, and verification of at least 10 years of LCSW independent practice in the 15 years prior to application in New York	
	Required	Date Sent	Required	Date Sent	Required	Date Sent	Required	Date Sent
<a href="#">Form 1 Application for Licensure</a> and fee	✓		✓		✓		✓	
<a href="#">Form 2 Certification of Professional Education</a> with Section II, Part A filled out clearly and completely to identify the school and graduate program completed.	✓				Form 2 and supporting documentation for A or B must be received and approved before the Limited Permit can be issued.			
<a href="#">Form 2 Certification of Professional Education</a> and official transcript Have each graduate college/university you attended submit a Form 2 with official transcript.			✓					
Course syllabi or other supplementary documentation to determine whether studies meet the substantial equivalence requirements.			✓					
<a href="#">Form 3 Verification of Other Professional Licensure/Certification</a> This form must be submitted directly by the licensing/certifying authority.	Only if you are/were licensed in another jurisdiction		Only if you are/were licensed in another jurisdiction				Only if you are/were licensed in another jurisdiction	
Form 4. Applicant Experience Record of supervisor(s) submitting verification of at least 36 months of supervised experience in diagnosis & psychotherapy as a LMSW in NY or another jurisdiction***	✓		✓		Forms 4/4B and supporting documentation for Option A or B OR Forms 4E/4F and supporting documentation must be received and approved before the Limited Permit can be issued.			
Form 4B. Certification of Experience for LCSW. Form must be submitted directly by the supervisor.	✓		✓					
Form 4E. Endorsement Experience Record of colleagues submitting verification of LCSW practice in other jurisdiction							✓	
Form 4F. Certification of Licensed Experience by colleagues verifying 10 or more years of LCSW practice in other jurisdiction							✓	
<a href="#">Form 5 Application for Limited Permit</a> and fee					✓			

ASWB Clinical Examination**** after receipt of application, fee & NYSED approval of education & experience or practice	✓		✓					
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\* An appropriately recognized program must be offered by a regionally accredited college or university in the US or be recognized by the appropriate civil authorities of the jurisdiction in which the program is offered.

\*\* The permit may only be granted for one a year; it cannot be extended and additional permits may not be issued after the one-year has been exhausted. The permit will only be issued for authorized setting(s), as defined in Education Law and Commissioner's Regulations.

\*\*\* The 36-month experience requirement cannot be reduced and other direct activities may not substitute for supervised experience in diagnosis & psychotherapy. An applicant who has not met the experience requirement in another jurisdiction must apply for licensure as a LMSW in New York and meet all requirements (see chart) in order to practice clinical social work under supervision in New York sufficient to meet the requirements.

\*\*\*\* If you passed the examination in another jurisdiction, you must request a score transfer from ASWB; scores submitted by applicants or jurisdictions are not acceptable. New York will not accept examinations given under non-standard conditions (e.g., ESL arrangements for extra time or translating dictionary); such applicants will have to take the exam under standard conditions.

Links to all forms may be found on our web site at <http://www.op.nysed.gov/prof/sw/lcswforms.htm> for licensure.

Detailed licensure information can be found on our web site at: <http://www.op.nysed.gov/prof/sw/lcsw.htm> or contact the Social Work Unit by calling 518-474-3817 ext. 592 or by email at [opunit5@nysed.gov](mailto:opunit5@nysed.gov).

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