

Checklist: Licensed Master 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/lmswforms.htm>.

Checklist To be licensed, applicant must meet requirements for A OR B . To obtain a Limited Permit, applicant must also meet requirements for C.	A. Graduate of a NYS Licensure-Qualifying LMSW or LCSW MSW or CSWE accredited MSW degree program		B. Graduates of foreign M.S.W. degree program or its substantial equivalent as determined by NYSED		C. Limited Permit To request authorization to practice under the general supervision of a LMSW or LCSW for <u>up to</u> one (1) year** while waiting to pass the ASWB Masters examination	
	Required	Date Sent	Required	Date Sent	Required	Date Sent
Form 1 Application for Licensure and fee	✓		✓		✓	
Form 2 Certification of Professional Education 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. Applicant must be of good moral character for issuance of permit or license.	
Form 2 Certification of Professional Education 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.			✓			
Form 3 Verification of Other Professional Licensure/Certification 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			
Form 5 Application for Limited Permit and fee					✓	
ASWB Masters Examination*** after receipt of application, fee, & NYSED approval of education						

* A foreign M.S.W. degree must be offered by a college or university recognized by the appropriate civil authorities of the jurisdiction in which the program is offered.

** The permit may not be extended and additional permits are not allowed. The permit will only be issued for an authorized setting, as defined in Education Law and Commissioner's Regulations.

*** 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/lmswforms.htm>.

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

A LMSW seeking to practice clinical social work in New York may submit Form 6 and supporting documentation to the State Board for review and approval.