

## Application Checklist

### **Licensed Social Worker (LSW)**

- \_\_\_\_\_ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Checks should be made payable to the Social Work Licensing Board.
- \_\_\_\_\_ Background Check. Once the board receives your application, we will mail you instructions and fingerprint cards. You must return the form, cards and fees to the board before the board will consider your application.
- \_\_\_\_\_ Official Transcript showing a baccalaureate degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution. If the transcript does not include the CSWE accreditation, you must have the college or University complete the certification form. Complete the bottom half of the Request for Transcript and Certification form and forward it to the appropriate college or university for completion.

### **Licensed Master Social Worker (LMSW)**

- \_\_\_\_\_ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Checks should be made payable to the Social Work Licensing Board.
- \_\_\_\_\_ Background Check. Once the board receives your application, we will mail you instructions and fingerprint cards. You must return the form, cards and fees to the board before the board will consider your application.
- \_\_\_\_\_ Official Transcript showing a master's degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution. If the transcript does not include the CSWE accreditation, you must have the college or University complete the certification form. Complete the bottom half of the Request for Transcript and Certification form and forward it to the appropriate college or university for completion.

### **Licensed Certified Social Worker (LCSW)**

- \_\_\_\_\_ Application and \$100 fee. (\$105.50 if applying online) Please note "N/A" to items that do not apply to your situation. Checks should be made payable to the Social Work Licensing Board.
- \_\_\_\_\_ Background Check. Once the board receives your application, we will mail you instructions and fingerprint cards. You must return the form, cards and fees to the board before the board will consider your application.
- \_\_\_\_\_ Official Transcript showing a master's degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution. If the transcript does not include the CSWE accreditation, you must have the college or University complete the certification form. Complete the bottom half of the Request for Transcript and Certification form and forward it to the appropriate college or university for completion.
- \_\_\_\_\_ Documentation of (2) Two years (4,000) hours post-mater's LCSW supervised social work experience (clinical or non-clinical). Can be document on our Supervision Evaluation Form or another states form.

### **Reciprocity**

- \_\_\_\_\_ Applicants applying for reciprocity must complete each of the items listed above for the level in which they are making application.
- \_\_\_\_\_ Verification of licensure in Another State from must be completed by the applicant and mailed to each state in which they are currently licensed or have previously been licensed. The other state board(s) will complete and mail the form to Arkansas.
- \_\_\_\_\_ Applicant must have taken and passed the Association of Social Work Board (ASWB) examination for the level of licensure for which they are applying.

\*\*Please note – If you are currently licensed or have been ever been licensed as a social worker in Arkansas or any other state, you must complete the Verification of Licensure in Another State form.