

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. Money Orders or Cashier's Checks should be made payable to the Social Work Licensing Board. No personal checks accepted. Your application must be on file before we can begin your background check process.
- _____ Background Check Forms. Once the Board has received your completed application for licensure we will mail you a fingerprint card and instructions. Effective 5/21/2015 you must use the fingerprint card and forms supplied by the Board. The board must have the results of the background check before the board will consider *approval* of 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. No electronic transcripts accepted at this time.

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. Money Orders or Cashier's Checks should be made payable to the Social Work Licensing Board. No personal checks accepted. Your application must be on file before we can begin your background check process.
- _____ Background Check Forms. Once the Board has received your completed application for licensure we will mail you a fingerprint card and instructions. Effective 5/21/2015 you must use the fingerprint card and forms supplied by the Board. The board must have the results of the background check before the board will consider *approval* of 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. . No electronic transcripts accepted at this time.

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. Money Orders or Cashier's Checks should be made payable to the Social Work Licensing Board. No personal checks accepted. Your application must be on file before we can begin your background check process.
- _____ Background Check Forms. Once the Board has received your completed application for licensure we will mail you a fingerprint card and instructions. Effective 5/21/2015 you must use the fingerprint card and forms supplied by the Board. The board must have the results of the background check before the board will consider *approval* of 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. (Currently licensed Arkansas LMSW's do not need to submit a new transcript). No electronic transcripts accepted at this time.
- _____ Documentation of (2) Two years (4,000) hours post-graduate LCSW supervised social work experience (clinical or non-clinical). Can be document on our Supervision Evaluation Form or another states form.

Reciprocity or Endorsement

- _____ 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 form must be completed by the applicant and mailed to each state, providence or jurisdiction in which they are currently licensed or have previously been licensed. The other state board(s) will complete and mail the form to Arkansas. Please call your Board before mailing them the form. They will probably have a fee.
- _____ 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 request an Official Score Report from ASWB (www.aswb.org)

PLEASE NOTE – ALL APPLICATIONS! If you are currently licensed or have been ever been licensed, certified or registered as a social worker in any other state, providence or jurisdiction you must complete the Verification of Licensure in Another State form.