



**Mike Beebe**  
Governor

STATE OF ARKANSAS  
**SOCIAL WORK LICENSING BOARD**

Mailing Address:  
PO Box 251965  
Little Rock, AR 72225

Street Address:  
2020 West Third, Suite 518  
Little Rock, AR 72205

**Ruthie Bain**  
Executive Director  
Phone 501-372-5071  
Fax 501-372-6301  
Email: [swlb@arkansas.gov](mailto:swlb@arkansas.gov)  
Website: [arkansas.gov/swlb](http://arkansas.gov/swlb)

In response to your inquiry regarding social work licensing, attached is an application and other related material.

**PURPOSE:** The purpose of the Social Work Licensing Law (A.C.A. 17-103-301 et seq.) is to protect the public by setting standards of qualification, training, and experience for those who seek to represent themselves to the public as social workers and by promoting high standards of professional performance.

**PROHIBITIONS:** Beginning June 17, 1982, no individual shall practice or offer to practice social work unless he is duly licensed or is a student under the provisions of A.C.A. 17-103-301 et seq. or otherwise exempt. Beginning June 17, 1982 no individual may engage in the private independent practice or social work consultation unless that person is licensed as a Licensed Certified Social Worker.

**LEVELS AND QUALIFICATIONS FOR LICENSURE:**

Licensed Social Worker (LSW) - requires (1) 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; and (2) passage of an examination.

Licensed Master Social Worker (LMSW) - requires (1) a master's degree in social work from a CSWE accredited program; and (2) passage of an examination.

Licensed Certified Social Worker (LCSW) - requires (1) a master's degree in social work from a CSWE accredited program; (2) two years (4,000 hours) post-master's LCSW supervised social work experience (clinical or non-clinical); and (3) passage of an examination.

**EXEMPTIONS:** (1) Clergy and licensed professionals provided they do not hold themselves out to the public by any title or description of services as being social workers (2) Employees of a licensed hospital in Arkansas (3) Employees of the state with job classifications of family service worker and social service worker

**APPLICATION PROCEDURES:** Each item of the application must be completed. Items which do not apply to your situation should be noted "N/A". Attach a check or money order in the amount of \$100 made payable to the Arkansas Social Work Licensing Board. Mail the completed application to the Social Work Licensing Board, P.O. Box 251965, Little Rock, AR 72225.

**Supervision:** An applicant who is applying for LCSW licensure must have his/her supervisor complete the LCSW supervision evaluation form verifying two years (4,000 hours) post-master's LCSW supervised social work experience.

**APPLY FOR LICENSURE ONLINE: [www.arkansas.gov/swlb](http://www.arkansas.gov/swlb)**

**Action on the Application** will be taken at the next board meeting after receipt of all required information. (The Board currently meets the second Monday of each month. The deadline is generally noon on Friday before the meeting.) The applicant will be notified by mail of the action taken by the Board. If approved, the applicant will be notified of his/her eligibility to take the examination. If the Board determines that the applicant has not met all the requirements and the application is denied, the applicant may request a hearing before the Board. An application is valid for one year or three attempts to pass the examination whichever comes first.

**PROVISIONAL LICENSE:** An applicant who applies for LSW or LMSW licensure will be issued a provisional license when his/her application is approved. A provisional license will be issued one time per person and will expire exactly one-year from the date of issuance. Act 791 prohibits provisional licensing at the LCSW level. An applicant for LCSW licensure will be issued a provisional license at the LMSW level and scheduled for LCSW examination. An applicant for licensure through reciprocity will be issued a six-month provisional license pending receipt of the results of the criminal background check.

**CRIMINAL BACKGROUND CHECK:** All applicants for social work licensure must apply for a criminal background check prior to being issued a provisional license. When an application is received in the board office, the applicant will be mailed the materials and instructions for applying for the criminal background check.

**EXAMINATION:** The social work examination is offered Monday through Saturday. After an application is approved, the applicant will be mailed a letter of eligibility with a link to the Association of Social Work Boards (ASWB) website for the candidate handbook and registration instructions for registering for the exam. The handbook contains general information about the examination, the registration process, and an order form for a study guide.

**Exam Fee:** The current fee for the examination can be found at [www.aswb.org](http://www.aswb.org).

**Exam Results:** An applicant will receive an unofficial score report immediately upon completion of the examination. An applicant who fails the examination must wait 90 days before retaking it.

**ADA:** Special accommodations are available for candidates who are disabled. If you need special accommodations, an ADA form must be submitted for approval. You will contact ASWB regarding your request after you have been granted approval to test.

**RECIPROCITY:** The Board may approve licensure without examination to an individual who meets all the requirements of the Arkansas Statute and who, at the time of application, is licensed as a social worker by a similar board of another state whose standards are not lower than those required by A.C.A. 17-103-306.

An applicant, who is applying for licensure through reciprocity, should complete page one of the licensure verification form and forward a copy to each state in which he/she holds or has held a social work license. If the state in which you are currently licensed does not provide proof that you passed the examination, you must request an examination score transfer from the Association of Social Work Boards (ASWB). You may contact ASWB by calling 800-225-6880 or by email at [info@aswb.org](mailto:info@aswb.org). **All the requested information must be submitted even though applicant is requesting licensure through reciprocity.**

**APPLY FOR LICENSURE ONLINE: [www.arkansas.gov/swlb](http://www.arkansas.gov/swlb)**