

STATE OF ARKANSAS
SOCIAL WORK LICENSING BOARD

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APPLY FOR LICENSURE ONLINE: www.arkansas.gov/swlb

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.

APPLICATION PROCEDURES: You may apply for license online or you may print and mail the application. For mailed in applications each item must be completed. Items which do not apply to your situation should be noted "N/A". Attach a cashier's check or money order in the amount of \$100 made payable to the Arkansas Social Work Licensing Board. **NO PERSONAL CHECKS ACCEPTED.** 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.

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.

CRIMINAL BACKGROUND CHECK: All applicants for social work licensure must apply for a criminal background check and the results must be received prior to being issued a provisional license, license through reciprocity, or approval to take the exam. A current and valid application for licensure must be on file prior to criminal background checks being processed. You will be mailed the required fingerprint card and instructions once your completed application has been received by the Board. Effective 5/21/2015 you must use the forms provided by the Board.

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 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.

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. ASWB will notify the Board of your official score in 7-14 business days.

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/ENDORSEMENT: 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/endorsement, 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, certification or registration. 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. **All the requested information must be submitted even though applicant is requesting licensure through reciprocity.**

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