

# SOCIAL WORK

## APPLICATION INSTRUCTIONS AND CHECKLIST

In order to apply for social work licensure in MS, you will need to possess a bachelor's or master's degree in social work from an accredited CSWE program. Licensing as a LCSW will require a minimum of 24 months of LCSW supervision. It is your ethical responsibility to read and understand the Rules and Regulations regarding social work licensure. For Universal Recognition Applicants, please see Part 1901 in the Rules and Regulations pages 30-33 for detailed licensure requirements.

Listed below on the next page are two checklists for applicants apply by examination or reciprocity. The documents listed in the checklist below are items you will need to complete the application process. Once all of these items are received, your file will be submitted to the Board for approval and if applicable, a license will be issued to you. Please understand that if you have any negative information on your background check, it will be reviewed by the committee.

All fees should be paid through the applicant portal online. PLEASE DO NOT MAIL ANY MONEY TO THE OFFICE. All documents can now be submitted via email to [info@swmft.ms.gov](mailto:info@swmft.ms.gov). All supervision documents must be emailed to [kdixon@swmft.ms.gov](mailto:kdixon@swmft.ms.gov). Please be sure to read RECENT NEWS and/or Twitter for updates, as well as the Rules and Regulations under RESOURCES.

**SPECIAL INSTUCTIONS:** Once you submit an application, the portal will take you to the payment screen to submit the \$27 application fee. You will not be able to pay the background check fee or initial licensure fee until Board staff posts the fees to your profile. If you are currently licensed in MS and are upgrading, please inform staff right away. Your initial license fee is \$32.00, not \$110.00.

**APPLICANTS WHO ARE TESTING:** In order to receive an approval to sit for the exam, we only need the initial application (online portal) and the verification of education. For students, an enrollment verification sent/emailed directly from your Dean or Chair of Social Work Department). You do not have to submit the background check form to sit for the exam.

An exam approval letter will be submitted to you via email. You may view the Candidate Handbook at [www.aswb.org](http://www.aswb.org) . It gives you instructions on how to apply to take the exam. The exam fee is a separate cost from the initial application processing fee. The cost of the Bachelors and Masters exam is \$230.00. DO NOT SEND US THE EXAM FEE. Those fees must be paid to ASWB. If you fail the exam and plan to retake it, please follow the instructions in the candidate handbook. The exam is given daily at various locations. ASWB will give you more detailed information about the test locations in your area or state.

# **SOCIAL WORK APPLICATION CHECKLIST**

## **APPLICATION BY EXAMINATION – ALL LEVELS**

- \_\_\_\_\_ Initial Application (Online Portal)
- \_\_\_\_\_ Verification of Education Form or Official SEALED Transcript. Electronic transcripts can be emailed to info@swmft.ms.gov
- \_\_\_\_\_ Fees: \$27-Application \$50-BG Check \$75 (LSW) / \$110 (LMSW/LCSW) -Initial Licensure
- \_\_\_\_\_ If Upgrading, Fees: \$27-Application \$50-BG Check \$32-Initial Licensure
- \_\_\_\_\_ Passport-type Photo
- \_\_\_\_\_ Fingerprint Card Request Form (the fingerprint card will be mailed once this form is received)

## **APPLICATION BY RECIPROCITY**

- \_\_\_\_\_ Initial Application (Online Portal)
- \_\_\_\_\_ Passport-type Photo
- \_\_\_\_\_ Fees: \$27-Application \$50-BG Check \$75 (LSW) / \$110 (LMSW/LCSW) -Initial Licensure
- \_\_\_\_\_ If Upgrading, Fees: \$27-Application \$50-BG Check \$32-Initial Licensure
- \_\_\_\_\_ Verification of Education Form or Official SEALED Transcript. Electronic transcripts can be emailed to info@swmft.ms.gov
- \_\_\_\_\_ Passing Score from ASWB (this must be requested from ASWB.org)
- \_\_\_\_\_ Fingerprint Card Request Form (the fingerprint card will be mailed once this form is received)
- \_\_\_\_\_ Verification of Licensure from Another State
- \_\_\_\_\_ Documentation of Supervision (for LCSWs only)

## **APPLICATION BY UNIVERSAL RECOGNITION RECIPROCITY (MS Residents)**

- \_\_\_\_\_ Initial Application (Online Portal)
- \_\_\_\_\_ Passport-type Photo
- \_\_\_\_\_ Fees: \$27-Application \$50-BG Check \$75 (LSW) / \$110 (LMSW/LCSW) -Initial Licensure
- \_\_\_\_\_ If Upgrading, Fees: \$27-Application \$50-BG Check \$32-Initial Licensure
- \_\_\_\_\_ Verification of Education Form or Official SEALED Transcript. Electronic transcripts can be emailed to info@swmft.ms.gov
- \_\_\_\_\_ Fingerprint Card Request Form (the fingerprint card will be mailed once this form is received)
- \_\_\_\_\_ Verification of Licensure from Another State
- \_\_\_\_\_ **Universal Recognition Affidavit and Proof of Residency (copy of utility bill) for MS Residents**