



MISSISSIPPI
STATE BOARD OF EXAMINERS
FOR
SOCIAL WORKERS AND MARRIAGE & FAMILY
THERAPISTS

**SOCIAL WORK APPLICANT CHECKLIST FOR LICENSURE THROUGH EXAMINATION
AFTER COMPLETION OF YOUR SOCIAL WORK DEGREE**

Thank you for your interest in social work licensure in the State of Mississippi. In order to apply for licensure in MS, you will need to possess a bachelor's or master's degree in social work from an accredited CSWE program and have a passing score on the applicable ASWB exam. Licensing as a LCSW will require a minimum of 24 months of LCSW supervision before receiving approval to sit for the ASWB clinical exam. It is your ethical responsibility to read and understand the rules and regulations regarding social workers. Licensing information and forms needed can be found on our website at www.swmft.ms.gov .

Listed below are items that must be submitted to our office for your approval for licensure testing:

- Initial Application (Form 266) - **Valid one year from the date stamped received by the Board office.** Initial Application Processing Fee (\$27.00 money order or cashier's check only)
- Verification of Education Form (Form 267) Fill out the top portion, get it notarized and mail to registrar's office of the college or university where you received your social work degree.
- Request for Fingerprint Card Form - **Please submit this form to request a fingerprint card. Upon the Board receiving the form with fee, a fingerprint card will be mailed to you with instructions. No Exceptions!**
- Once the above completed forms are in your application file, you will be sent an exam approval letter which will give you exam instructions. Please allow 2 weeks for processing.
- After you pass the ASWB exam, your test score will be forwarded to the Board office within 2 weeks after completing the exam.
- Upon receiving your passing score, the Board will mail you a checklist of items that are missing from your application for licensing. Normally it will be your Initial License Fee (\$75.00 for bachelor level, or \$32 if upgrading a current license from LSW to LMSW or LMSW or LCSW and \$110.00 initial license fee for LMSW or LCSW). You may submit this fee any time during the application process.
- Please understand that in the State of Mississippi you cannot practice as social worker without being licensed as social worker by the Mississippi State Board of Examiners for Social Workers and Marriage and Therapists. It is nothing wrong with interviewing and accepting a position but you cannot practice as a social worker until you have received your license number from the Board. Employers may call the Board to verify if you possess a valid social work license but it is very **unprofessional** for an employer to call the Board office to inquiry about your application for licensing.