

BECOMING A LICENSED SOCIAL WORKER

LICENSURE PROCESS

STATE REQUIREMENTS

PROCESS IN NYS TO BECOME A LMSW

- Visit the New York State Education Department (NYSED) website for comprehensive information and forms:
[NYSED LMSW Application Forms](#)
- Complete Form I (application for licensure) online anytime during your last semester and pay by credit card.
- Once your MSW degree is officially conferred, approximately 6 weeks after May graduation, NYSED will automatically be notified by the Registrar's office via Form 20 which lists all students who graduated. NYSED will notify graduates by email when you are cleared to register for the exam.
- NYSED charges \$294 for licensure.
- After receiving approval letter from NYSED, register with the Association of Social Work Board (ASWB) to take the licensing exam. [Association of Social Work Boards \(ASWB\)](#) Cost: \$230.

ADDITIONAL INFORMATION FOR NYS LMSW APPLICANTS

- Graduates who do not complete all the program requirements by May and whose names are not submitted to NYS by the Registrar on Form 20 at that time, will need to complete Form 2 when applying for licensure at a later time.
- When you finish all the graduation requirements, complete Form 2 and send it to Keira.Vollandt@stonybrook.edu. She will confirm that you have completed your degree and convey this info to the Registrar, who will forward the form to NYSED directly. [NYSED LMSW Form 2 \(PDF\)](#)
- Note: Stony Brook graduates do not need to complete verification of child abuse identification and training. This is included in your coursework.
- Note: Applicants must answer the “moral character” questions on the application. If the answer is “yes” to any of these questions, an additional documentation form is required.

APPLYING TO BECOME A LICENSED SOCIAL WORKER (LSW) IN NJ

- In New Jersey, you may register for the exam at the start of your last semester. That means by the time you graduate you'll already have your license which may give you a head start in the job market.
- Visit the State Board of Social Work Examiners and download the application:
- [NJ Board of Social Work Examiners LSW Exam Info](#)
- [NJ Tips for License Applicants](#)
- Complete the application and submit it via mail along with a \$75 check or money order.
- Wait for approval to register for the exam and complete the fingerprinting process that's required in NJ.
- If you take the exam in NJ and plan to practice in NY, you will need to transfer the license.

APPLYING TO BECOME A LMSW IN CT

- After graduation request an official transcript from SBU to be sent the Connecticut State Department of Public Health.
- Apply online [CT Department of Public Health - LMSW Licensing](#) Currently, there's no fee for the initial exam.
- The fee for the limited permit in CT is \$50.

PRACTICING PRIOR TO THE EXAM: LIMITED PERMITS IN NY

- In order to practice before taking the NYS LMSW exam, social workers must apply to NYSED for a limited permit. The permit authorizes social workers to practice under the supervision of a LMSW or LCSW. Only licensed social workers may supervise LMSW permit holders.
- The permit is currently valid for one year and may not be renewed**. If the permit holder practices under more than one supervisor, all supervisors must be named on the permit.
- Even if you are notified at the test center that you have passed the examination, you may only practice under supervision and a limited permit until the license is issued.

** Legislation is pending that will allow for a 24 month Limited Permit.

PROCESS TO APPLY FOR A LIMITED PERMIT

- Complete Section I on Form 5. Be sure to sign and date the form. It is your responsibility to ensure that your supervisor fully completes Section II [Application Forms](#)
- You may apply for a limited permit either at the same time as, or after submitting an application for a license as a LMSW in New York State.
- If you have not yet filed an Application for Licensure (Form 1) and the licensure fee (\$294), you must submit them with Form 5 and the limited permit fee. Submit the non-refundable limited permit application and the \$70 fee to the Office of the Professions.
- Permits will not be issued until all required documents have been received and approved.
- If you change supervisors or have additional supervisors after a permit is issued, you must obtain a new permit. Complete a new Form 5 with each prospective supervisor and return it to the Office of the Professions. A new fee is not required for a permit issued if this is a supervisory change.

LIMITED PERMITS ARE AVAILABLE IN NY & CT BUT NOT NJ

- **New York**

- Eligibility - graduated with MSW and awaiting exam.
- Limited permit is a separate application. The LMSW exam is still needed.
- Cost: \$70
- Valid for one year only! Cannot be renewed.

- **Connecticut**

- Eligibility -graduated with MSW and awaiting exam.
- Limited permit is a separate application.
- Cost: \$50
- Valid for one year only! Cannot be renewed.

- Students who previously passed the ASWB Masters examination for licensure in another state (such as New Jersey), are not eligible for a limited permit under NY law! Limited permits are for the express purpose of practicing under supervision while meeting the examination requirement.

PERMIT HOLDERS & DISTANCE TECHNOLOGY

- MSW permit holders as well as interns are allowed to practice via distance technology under a qualified LMSW or LCSW supervisor.
- Licensed supervisors are allowed to provide remote supervision. The supervisor remains responsible for the assessment, evaluation and treatment of each client seen by the supervisee.
- Best practices in tele-counseling:
- [NYSED Social Work Telepractice Guidelines](#)
- [Best Practices in Tele-Counseling \(NIH Article\)](#)

HOW TO TRANSFER A LICENSE

- What are the steps to transfer a license to another state ?
- To transfer a license from another state, contact [ASWB](#) and pay the examination transfer fee (\$40)
- Contact the licensing board in the state where you plan to practice and submit a license application. Use the [ASWB database](#) to find contact information for the state or province.
- Request a score transfer from ASWB.
- Typically, ASWB will send the regulatory board your score within two weeks although it may take individual states longer to process transfer applications.
- In NY, fill out the transfer application, submit verification of MSW education via Form 2 and use Form 3 to verify an out of state license and disciplinary history.

[Social Work Licensure by State \(SocialWorkGuide.org\)](#)

ASWB AND THE TESTING CENTER

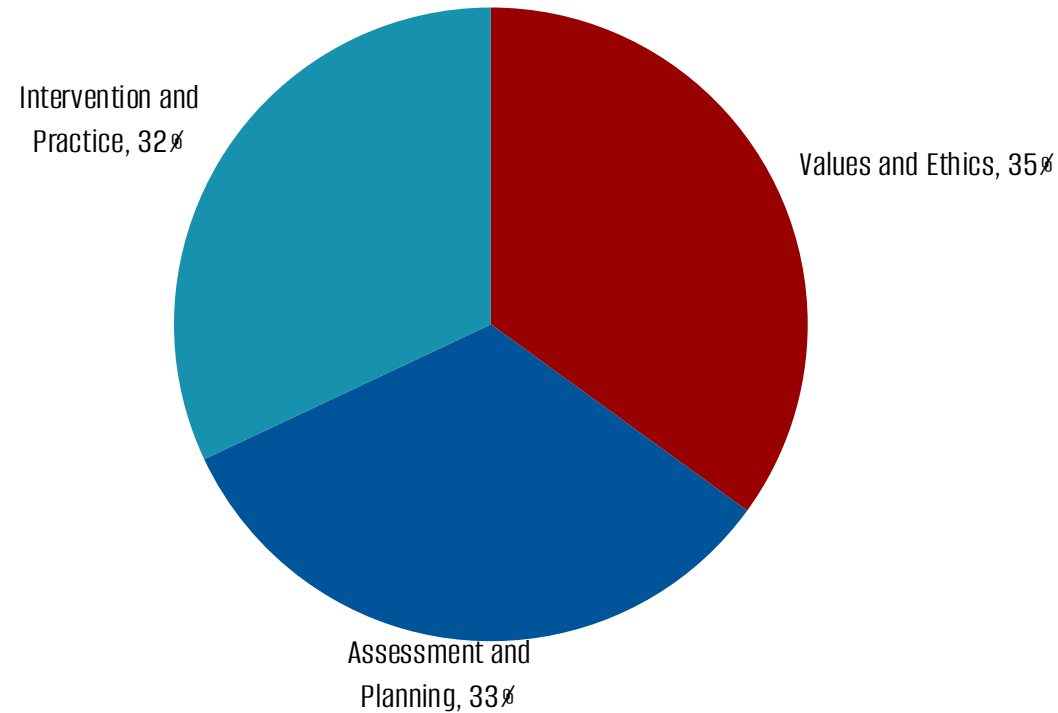
- Within a few days of completing your registration, ASWB will send you an email authorization to schedule the LMSW exam. The email will include information about how to schedule your testing appointment. You will be able to choose the site. Exam authorization is good for one year.
- Pearson VUE is the ASWB testing provider. They have test centers all over the country and administer licensing examinations for many professions.
- After August 3, 2026, ASWB will be using a new exam. August tends to be the busiest month for exams. Subsequently, some sites may be backlogged and there may be delays in sitting for the exam. Therefore, we encourage you to register as soon as possible. [Pearson VUE Test Center Information](#)
- If you have a disability, health condition, or other need, you must request and receive approval for nonstandard testing arrangements before registering with ASWB to take the exam. Learn more about [Nonstandard testing arrangements](#).

WHAT TO EXPECT AT THE TESTING CENTER

- Arrive on time or you will not be permitted to enter. Make sure to bring ID.
- You will have 4 hours to complete the exam.
- The exam is taken online. Until August 2026, the consists of 170 multiple choice questions. The score is based on 150 questions. After August 2026, the exam will have 122 multiple choice questions. The score is based on 110 questions.
- There are no scheduled breaks. If you take a break the clock keeps running.
- You will not be allowed to take anything including your phone into the exam room. Dress in layers!
- You'll receive your results on the computer before you leave. Official scores are available online within 24 hours.

LMSW EXAM CONTENT

- The exam consists of 122 multiple-choice questions
- Each question offers three or four multiple choice options. Select the best answer.



SSW LICENSING RESOURCES & PREPARING FOR THE EXAM

It's never too soon to start studying and making a plan to pass the exam.

- SSW offers a free prep class (HWC 598) to graduating MSW students during the spring semester.
- Through Continuing Education, the School also offers LMSW prep classes during the summer for a minimal fee. The schedule of classes will be posted on our website.
- ASWB Exam Study Guides are available online and in both the library on campus and in Manhattan. For an \$85 fee, practice exams are available on the ASWB website.
- Additional Exam Prep Resources:

[Social Work Licensing Master's Exam Prep for ASWB LMSW by Dawn Apgar 170 questions](#)

[LEAP: Licensing Exam Test Prep for LMSW Exam](#)

Suggestion: Find a study partner among your classmates or form a study group. Many students find this a helpful way to study and review the material.

EXAM PREPARATION – PRACTICAL TIPS

- Download the ASWB Pocket Prep app to your phone. [ASWB Pocket Prep App](#) This app allows you to answer practice questions while in between activities or traveling on the subway or bus.
- Review the ASWB Exam Guidebook [ASWB Exam Guidebook \(PDF\)](#)
- Licensing is expensive. The NYSED application fee is \$294 and the ASWB exam costs \$230. Consider starting a licensing fund when you start school. Here are a few ideas:
- Set aside a few dollars each week specifically for this purpose.
- Ask your family and friends to help you pay for this important test by suggesting that a contribution towards licensing could be a great birthday, holiday or graduation gift!

LCSW EXAM

- As a LMSW you may begin accumulating 3000 hours of supervised clinical experience in diagnosis, psychotherapy and assessment-based treatment planning that will count towards your LCSW: [Appendix A Requirements for Supervised Experience for the LCSW](#)
- [Checklist: To Apply for the Licensed Clinical Social Worker](#)
- NYSED LCSW application fee: \$294
- New Jersey: 2 years full time clinical experience post LMS under supervision plus 1920 direct client contact hours.
- [NJ Licensed-Clinical-Social-Worker](#)
- Connecticut: 3000 hours of post-master's social work experience including not less than one hundred (100) hours of work experience under professional supervision by a licensed clinical or certified independent social worker.
- Register for the LCSW exam through ASWB. [ASWB Exam Registration](#) Cost: \$260

AFTER GRADUATING STAY IN TOUCH!!

- Send us updates. We want to hear from you!
- Let us know where you're working!
- Sign up for our continuing education classes!
- Become active in the alumni association!
- **Follow Stony Brook University School of Social Welfare on [Facebook](#) • [Instagram](#)
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