



Stony Brook University

# FAR BEYOND

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# Applying to Become a Licensed Social Worker (LMSW) in NY

- Visit the New York State Education Department website for comprehensive information and forms:  
<http://www.op.nysed.gov/prof/sw/lmswforms.htm>

- Complete Form I (application for licensure) online anytime during your last semester.  
<https://eservices.nysed.gov/professions/> and pay by credit card.

- Once your MSW degree is officially conferred, approximately 6 weeks after May graduation, NYS 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. <https://www.aswb.org> Cost: \$230

- If you have specific questions, NYSED can be contacted by email:  
<https://eservices.nysed.gov/professions/contact-us/#/>

# Additional Information about the LMSW Application

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 they apply at a later time for licensure.

Send Form 2 to Laura Coiro [laura.coiro@stonybrook.edu](mailto:laura.coiro@stonybrook.edu) She will confirm that you have completed your degree and convey this info the Registrar, who will forward the form to NYSED directly.

<http://www.op.nysed.gov/prof/sw/lmsw2.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.

# Apply to Become a Licensed Social Worker (LSW) in New Jersey

In New Jersey, you can 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 will give you a head start in the job market.

Visit the State Board of Social Work Examiners and download the application:

<https://www.njconsumeraffairs.gov/sw/Pages/applications.aspx>

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

Tips for Licensing in NJ.

<https://www.njconsumeraffairs.gov/sw/Pages/Licensed-Social-Worker.aspx>

# Applying to Become a Licensed Social Worker (LMSW) in Connecticut

- CT has suspended the requirement to take the ASWB master's level exam until January 1, 2026. HOWEVER, if you plan to practice in CT, it's probably best to take the exam while the material is fresh.
- After graduation request an official transcript from SBU to be sent the Connecticut State Department of Public Health
- Apply online <https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Masters-Level-Social-Worker/Master-Level-Social-Worker-Licensing> Cost: \$125
- The fee for the limited permit in CT is \$50
- Social Work Guide for Licensing -- all states <https://www.socialworkguide.org/licensure/>

# What is a Limited Permit?

- 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 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.

# Process for Applying 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

<http://www.op.nysed.gov/prof/sw/lmsw5.pdf>

- 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 the is a supervisory change.

# Permit Holders and Distance Technology

- Permit holders and 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

<https://www.op.nysed.gov/professions/social-work/telepractice>

<https://pmc.ncbi.nlm.nih.gov/articles/PMC4234043/>



# Limited Permit Summary: Available in NY and CT but not NJ

## New York

- 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

- Graduated with MSW and awaiting exam
- Limited permit is a separate application. *The requirement to take the LMSW has been suspended at least until 2026!*
- Cost: \$50
- Valid for one year only! Cannot be renewed.

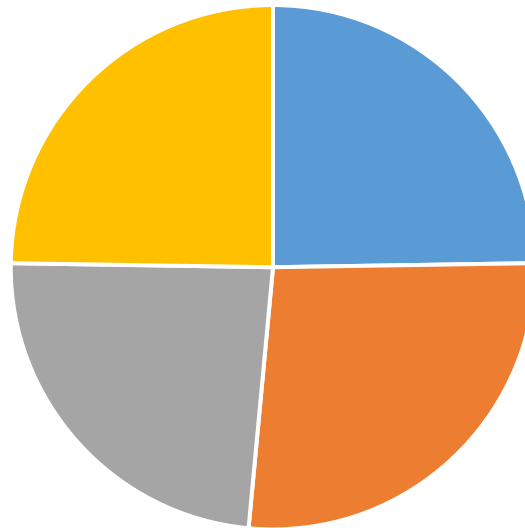
# IMPORTANT INFORMATION FOR NY RESIDENTS CONSIDERING TAKING THE EXAM IN NJ!!

- **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.
- **If you intend to work in NY after graduating, you should take the exam in NY. You will not be able to practice in NY until all your paperwork is transferred from NJ (or any other state).**
- To transfer a license from another state contact ASWB ([www.aswb.org](http://www.aswb.org)) and pay the examination transfer fee (\$40)
- What is needed to transfer a license? The transfer application, licensure fee, verification of MSW education via Form 2 and Form 3 to verify an out of state license and disciplinary history.

# ASWB and the Testing Centers

- 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.
- In March 2025, ASWB will return to Pearson VUE testing centers for administration of the LMSW and LCSW exams. Currently, ASWB is transitioning from PSI, another testing provider. During the month of March, the transition period may impact registration.
- Pearson VUE has test centers all over the country. They administer examinations for many professions. 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. <https://www.pearsonvue.com/us/en/test-takers.html>
- 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](#).

# Exam Content Breakdown (approximate by area)



- Professional Relationships Values & Ethics
- Human Development, Diversity & Behavior in the Environment
- Interventions with Clients/Client Systems
- Assessment & Intervention

# What to Expect at the Testing Center

- You will have 4 hours to complete the exam.
- The exam is taken online and consists of 170 multiple choice questions. The score is based on 150 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 a copy of your results before you leave.

# Stony Brook SSW Licensing Resources and Preparing for the Exam

- It's never too soon to start studying and making a plan.
- 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.
- Students are strongly encouraged to purchase the LEAP Study Guide as a resource.  
<https://licensingprep.com>
- Hard copies of the ASWB Exam Study Guides are available in both the library on campus and in Manhattan. For a fee, practice exams are available on the ASWB website.
- 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.

# Preparing for the Exam – Practical Tips!

- Consider downloading the ASWB Pocket Prep app to your phone.

<https://www.pocketprep.com> This app allows you to answer practice questions while in between activities or traveling on the subway or bus.

- Review the ASWB Exam Guidebook <https://www.aswb.org/wp-content/uploads/2023/10/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!

# After the Exam

- Please share a copy of your results with SSW whether you pass or not.
- As an added incentive, when you take the survey and include your name you will automatically be entered into a raffle to win a prize. It is very important for us to evaluate our program and to learn how to best support students. You can submit your score confidentially via this link:  
[https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV\\_7205HgAdpIoxoax](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_7205HgAdpIoxoax)
- If you don't pass the LMSW exam, register for a refresher course through Continuing Education. Courses are only available during the summer.  
<https://socialwelfare.stonybrookmedicine.edu/community-training-programs>
- You must wait 90 days to re-take the exam. We strongly encourage you to do so!!



# LCSW Exam

What is needed to apply for the LCSW Exam:

<http://www.op.nysed.gov/prof/sw/lcswchecklist.pdf> NYSED application fee: \$294

New York: 3 years post LMSW clinical supervised experience in diagnosis, psychotherapy and assessment-based treatment planning

As a LMSW don't forget to submit Form 6 to begin accumulating hours that will count towards your LCSW <http://www.op.nysed.gov/prof/sw/lmsw6.pdf>

New Jersey: 2 years full time clinical experience post LMS under supervision plus 1920 direct client contact hours

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 exam through ASWB. <https://www.aswb.org/exam-candidates/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!

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