



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

Note: Accommodations are available and must be applied for in advance. Contact ASWB directly.



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 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 (LMS) 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/Documents/Top-Tips-for-License-Applicants.pdf>

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

- Register with ASWB to take the exam after graduation
- 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: \$220

Social Work Guide for Licensing -- all states

- <https://www.socialworkguide.org/licensure/>
- <http://aswbsocialworkregulations.org/licensingWebsitesReportBuilder.jsp>



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.
- The Governor has not issued an Executive Order that would extend permits; if there are any changes, they will be posted at www.op.nysed.gov/COVID-19.html.
- Note: Under the current law, some agencies that employ LMSWs and LCSWs are exempt and do not require a permit or license; employers who have required permits may possibly adjust these requirements in light of the pandemic.
<http://www.op.nysed.gov/waiverentities.htm>



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 as a result of a change in supervisor.

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
<http://www.op.nysed.gov/prof/sw/swteleprac.htm>

Limited Permits: 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 LMSW exam is still needed.
- 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) 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.



Covid-19, NYSED and the Testing Centers

- Pearson VUE is the company that administers LMSW and LCSW exams. They have centers all over the country. The test centers are following COVID safety guidelines. For specific information, log onto <https://home.pearsonvue.com/Test-takers.aspx>
- Pearson administers 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.**
- Many of the programs and services that employ LMSWs and LCSWs are exempt under the current law and do not require a permit or license; employers who have insisted on a permit may possibly adjust their requirements in light of the pandemic.
- NYSED is receiving and processing applications, online and through the mail. Staff are primarily working from home to process the applications. If you have specific questions, they can be contacted by email. <https://eservices.nysed.gov/professions/contact-us/#/>
- NYSED's COVID-19 page will continue to be updated with relevant Executive Orders from the Governor and any revisions in FAQs or guidance.

What to Expect at the Testing Center

Masks are required! Be sure to bring yours. You may also bring gloves if you wish. The sites conduct temperature checks for entry. They will provide hand sanitizer.

- You will have 4 hours to complete the exam.
- The exam is taken online and consists of 170 multiple choice 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.

Exam Content Breakdown (approximate % by areas)





LMSW PROCESS IN BRIEF:

1. Complete Form I application for licensure. (\$294)

<https://eservices.nysed.gov/professions/>

2. After receiving approval letter from NYSED, register with the Association of Social Work Board (ASWB) to take the licensing exam.

<https://www.aswb.org>. (\$230)

3. Select testing date and site <https://home.pearsonvue.com/Test-takers.aspx>

4. THINK POSITIVE, STUDY & PASS!!

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 to graduating MSW students. In addition, students who register for the course will have unlimited access to LEAP's online practice exam for three months. This will give you a baseline score and idea as to which content areas you may need to study a bit more.
- The LEAP Study Guide is an additional resource that helps prepare students for the exam.
- Hard copies of the ASWB Exam Study Guides are available in both the library on campus and in Manhattan as an additional resource.
- 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.
- Refresher courses will be made available.



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.
- 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
- If you don't pass the LMSW exam, SSW offers Continuing Education workshops to help you review the material
- You must wait 90 days to re-take the exam. And 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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