

APPLICATION STEPS FOR THE LMSW

Becoming a Licensed Master Social Worker in NY

Questions regarding licensure can be addressed to the NY State Board of Social Work at 518.474.3817 (x592) or opunit5@mail.nysed.gov.

1. The Licensed Master Social Worker Application packet can now be submitted online: <https://eservices.nysed.gov/professions/before/072>

Or download the form [here](#).

2. Complete **FORM 1** (Application for Licensure) and mail to NYS Education Department – Office of Professions (full address on application)

- Include fee of \$294 (Check or money order)
- Include copy of Child Abuse Mandated Reporter Certificate. If you haven't taken the training yet, it can be completed online for free.

<http://www.nysmandatedreporter.org/TrainingCourses.aspx>

3. Complete Section I: Applicant Information on **FORM 2** (Certification of Professional Education)

Mail or hand-deliver to the Registrar:

Kathleen Albin, Director
Admissions and Student Services
School of Social Welfare
Health Sciences Center - Level 2 - Room 093
Stony Brook University
Stony Brook, NY 11794-8230
[631.444.3141](tel:631.444.3141)
Kathleen.Albin@stonybrook.edu

The Registrar will verify your degree once it is posted and will complete and forward **FORM 2** to the NYS Education Department on your behalf free of charge.

4. After receiving an approval letter from NYS Education Department - Office of the Professions, register with the **Association of Social Work Board** (ASWB) for the Master's exam (fee: \$230). Click [here](#) to

register. After receiving an email confirmation from ASWB, follow the instructions to choose your test site. After you go through this process, you must take the test within the year. Please note the test sites fill up quickly. Schedule your exam through Pearson Vue 800-884-9537 or pearsonvue.com/aswb

5. If you have met the education requirement for licensure as an LMSW, in order to practice licensed master social work prior to passing the examination, you must apply for a limited permit (**Form 5**) and pay the fee (\$70 in addition to the application and fee for licensure, unless you are employed in an "exempt" agency).

Please note:

The limited permit is valid for one year and may not be renewed.

- You must complete a two-hour Department approved course in the identification and reporting of suspected child abuse and neglect or file an exemption using Form 1CE (available on the web) before a permit or license will be issued.
- You must be under the general supervision of an LMSW or LCSW, who is in the same facility and accessible to you.
- You can take the ASWB examination every 90 days if you do not pass the first time. If you are at risk of losing your job, the ASWB will waive the 90-day waiting period upon written request.
- If you have not passed the exam when the limited permit expires you may not practice as a licensed master social worker unless you work in an exempt setting.

For more detailed information please see the [Limited Permits section](#) of the NYSED.gov website.

6. After you pass the exam, it may take several weeks to receive your license. To check on the status of your license contact: NYSED @ 518.474.3817 x592

The entire process may take several months.