

CHECKLIST FOR STREAMLINED LSW APPLICATION PROCESS

Approved by the Board of Social Work Examiners (BSWE)

- **Apply to take ASWB Masters level exam:**

- o Download pre-approval form for LSW exam at <http://www.njconsumeraffairs.gov/social/sw1.pdf>
- o Send notarized pre-approval form, other required documents and \$75 check to BSWE. Money will be credited toward license application fee. Request accommodations (ADA, ESL, etc) if necessary.
- o Receive Approval to take exam and LSW Application for Licensure by mail from BSWE. Begin to complete this application immediately.

- **Register for and take ASWB Masters level exam:**

- o Contact ASWB (www.aswb.org or 888.579.3926) and register for Masters exam.
- o Pay exam fee and notify them about any approved accommodations.
- o Receive an Authorization to Test letter from ASWB via email (or mail). Take this letter with you to the testing site. You will not be admitted without it.
- o Contact Pearson VUE (www.pearsonvue.com/aswb or 877.884.9537) to schedule your exam appointment. For special testing arrangements, call 800.466.0450. Be sure to follow the directions on your Authorization letter and keep all information about your appointment.
- o Take 2 valid forms of ID to the testing site. One must be a valid, non-expired, government-issued ID with photo and signature. The other must be valid and non-expired with your signature. Without these, you cannot take the exam and your fees will be forfeited.
- o Take the exam. You will receive your (unofficial) test score immediately. Keep this document and send a copy of it to the BSWE with your Application for Licensure. You must pass this exam before you apply for your license.

- **Apply for License (LSW):**

- o Complete Application for Licensure as soon as possible. Make a copy of everything in the Application for your files. Write a check for the licensing fee. NOTE: if your application is not complete and takes longer to process than 90 days, the check cannot be accepted.
- o Mail Application and check with unofficial score report to BSWE (address is on the Application).
- o BSWE staff will review application and notify you if anything is missing.
- o BSWE will mail requirements for fingerprinting which must be done through MorphoTrak to complete your Criminal Background History Check (CBHC).

- **If you have not been fingerprinted for another professional credential through the Division of Consumer Affairs, you must make appointment with MorphoTrak to be fingerprinted. Do this ASAP. It can take several weeks for BSWE to get results.**

- **If you have been fingerprinted for another professional credential through the Division of Consumer Affairs, your fingerprints will need to be rescanned to update the CBHC.**

- o Your Dean/Director/Registrar should send an official letter (with seal, or notarized) to the BSWE, as soon after graduation as possible, listing all students in your class who received the MSW degree.
- o When these steps are done, then BSWE can approve any fully completed application for licensure. Then you will receive a letter advising you that your application has been approved and requesting that you send your licensing fee to the BSWE.
- o If you include a written request for an “Authorization to Practice” letter with your licensing fee, one will be sent to you. This document allows you to work as an LSW until you receive your official Social Work License (in 4-8 weeks). Your employer may or may not accept this letter. This decision is completely up to the employer.