

CHECKLIST FOR STREAMLINED LSW APPLICATION PROCESS

Approved by the Board of Social Work Examiners (BSWE)

- **Apply to take ASWB Masters level exam:**
 - Download and print the [Preapproval Form](#) from the BSWE Web site. This is the pre-approval form for the Masters level (LSW) exam.
 - Send notarized pre-approval form, other documents and \$75 check to BSWE. Money will be credited toward license application fee. Request accommodations form (ADA or ESL) if necessary.
 - Receive approval to take exam and LSW Application for Licensure by mail from BSWE. **Begin to complete this application immediately but do not submit until you pass the exam.**

- **Register for and take ASWB Masters level exam:**
 - Contact ASWB (www.aswb.org or 888.579.3926) and register for Masters exam.
 - Pay exam fee and notify them about any approved accommodations.
 - 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.**
 - 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.**
 - **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.**
 - 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):**
 - **Complete [Application for Licensure](#) as soon as possible. Make a copy of everything in the Application for your files.**
 - Mail completed Application with unofficial score report to BSWE (address is on the Application).
 - BSWE staff will review application and notify you if anything is missing.
 - If you have been fingerprinted for another professional credential through the Division of Consumer Affairs (including for your NJ CSW), your fingerprints will need to be resubmitted to update the Criminal Background History Check (CBHC) as explained in the application.
 - If you have not been fingerprinted for another professional credential through the Division of Consumer Affairs, BSWE will mail requirements for fingerprinting. You must make appointment with MorphoTrust to be fingerprinted to complete your CBHC. **Do this ASAP.** It can take several weeks for BSWE to get results.
 - In NJ schools, the Dean/Director usually sends an official letter to the BSWE after graduation. It lists all students in your class who received their MSW degree. If your school is not in NJ or doesn't send this letter, you will need to send a final transcript with your application.
 - When these steps are done, then BSWE can approve any fully completed application for licensure. After that you will receive a letter stating that your application has been approved and asking that you send your licensing fee to the BSWE. Send a check for the licensing fee.
 - Check BSWE Web site: <https://newjersey.mylicense.com/verification/>. When a license number is listed with your name, you are officially licensed and may begin to work within the scope of practice of an LSW.