



APPLICATION INSTRUCTIONS LICENSURE BY EXAMINATION LICENSED CLINICAL SOCIAL WORKER (LCSW)

This application is for individuals who have completed the educational requirements of [18VAC140-20-49](#), have completed the post-master's degree supervised experience required by [18VAC140-20-50](#), and would like approval to take the [ASWB](#) Clinical level examination towards becoming a Licensed Clinical Social Worker (LCSW).

APPLICATION INSTRUCTIONS

Follow these steps to apply for Licensure by Examination:

1. **Read** the [Laws](#) and [Regulations](#) regarding the Practice of Social Work in Virginia and utilize the detailed information in the [Licensed Clinical Social Worker \(LCSW\) Handbook](#) for detailed information about the required documents and process to obtain a license.
2. **Gather and Request** ALL the necessary documents in the checklist BEFORE beginning the online application. Have copies of the required documents ready to upload as part of the application process. PDF format is preferred.
3. **Apply Online** by registering for an account or logging into your existing account.
 - Select the license type of: "Licensed Clinical Social Worker" and the Obtained by Method of "Examination".
 - Complete the required fields.
4. **Upload** the necessary documentation within the online application portal.
 - Ensure you have uploaded all the necessary documents as indicated by the checklist. A complete application provides the best opportunity to avoid delays in the review and approval process.
 - Once you have paid the application fee, your application will be submitted, and you can no longer upload additional documents. Any documents you did not upload will need to be emailed to the Board and will delay the review of your application.
5. **Pay** the application fee within the online application portal.
 - Application fees are non-refundable.
 - The application fee for Licensed Clinical Social Worker by Examination is \$165.00.
 - Your application is not submitted until the fee is paid.
6. **Wait** for Board review of your application and reply to any correspondence from the Board.
 - Applications that are complete, fully documented, and meet the minimum requirements for the [Regulations Governing the Practice of Social Work](#) will be reviewed within **30 days** of receipt of a **complete** application.
 - Incomplete applications remain active for one year from the date of payment, after which incomplete application files are destroyed as outlined in the Library of Virginia records retention and disposition schedules. If your application is not completed in the one-year timeframe, you are required to re-apply by submitting a new application, fee, and documentation pursuant to the regulations at that time.
 - Your [online checklist](#) will be your primary source of application status.
 - As documentation is received and reviewed, your checklist will be updated, and an automated email will be sent to you 24 hours later.

RULES AND GUIDELINES

- In order to be considered for Licensure as Clinical Social Worker, you must meet the requirements outlined in [18VAC140-20-40](#).
- Please notify the Board in writing within 30 days of a name change or address change by completing the [Name/Address Change](#) form.
- Providing false or misleading information as well as omitting information in response to information requested in the application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing registration, certification, or license.
- Pursuant to [Virginia Code § 54.1-2400.2](#) addresses of licensees are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second publicly disclosable address (e.g. work or practice address). If you would like your Address of Record to be publicly available, please complete both sections with the same address on the application.
- Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number, or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. **No license will be issued to any individual who has failed to disclose one of these numbers.**

EXAMINATION APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	1. NPDB SELF-QUERY	
<input type="checkbox"/>	You must request and submit a copy of your National Practitioners Data Bank self-query report with your application. The report must be current and generated no more than 30 days prior to submitting your application for licensure.	ONLINE PORTAL UPLOAD
Required	2. VERIFICATION OF CLINICAL SUPERVISION (Notarized Signature Required)	
<input type="checkbox"/>	You must submit a Verification of Clinical Supervision form with your application. Have your supervisor(s) complete Parts I-IV of the Verification of Clinical Supervision form to verify that you have completed the supervised experience requirements for licensure as required by 18VAC140-20-50 . <u>This form must be notarized.</u>	ONLINE PORTAL UPLOAD
If Applicable	3. OFFICIAL COLLEGE TRANSCRIPTS	
<input type="checkbox"/>	<p>If you provided official transcripts as part of your Initial Registration of Supervision application, you do not need to resubmit official transcripts to the Board.</p> <ul style="list-style-type: none"> Request that copies of your official college transcripts be emailed or mailed <u>directly</u> to the Board from your school. You cannot provide transcripts to the Board yourself. The transcripts must show that you graduated with a master's degree from a social work program that includes a clinical course of study from a Council on Social Work Education (CSWE). It is encouraged that transcripts be electronically sent directly to the Board at socialwork@dhp.virginia.gov via a secured electronic transcript service used by the school (for example: eScript or Parchment). If your school is unable to send your transcripts electronically, the official transcripts can be mailed to the Board. Photocopied or scanned copies of transcripts will not be accepted. 	DIRECTLY FROM SCHOOL
If Applicable	4. VERIFICATION OF EDUCATION/PRACTICUM	
<input type="checkbox"/>	<p>If you provided Verification of your Education and Field Placement/Practicum hours as part of your Initial Registration of Supervision application, you do not need to resubmit this form to the Board.</p> <ul style="list-style-type: none"> Have your graduate school program official or administration office complete Part I and Part II of the Verification of Education and Field Placement/Practicum Hours form to verify that your practicum and clinical course of study meets the requirements of 18VAC140-20-49(B). 	ONLINE PORTAL UPLOAD
If Applicable	5. LICENSE VERIFICATION	
<input type="checkbox"/>	<p>If you have ever held, or currently hold, a health or mental health license or certification, whether current, inactive, or expired, you must submit proof of license verification.</p> <ul style="list-style-type: none"> If the licensing jurisdiction provides online license verification, you can provide documentation printed directly from the jurisdiction's website. To submit to the Board online, you can print to PDF or scan the printed online verification. The verification must include the following information: <ul style="list-style-type: none"> Licensee name, License number, License title, Issue date, Expiration date, and whether disciplinary action has ever occurred against your license or certification. Submitting a copy of your license certificate is <u>not</u> considered license verification. <p>If the jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain license verification. Please see the Board's Applicant Out-of-State Licensure Verification form.</p>	ONLINE PORTAL UPLOAD

If Applicable	6. LICENSE VERIFICATION OF OUT-OF-STATE SUPERVISOR	
<input type="checkbox"/>	<p>If your supervised experience did not take place in Virginia, you must submit an online license verification for your supervisor.</p> <ul style="list-style-type: none"> • The online verification can be printed directly from the licensing jurisdiction's website. • If the jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain license verification. • You do not need to submit this form for your practicum supervisor(s), only your post-master's degree supervisor(s). 	ONLINE PORTAL UPLOAD
If Applicable	7. EXAM SCORES	
<input type="checkbox"/>	<p>If you have already passed the Clinical level examination administered by the Association of Social Work Boards (ASWB) in another state, you must contact ASWB to request that your official passing scores be transferred to Virginia.</p> <ul style="list-style-type: none"> • To avoid delays in processing your application, please request this transfer from ASWB prior to completing your online application for LCSW by Examination. 	Directly from ASWB
If Applicable	8. PROOF OF NAME CHANGE	
<input type="checkbox"/>	<p>You must provide documentation if your name has ever been legally changed from the time you attended school or were licensed, certified, or registered in another jurisdiction or is other than what is listed on your application. Acceptable forms of documentation are copies of a marriage certificate, court order, or divorce decree.</p>	ONLINE PORTAL UPLOAD
If Applicable	9. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS	
<input type="checkbox"/>	<p>If you answer "YES" to any of the questions on the criminal convictions, past actions, or possible impairment questions on the application, you must include a detailed explanation and supporting documentation. Please refer to Guidance Document 140-2, for a list of required documentation and further information. Examples of supporting documentation that may be required include:</p> <ul style="list-style-type: none"> • Certified copies of court orders, orders for disciplinary action or denials. • Evidence that court ordered, or disciplinary action requirements have been met. • Evidence of past treatment, such as a discharge summary. • Letter from the applicant's current healthcare provider(s). • Letter from the applicant explaining the factual circumstances of the criminal offense, disciplinary action, denial, or condition or impairment. • Letters from employers concerning work performance. <p>All applications are reviewed on a case-by-case basis.</p>	ONLINE PORTAL UPLOAD

END OF INSTRUCTIONS. PROCEED TO THE [ONLINE APPLICATION](#).