



## 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 submitting your application. A complete application provides the best opportunity to avoid delays in the review and approval process.
3. **Mail** the application, non-refundable fee, and required documentation to:

Department of Health Professions  
**Attn: Board of Social Work**  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233

4. **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	<b>1. APPLICATION</b>	
<input type="checkbox"/>	The enclosed application must be completed and <u>mailed</u> to the Virginia Board of Social Work along with the application fee and required documentation from this checklist.	<b>Mail</b>
Required	<b>2. APPLICATION FEE</b>	
<input type="checkbox"/>	A \$165.00 application fee is required with your Licensed Clinical Social Worker (LCSW) by Examination Application. <ul style="list-style-type: none"> <li>The fee must be in the form of a check, cashier's check or money order made payable to the <b>"Treasurer of Virginia"</b>.</li> <li>Your application will not be reviewed until you have submitted payment.</li> <li>All fees submitted to the Board are <b>non-refundable</b>.</li> </ul>	<b>Mail</b>
Required	<b>3. NPDB SELF-QUERY</b>	
<input type="checkbox"/>	You must request and submit a copy of your <a href="#">National Practitioners Data Bank</a> 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.	<b>Mail</b>
Required	<b>4. VERIFICATION OF CLINICAL SUPERVISION (Notarized Signature Required)</b>	
<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 <a href="#">Verification of Clinical Supervision</a> form to verify that you have completed the supervised experience requirements for licensure as required by <a href="#">18VAC140-20-50</a> . <b><u>This form must be notarized.</u></b>	<b>Mail</b>
If Applicable	<b>5. OFFICIAL COLLEGE TRANSCRIPTS</b>	
<input type="checkbox"/>	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. <ul style="list-style-type: none"> <li>Request that copies of your official college transcripts be emailed or mailed <b>directly</b> to the Board from your school. You cannot provide transcripts to the Board yourself.</li> <li>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 <a href="#">Council on Social Work Education (CSWE)</a>.</li> <li>It is encouraged that transcripts be electronically sent directly to the Board at <a href="mailto:socialwork@dhp.virginia.gov">socialwork@dhp.virginia.gov</a> via a secured electronic transcript service used by the school (for example: eScript or Parchment).</li> <li>If your school is unable to send your transcripts electronically, the official transcripts can be mailed to the Board.</li> <li>Photocopied or scanned copies of transcripts will not be accepted.</li> </ul>	<b>Directly from School</b>
If Applicable	<b>6. VERIFICATION OF EDUCATION/PRACTICUM</b>	
<input type="checkbox"/>	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. <ul style="list-style-type: none"> <li>Have your graduate school program official or administration office complete Part I and Part II of the <a href="#">Verification of Education and Field Placement/Practicum Hours</a> form to verify that your practicum and clinical course of study meets the requirements of <a href="#">18VAC140-20-49(B)</a>.</li> </ul>	<b>Mail</b>

<b>If Applicable</b>	<b>7. LICENSE VERIFICATION</b>	
<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"> <li>• If the licensing jurisdiction provides online license verification, you can provide documentation printed directly from the jurisdiction’s website. The verification must include the following information: <ul style="list-style-type: none"> <li>○ Licensee name, License number, License title, Issue date, Expiration date, and whether disciplinary action has ever occurred against your license or certification.</li> </ul> </li> <li>• Submitting a copy of your license certificate is <b>not</b> considered license verification.</li> <li>• If the jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain license verification. Please see the Board’s <a href="#">Applicant Out-of-State Licensure Verification</a> form.</li> </ul>	<b>Mail</b>
<b>If Applicable</b>	<b>8. LICENSE VERIFICATION OF OUT-OF-STATE SUPERVISOR</b>	
<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"> <li>• The online verification can be printed directly from the licensing jurisdiction’s website.</li> <li>• If the jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain license verification.</li> </ul>	<b>Mail</b>
<b>If Applicable</b>	<b>9. EXAM SCORES</b>	
<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 <a href="#">official passing scores be transferred</a> to Virginia.</p> <ul style="list-style-type: none"> <li>• To avoid delays in processing your application, please request this transfer from ASWB prior to mailing your application for LCSW by Examination.</li> </ul>	<b>Directly from ASWB</b>
<b>If Applicable</b>	<b>10. PROOF OF NAME CHANGE</b>	
<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>	<b>Mail</b>
<b>If Applicable</b>	<b>11. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS</b>	
<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 <a href="#">Guidance Document 140-2</a>, 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"> <li>• Certified copies of court orders, orders for disciplinary action or denials.</li> <li>• Evidence that court ordered, or disciplinary action requirements have been met.</li> <li>• Evidence of past treatment, such as a discharge summary.</li> <li>• Letter from the applicant’s current healthcare provider(s).</li> <li>• Letter from the applicant explaining the factual circumstances of the criminal offense, disciplinary action, denial, or condition or impairment.</li> <li>• Letters from employers concerning work performance.</li> </ul> <p>All applications are reviewed on a case-by-case basis.</p>	<b>Mail</b>

*End of instructions*



## APPLICATION for LICENSURE BY EXAMINATION LICENSED CLINICAL SOCIAL WORKER (LCSW)

### FOR OFFICE USE ONLY (Finance Division)

<b>Fee Amount Paid</b> <input type="checkbox"/> \$ 165.00	<b>Applicant ID #</b>	<b>Receipt #</b>	<b>Date Processed</b>
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### Part I. Applicant Identification & Contact Information

Applicant's Last Name:	First Name:	Middle/Maiden Name:	Suffix:
Social Security Number or Virginia DMV Control Number _____		Date of Birth: (MM/DD/YYYY) ____ / ____ / _____	

**Published Address:** This address is subject to public disclosure under the Freedom of Information Act. You may provide an address other than a residence, such as a Post Office Box or practice location if you wish.

Street Address:  
\_\_\_\_\_

City:	State:	Zip Code: _____
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**Address of Record:** The address information you provide below is your Address of Record with the Board. Please be advised that all notices from the Board, to include licenses and other legal documents, will be sent to the Address of Record provided. If you provided a different Published Address above, the Address of Record is not subject to public disclosure under the Freedom of Information Act and will not be sold or distributed for any other purpose.

Street Address:  
\_\_\_\_\_

City:	State:	Zip Code: _____
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Home Number: (____) _____ - _____	Alternate Number: (____) _____ - _____
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Email Address:  
\_\_\_\_\_

### Part II. Education Information

List in chronological order each graduate school or other institution where course work has been completed.

Institution Name:	Type of Degree Received:	Date Graduated: ____ / ____ / _____
Institution Name:	Type of Degree Received:	Date Graduated: ____ / ____ / _____

### Part III. Licensure History Information

List in order of attainment all the states in which you currently hold, or have ever held, a health or mental health license or certification, whether current, inactive, or expired.

State	Title of License/Certificate	License/Certificate Number	Issued Date	Current Status

<b>Part IV. Licensure Questions</b>	
Applicant must answer the following questions. Affirmative responses to any questions on this application will require additional information to be submitted. Please refer to <a href="#">Guidance Document 140-2</a> for additional information needed regarding criminal convictions, past actions, or possible impairments. Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension, or revocation of your license and/or registration. Please use a separate sheet of paper to provide detailed explanations as required.	
1. <b>Have you ever been denied the privilege of taking an occupational licensure, certification or registration examination?</b> <i>If Yes, please state what type of occupational examination, where (jurisdiction), when (dates) and why denied.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. <b>Have you ever been censured, warned, terminated, or requested to withdraw from your employment with any health care facility, agency, or practice?</b> <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. <b>Have you ever been convicted, pled guilty to or pled Nolo Contendere to the violation of any federal, state, or other statute or ordinance constituting a felony or misdemeanor? (Including convictions for driving under the influence, but excluding traffic violations). Additionally, any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, does not have to be disclosed.</b> <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. <b>Have you voluntarily surrendered your license, certification, or registration while under investigation?</b> <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. <b>Are you the respondent in any pending or unresolved Board action in another jurisdiction or in a malpractice claim?</b> <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. <b>Do you have any reason to believe that you would pose a risk to the safety or well-being of your patients or clients?</b> <i>If Yes, please provide a full detailed explanation. Note: the Board may ask for additional documentation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. <b>Are you able to perform the essential functions of a practitioner in your area of practice with or without reasonable accommodation?</b> <i>If No, please provide a full detailed explanation. Note: the Board may ask for additional documentation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. <b>Within the past five (5) years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner?</b> <i>If Yes, please provide a full explanation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. <b>Have you been disciplined by any entity related to your work in a health or mental health setting?</b> <i>If Yes, please provide a full explanation and any associated orders or letters from the entity.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. <b>Have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity?</b> <i>If Yes, please provide a full explanation and any associated orders or letters from the entity. (NOTE: The Board may request a copy of a current participation contract and summary of compliance and/or documentation of successful completion. You may consider providing this documentation with your application, or have the program send this documentation directly to the Board.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Part V. Military Service</b>	
1. Are you a <u>spouse</u> of someone who is on federal active-duty orders pursuant to Title 10 of the U. S. Code or of a veteran who has left active-duty service within one year of submission of this application <u>and</u> who is accompanying your spouse to Virginia or an adjoining state or the District of Columbia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are you active-duty military?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part VI. Supervisor Information		
Indicate below person(s) designated as your supervisor(s) for clinical social work supervised experience. <ul style="list-style-type: none"> <li>For each supervisor indicated, you must provide a completed and notarized <a href="#">Verification of Clinical Supervision</a> form with your application.</li> <li>For each out-of-state supervisor indicated, you must include license verification for your supervisor. Please see checklist item #8 for more information.</li> </ul>		
Supervisor's Name(s)	Supervisor's License Number(s)	
Part VII. Supervised Experience Verification		
<b>A. Have you completed the required post-master's degree supervised experience toward licensure as outlined in <a href="#">18VAC140-20-50</a> of the Regulations Governing the Practice of Social Work?</b> <i>If no, STOP – DO NOT submit this application until you have completed the required supervised experience. All fees submitted are non-refundable.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B. Will your current supervision expire before you take the ASWB clinical examination?</b> If approved to sit for the ASWB clinical examination, the Board will adjust your supervision expiration date to align with the examination expiration date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>C. Are you planning to provide clinical social work services while you study and prepare to sit for the ASWB clinical examination?</b> Reminder: In order to provide clinical social work services in Virginia, a supervisee MUST remain under Board-approved supervision until licensed in Virginia as a licensed clinical social worker (LCSW).	<input type="checkbox"/> Yes* <input type="checkbox"/> No	
*If yes, the provision of social work services must be under the supervision of a supervisor that was previously approved by the Board or under a supervisor listed on the Approved Supervisor Registry. Please provide the Supervisor's name, license number and the worksite where you will be providing clinical social work services.		
Supervisor Name:	Supervisor License Number:	Name of Worksite:
Supervisor Name:	Supervisor License Number:	Name of Worksite:
Part VIII. Certification		
This application is not valid unless properly certified by your wet/original or verifiable electronic signature.		
I certify by my signature below that I am the person applying for licensure and meet the qualifications required by Virginia laws and regulations. I attest that I have carefully read the laws and regulations Governing the Practice of Social Work in the Commonwealth of Virginia, which are available at <a href="https://www.dhp.virginia.gov/Boards/SocialWork/">https://www.dhp.virginia.gov/Boards/SocialWork/</a> and agree to comply with the current Standards of Practice and laws governing the practice of social work in Virginia.		
Further, I certify by my signature below that the information provided on this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information required in this 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 license/certificate/registration.		
I agree to the above certification.		
<b>SIGNATURE:</b>	<b>DATE:</b>	

**Wet/Original or Verifiable Electronic Signature Only**