

The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Social Workers
c/o ASWB
P.O. Box 1508
Culpeper, VA 22701
(866) 527-2384

Instructions for Social Worker Licensure Application

(New applicants and reciprocity applicants)

General Information:

The Association of Social Work Boards (ASWB) processes social work licensing applications on behalf of the Commonwealth of Massachusetts Board of Registration of Social Workers, as authorized by the Division of Professional Licensure.

Forms and fees should be submitted to **ASWB, Attn: Massachusetts Application, P.O. Box 1508, Culpeper, VA 22701**. Do not send forms to the Board of Registration of Social Workers. Please read these instructions thoroughly before completing the attached application forms.

- Applicants for licensure in Massachusetts must follow the process of either the “New Applicant” section **or** the “Reciprocity Applicant” section as outlined in these instructions. Reciprocity applicants are those applicants who are licensed in another jurisdiction and are applying for an equivalent MA license.
- Please review the MA Social Work licensure requirements on page 5 of this application.
- If special accommodations are required, contact ASWB at 1-866-527-2384 to request the applicable forms. The Application for Disability Accommodations must be submitted to ASWB, Attn: CRC, P.O. Box 1508, Culpeper, VA 22701. The forms are also available at www.aswb.org.
- Type or print your information in blue or black ink.
- Provide a response to each piece of information requested. Use “N/A” for questions that do not apply.
- Your name **MUST** match your name as it appears on one current, valid non-expired government issued photo-bearing ID.
- Copied/faxed documents, references and applications are not acceptable.
- Incomplete applications or applications submitted without the appropriate fee will be returned.
- Make a copy of your completed application before you return it to ASWB.
- If you have any questions, contact ASWB at **1-866-527-2384**, 8:30 a.m. to 5:00 p.m. Eastern time, Monday-Friday, or by email at mass.sw.app@aswb.org.

Fees:

Application fees for new and reciprocity applicants are listed on page 10. Application fees must be submitted **with** this application. Licensure fees will be assessed and collected **after** the applicant has met all licensure requirements. If an examination is required, ASWB’s examination registration fee will be assessed and collected at the time of examination registration. **Acceptable methods of payment are certified check, money order or credit card (VISA, MasterCard or Discover)**. Please note that personal checks are **not** accepted. All fees are payable to ASWB in U.S. dollars only, are non-refundable and are subject to change.

New Applicant Information:

1. LICSW applicants:

- a) An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 5 of this application. The transcript must be in a **sealed** school envelope with the registrar’s signature across the envelope seal.
- b) Applicants must be currently licensed in Massachusetts at the LCSW level (or equivalent from another jurisdiction). Applicants must provide the license number.

- c) Applicants must submit a total of **three** references (two professional and one supervisory). All references must be in a position to evaluate the applicant's social work experience. The waiver of liability **must** be completed for each reference. The reference form is attached (pages 11-12). Make additional copies as needed. Provide a self-addressed envelope to each reference.
- Two professional individuals **licensed** at the **LICSW** level (or equivalent), psychiatry, clinical psychology or psychiatric nursing with a specialty in clinical mental health shall complete section A of a reference form. References must provide their license number.
 - A **clinical supervisor** licensed at the **LICSW** level (or equivalent from another jurisdiction) shall complete sections A & B of a reference form and must document a **minimum of 3,500 hours post-MSW clinical work experience** over a period of **not less than two years**. Supervision must be a **minimum of 100 hours of individual face-to-face clinical supervision, at a rate of 1 hour for every 35 hours worked**. All work experience must be complete as of the application date. If there is more than one supervisor, submit a separate form for each supervisor. Supervisors must provide their license number.
2. **LCSW applicants:**
- a) An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 5 of this application. The transcript must be in a **sealed** school envelope with the registrar's signature across the envelope seal.
- b) Applicants must submit a total of **three** references (two professional and one supervisory). At least one of the professional and/or supervisory reference forms must be completed by an individual licensed at the LICSW or LCSW level (or equivalent). All references must be in a position to evaluate the applicant's social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 11-12). Make additional copies as needed. Provide a self-addressed envelope to each reference.
- Two professional individuals familiar with the applicant's professional experience in the field of social work shall complete section A of a reference form.
 - The most recent **second year field placement supervisor** shall complete sections A & B of a reference form.
3. **LSW applicants:**
- a) An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 5 of this application. The transcript must be in a **sealed** school envelope with the registrar's signature across the envelope seal.
- b) Applicants must submit a total of **three** references (two professional and one supervisory). All references must be in a position to evaluate the applicant's social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 11-12). Make additional copies as needed. Provide a self-addressed envelope to each reference.
- **Applicants with a BSW: a supervisor** licensed as a **LICSW or LCSW** (or equivalent) shall complete sections A & B of a reference form.
 - **Applicants with non social work degrees:** an individual who holds at least a BSW degree from a CSWE accredited school shall complete sections A & B of a reference form documenting 3,500 hours of social work experience over not less than two years. If the supervisor does not hold a LICSW/LCSW, at least one of the other references shall hold a LICSW/LCSW. See page 5 for experience requirements for applicants without a bachelor's degree. Experience hours must be gained following completion of educational qualifications. If more than one supervisor, submit a separate form for each supervisor.
4. **LSWA applicants:**
- a) An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 5 of this application. The transcript must be in a **sealed** school envelope with the registrar's signature across the envelope seal.
- b) Applicants must submit a total of **three** professional references (section A). At least one of the references shall hold a **LICSW or LCSW**. All references must be in a position to evaluate the applicant's social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 11-12). Make additional copies as needed. Provide a self-addressed envelope to each reference.

NOTE: LCSW, LSW AND LSWA APPLICANTS- At least one reference form must be completed by an individual currently licensed at the LICSW or LCSW level (or equivalent).

Applicants will be notified by mail when the application has been approved or disapproved. If approved, applicants will also receive information regarding registering for the ASWB examination and a Candidate Handbook that explains the procedure. Applicants may not register for the examination until the application has been approved.

Note: if the appropriate examination has been passed for another jurisdiction, please indicate the date of the examination on page 7 of the application and request an official certified score report from ASWB.

Summary checklist (new applicants)

New licensure applicants must provide the following:

- Application, signed and **notarized (signature date must correspond to the date of notarization)**
 - Payment by certified check or money order, payable to ASWB; or credit card information
 - Photograph
 - Official transcript of the highest relevant degree
 - A total of three reference forms (see instructions)
 - One of the reference forms must be completed by a supervisor (except LSWA applicants)
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Reciprocity Applicant Information:

1. Applicants must possess a current, valid license substantially equivalent to the appropriate Massachusetts license in education and experience requirements. A certified licensure verification form for all licenses, **current and expired**, must be submitted in the original, **sealed** envelope from the issuing jurisdiction. The form on page 13 of this packet may be used, or the issuing jurisdiction may use its own form.
2. Applicants must have taken and passed the ASWB examination required for the appropriate level of licensure in Massachusetts. Refer to page 5 of this application to review the examination requirements. An **official** ASWB-certified passing score report is required.
3. An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 5 of this application for the applicable license level. The transcript must be in a **sealed** school envelope with the registrar's signature across the envelope seal.
4. **Three** professional references shall complete section A of a reference form:
 - a) All references must be in a position to evaluate the applicant's social work experience.
 - b) LCSW, LSW and LSWA applicants: one reference must be licensed at the **LICSW or LCSW** level, or equivalent. LICSW applicants: one reference must be licensed at the **LICSW** level, or equivalent.
 - c) The waiver of liability must be completed for each reference.
 - d) The reference form is attached (pages 11-12). Make additional copies as needed.
 - e) Provide a self-addressed envelope to each reference.

Applicants will be notified by mail when the application is either approved or disapproved.

Summary checklist (reciprocity applicants)

Reciprocity applicants must provide the following:

- Application, signed and **notarized (signature date must correspond to the date of notarization)**
- Payment by certified check or money order, payable to ASWB; or credit card information
- Photograph
- Official transcript of highest relevant degree
- Two reference forms completed by professional individuals
- One reference form completed by an appropriately licensed social worker (see above)
- Certified verification from all prior licensing jurisdictions. The form included on page 13 of this packet may be used, or the issuing jurisdiction may use its own form
- An official Certified Score Report of passed ASWB examination from ASWB (888-579-3926)

OPTIONAL SERVICE: ASWB's Social Work Registry (FOR NEW AND RECIPROCITY APPLICANTS)



ASWB provides an optional service (for an additional fee) to have ASWB request, verify and attach the required documents to your licensure application on your behalf. You will **not** have to separately request the documents from your school, references, or current licensing jurisdiction. If you use the services of the Registry, do not attach your transcript or verification of your license to this application. You must, however, complete and return the “**waiver**” portion of the reference form for each reference. With your authorization, ASWB will request the documents directly from the sources that you list in this application. Costs of obtaining the documents are **included** in the registry enrollment. You will **not** have to separately pay for transcript, license verification or examination score costs.

As part of its service to the Commonwealth of Massachusetts, ASWB is offering ‘**new**’ licensure applicants an opportunity to participate in ASWB’s Social Work Registry at a **discounted rate of \$30** (50% off the normal application fee). The fee for ‘**reciprocity**’ applicants is **\$60**. There is also an optional \$25 renewal fee, billed annually after one year of enrollment, which covers the cost of keeping your records up-to-date for future use. **To enroll, answer ‘yes’ to the Registry question on the following application and pay the Registry fee with the MA application fee on page 10.**

By joining the Registry, you will be creating a record containing all of the documents critical to your licensure in Massachusetts and elsewhere. **Supervision records, academic transcripts and licensure history will be collected, verified and stored by ASWB. In addition, ASWB will store your continuing education documentation, employment history and professional certifications.** This information will be held in secure files by ASWB. When you need to file an application for licensure in another jurisdiction (or a higher licensure level in MA), the relevant information will be forwarded to that jurisdiction’s social work licensing board at your request.

To learn more about the Registry, visit ASWB’s website: www.aswb.org or call 866-527-2384.

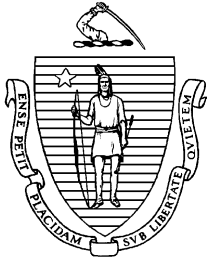
Requirements for Social Work Licensure in Massachusetts

This is a summary; applicants must review the Massachusetts regulations for detailed requirements.

Education	Examination	Professional References	Supervision	Documented Experience
LICSW				
MSW, DSW or PhD in Social Work from a CSWE accredited school of social work	Clinical	Two professional references from appropriately licensed individuals (see instructions p. 2)	One supervisory reference from LICSW	Two years (3,500 hours) post-MSW documented clinical experience with 50 face-to-face supervision hours per year (100 hours total) under a LICSW; hold current LCSW or equivalent
LCSW				
MSW, DSW or PhD in Social Work from a CSWE accredited school of social work	Masters	Two professional references *	One 2 nd year field placement supervisory reference *	None Required
LSW				
Bachelors degree in Social Work from a CSWE accredited school of social work	Bachelors	Two professional references *	One supervisory reference *	None required
Bachelors degree in any field	Bachelors	Two professional references *	One supervisory reference *	Two years (3,500 hours) post degree supervised experience from a BSW or MSW
Two and a half years (75 sem/100 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Five years (8,750 hours) of supervised experience from a BSW or MSW
Two years (60 sem/80 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Six years (10,500 hours) of supervised experience from a BSW or MSW
One year (30 sem/40 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Eight years (14,000 hours) of supervised experience from a BSW or MSW
High school diploma or equivalent	Bachelors	Two professional references *	One supervisory reference *	Ten years (17,500 hours) of supervised experience from a BSW or MSW
LSWA				
Associate degree (or 60 sem/80 qtr hours) in human service field	Associate	Three references *	N/A	None required
Bachelor's degree (or 120 sem/160 qtr hours) in any field	Associate	Three references *	N/A	None required
High school diploma or equivalent	Associate	Three references *	N/A	Four years documented experience

*** At least one of the professional and/or supervisory references must be licensed as a LICSW or LCSW**

Social Worker Licensure Application



The Commonwealth of Massachusetts
 Division of Professional Licensure
 Board of Registration of Social Workers
 c/o ASWB
 P.O. Box 1508
 Culpeper, VA 22701
 (866) 527-2384

License Level applying for:	<input type="checkbox"/> Licensed Independent Clinical Social Worker (LICSW) <input type="checkbox"/> Licensed Certified Social Worker (LCSW) <input type="checkbox"/> Licensed Social Worker (LSW) <input type="checkbox"/> Licensed Social Work Associate (LSWA)
Application Type:	<input type="checkbox"/> New Applicant <input type="checkbox"/> Reciprocity Applicant
Special Accommodations Required?	<input type="checkbox"/> Yes (see instructions on page 1) <input type="checkbox"/> No
Using ASWB's Social Work Registry to obtain documents for you?	<input type="checkbox"/> Yes (if yes, complete pages 14 & 15 and the waiver on page 11; check yes if already a member of the Registry) <input type="checkbox"/> No (if no, applicant must furnish the certified documents)

Identification & Contact Information

Last Name:		First:		Middle:	
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NOTE: For examination purposes, your name must match your name as it appears on one current, valid non-expired government issued photo-bearing ID. If you have had a legal name change, please attach pertinent documents (court order, marriage certificate, etc.) attesting to this fact.

Maiden/Other Name: _____

Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Birth Date: _____
		Place of Birth: _____

NOTE: Your social security number is required on page 10 of this application.

NOTE: The mailing address below will be a matter of public record. It will appear on your license and will be used for all board correspondence. The mailing address and the business address listed on page 7 may be the same.

Mailing Address: _____

Email address:		
Business phone:	()	-
Home phone:	()	-
Cellular phone:	()	-

Current Employment:

Business name:	
Current position:	
Date started:	
Business Address:	_____ _____ _____

Education Information:

- Certified transcript is required for the highest relevant degree
- Check if transcript is attached: Yes No (check no if using the Social Work Registry)

1) Degree/graduation date:		Major:	
College name and address:			
2) Degree/graduation date:		Major:	
College name and address:			
3) Degree/graduation date:		Major:	
College name and address:			

ASWB Examinations passed (if any):

Exam level _____ Date _____	Exam level _____ Date _____
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Licensure Information:

- List ALL Social Work licenses/certifications, **current and expired**, from any jurisdiction.
- **Certified verification form is required from each jurisdiction**, except Massachusetts.
- Check if verification forms are attached: Yes No (no if using the Social Work Registry)

1) License Designation:		State/Province:	
License number:	Date Issued/Expiration date:		
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Revoked/suspended <input type="checkbox"/> Under investigation	<input type="checkbox"/> Other: _____
Basis for License:	<input type="checkbox"/> Examination <input type="checkbox"/> Endorsement	<input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting	<input type="checkbox"/> Other: _____
2) License Designation:		State/Province:	
License number:	Date Issued/Expiration date:		
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Revoked/suspended <input type="checkbox"/> Under investigation	<input type="checkbox"/> Other: _____
Basis for License:	<input type="checkbox"/> Examination <input type="checkbox"/> Endorsement	<input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting	<input type="checkbox"/> Other: _____
3) License Designation:		State/Province:	
License number:	Date Issued/Expiration date:		
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired	<input type="checkbox"/> Revoked/suspended <input type="checkbox"/> Under investigation	<input type="checkbox"/> Other: _____
Basis for License:	<input type="checkbox"/> Examination <input type="checkbox"/> Endorsement	<input type="checkbox"/> Reciprocity <input type="checkbox"/> Grandparenting	<input type="checkbox"/> Other: _____

Supervisor/Reference Contact Information:

- A reference form is required from each individual listed
- Check if reference forms are attached: Yes No (no if using the Social Work Registry)

1) Supervisor's Name			
Address:			
City:	State/Province:	Zip/Postal code:	
Daytime Phone: ()	Email:		
2) Reference's Name:			
Address:			
City:	State/Province:	Zip/Postal code:	
Daytime Phone: ()	Email:		

3) Reference's Name:					
Address:					
City:		State/Province:		Zip/Postal code:	
Daytime Phone:	()	Email:			

Applicant Attestations:

- Has a licensing/certification board in any U.S. or foreign jurisdiction taken any disciplinary action against you? Yes No
- Are you the subject of pending disciplinary actions by a licensing/certification board in any U.S. or foreign jurisdiction? Yes No
- Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in any U.S. or foreign jurisdiction? Yes No
- Have you ever applied for and been denied a professional license in any U.S. or foreign jurisdiction? Yes No
- Have you ever admitted to or been convicted of a felony or misdemeanor in any U.S. or foreign jurisdiction, other than a traffic violation with an assessed fine of less than \$200? Yes No

NOTE: please state the details of any "yes" answer on a separate sheet and attach the explanation to this application. The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of Registration of Social Workers to deny me the right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts' Law. I further attest that, pursuant to G.L. c. 62C, s. 49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law.

Applicant's signature: _____ Date: _____

(must be signed in the presence of a notary public; the signature date must correspond to the date of notarization)

<p>PHOTOGRAPH – attach recent 2" x 2" photograph here.</p>

Notary name (printed): _____ Date: _____

SEAL

Notary signature: _____ Commission Expires: _____

Applicant's Name: _____

NOTE: This page will not be retained with your application.

U.S. Social Security Number

Social Security Number (mandatory):

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NOTE: Pursuant to G.L. c. 62C, s. 47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Application Payment

Application Fees: (due with application)

Indicate application type and fee: (All fees are non-refundable and subject to change.)

<u>Application Type (check below)</u>	<u>Applicant is providing all documents (circle fee below)</u>		<u>Applicant using Social Work Registry (circle fee below)</u>
<input type="checkbox"/> New applicant (all licenses)	\$173.00	OR	\$203.00
<input type="checkbox"/> Reciprocity—LICSW	\$267.00	OR	\$327.00
<input type="checkbox"/> Reciprocity—LCSW	\$241.00	OR	\$301.00
<input type="checkbox"/> Reciprocity—LSW	\$213.00	OR	\$273.00
<input type="checkbox"/> Reciprocity—LSWA	\$187.00	OR	\$247.00

Payment Method:

- Certified check or money order- payable to ASWB (personal checks are not accepted)
OR
 Visa
 MasterCard
 Discover

Credit card number: _____ Exp. Date: _____ MM _____ YYYY

CID code (last 3 digits from signature panel on back of card) _____ Card Holder's Zip Code: _____

Card Holder's Name (please print): _____

Card Holder's Signature: _____

Affidavit & Release

I, the undersigned, hereby certify under oath that I am the person named in this application, that all statements I have made or shall make with respect thereto are true, that I am the original and lawful possessor of and person named in the various forms and credentials furnished or to be furnished with respect to my application, and that all documents, forms or copies thereof furnished or to be furnished with respect to my application are strictly true in every aspect.

I acknowledge that I have read and understand the instructions for completing this application and have answered all questions contained in the application truthfully and completely. I understand and agree that failure on my part to answer questions truthfully and completely may lead to my disqualification from the program and prosecution under appropriate federal, state and provincial laws, including a report of misconduct to the board in all jurisdictions where I am licensed.

I authorize and request every person, government agency (local, state, provincial, federal, foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me to furnish to the ASWB Social Work Registry any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the ASWB Social Work Registry or any of its agents or representatives to inspect and make copies of such documents, records, and other information in connection with this application.

I hereby release, discharge and exonerate the ASWB, its agents or representatives and any person furnishing information of any and all liability of every nature and kind arising out of my participation in the ASWB Social Work Registry. I authorize the ASWB to release information, material, documents, orders or the like relating to this application or me to any entity at my request.

Applicant's signature (must be signed in the presence of a notary public)

Applicant's PRINTED last name

Applicant's PRINTED first name, middle name and suffix (e.g. Jr.)

Date of signature (must correspond to date of notarization)

State/Province of _____, County of _____,
I certify that on the date set forth below the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document. The statements on this document are subscribed and sworn to before me by the applicant on this _____ day of _____, 20__.

Notary public signature: _____

Seal

My commission expires: _____



NOTE: Complete this authorization ONLY if using the Social Work Registry document service

Authorization for Release of Information, Documents and Records

I, the undersigned, do hereby authorize the ASWB Social Work Registry to collect, verify and maintain information and copies of documents and records regarding my education, licensure and employment that can subsequently be provided to professional licensing boards, hospitals and other entities when I apply for licensure, staff membership, employment or other privileges.

I request and authorize every person, institution, professional licensing board of any jurisdiction in which I hold or may have held a professional license, government agency (local, state, provincial, federal or foreign), law enforcement agency or other third parties and organizations, and their representatives, to release such information, records, transcripts and other documents concerning my professional qualifications and competence, ethics, character and other information pertaining to me to the ASWB Social Work Registry.

I further request and authorize that the requested information, documents and records be sent directly to:

**ASWB
Social Work Registry
P.O. Box 1508
Culpeper, VA 22701**

Indemnification and Release

I hereby indemnify, release, discharge and hold harmless from any and all liability:

1) The ASWB, its agents, representatives, directors and officers; 2) other agencies and institutions providing the information, their representatives, directors and officers; and 3) any third parties and organizations for any acts, communications, reports, records, transcripts, statements, documents, recommendations or disclosures involving me, made in good faith and without malice, requested or received by the ASWB Social Work Registry.

By my signature below, I acknowledge that information, documents and records required to be furnished by another organization, educational institution, individual or any person or groups of persons must be sent directly by such persons to ASWB. I understand that ASWB will not accept such information, records or documents forwarded by me.

A photocopy of this authorization shall be as valid as the original and shall be valid from the date signed.

Applicant's signature (must be signed in the presence of a notary public) Date of signature

Applicant's PRINTED last name, first name, middle name and suffix (e.g. Jr.)

Date of birth (month/day/year)

State/Province of _____, County of _____, I certify that on the date set forth below the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document. The statements on this document are subscribed and sworn to before me by the applicant on this _____ day of _____, 20____.

Notary public signature: _____ Seal

My commission expires: _____