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 currently licensed in another jurisdiction and are applying for an equivalent MA license.
- Please review the MA Social Work licensure requirements on page 7 of this application.
- If special accommodations are required, contact ASWB at 1-888-579-3926 to request the applicable forms. The Application for Disability Accommodations must be submitted to ASWB, Attn: CSC, P.O. Box 1508, Culpeper, VA 22701. The forms are also available at: www.aswb.org
- 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.
- Make a copy of your completed application before you return it to ASWB.
- Applicants will be notified in writing when the application has been approved or disapproved. If approved, applicants will also receive information regarding registering for the ASWB examination and a link to ASWB’s 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 9 of the application and request an official certified score report from 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: mass.sw.app@aswb.org

Fees

Application fees for new and reciprocity applicants are listed on page 12. 1) Application fees must be submitted with this application; 2) ASWB’s examination registration fee will be assessed and collected at the time of examination registration, if an examination is required; 3) Licensure fees will be assessed and collected after the applicant has met all examination and licensure requirements.

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

LICSW Applicants

1. An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 7 of this application. The transcript must be in a sealed school envelope.

2. Applicants must be currently licensed in Massachusetts at the LCSW level (or equivalent from another jurisdiction). Applicants must provide the license number.

3. Applicants must submit a total of three references (two professional and one supervisory). All references must be able to evaluate the applicant’s social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 13-14). Make additional copies as needed. The reference forms are not required to be submitted in a sealed envelope.

   a. Two professional individuals licensed at the LICSW level (or equivalent in another jurisdiction), 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 and jurisdiction.

   b. A clinical supervisor licensed at the LICSW level (or equivalent in another jurisdiction) shall complete sections A and B of a reference form and must document:

      i. For MSW graduates with a degree conferred date after August 31, 2011, a minimum of 3,500 hours clinical social work services experience obtained over a period of not less than two years after the issuance of a LCSW, or

      ii. For MSW graduates with a degree conferred date prior to August 31, 2011, a minimum of 3,500 hours clinical social work services experience obtained over a period of not less than two years after the MSW degree conferred date.

      iii. Documented 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 (with a maximum of 1 hour per week). If the experience is earned at a rate less than 35 hours per week, the experience and supervision hours must be computed on a pro-rata basis. Supervised work experience and hours must correspond to the dates listed on the reference form, or an explanation must be attached.

      iv. Supervisors must be licensed in the jurisdiction where the supervision takes place; out of state supervisors may not supervise work experience taking place in MA. All work experience must be complete as of the application date. If there are multiple supervisors, submit a separate form for each supervisor (ensuring that the documented dates do not overlap). Supervisors must provide their license number.

4. You must review the MassHealth enrollment requirement on page 5 of this application.

LCSW Applicants

1. An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 7 of this application. The transcript must be in a sealed school envelope.

2. 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 able to evaluate the applicant’s social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 13-14). Make additional copies as needed. The reference forms are not required to be submitted in a sealed envelope.

   a. Two professional individuals’ familiar with the applicant’s professional experience in the field of social work shall complete section A of a reference form.

   b. The most recent second year field placement supervisor shall complete sections A & B of a reference form.
LSW Applicants

1. An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 7 of this application. The transcript must be in a sealed school envelope.

2. Applicants must submit a total of three references (two professional and one supervisory). All references must be able to evaluate the applicant’s social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 13-14). Make additional copies as needed.
   a. Applicants with a BSW: a supervisor licensed at the LICSW or LCSW level (or equivalent) shall complete sections A & B of a reference form.
   b. 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; supervision must be a minimum of 100 hours of individual face-to-face supervision, at a rate of 1 hour for every 35 hours worked. If the experience is earned at a rate less than 35 hours per week, the experience and supervision hours must be computed on a pro-rata basis. If the supervisor does not hold a LICSW or LCSW, at least one of the other references shall hold a LICSW or LCSW. See page 6 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.

LSWA Applicants

1. An official, certified transcript is required for the highest relevant degree. Please review the educational requirements on page 7 of this application. The transcript must be in a sealed school envelope.

2. Applicants must submit a total of three professional references (section A only). At least one of the references shall hold a LICSW or LCSW. All references must be able to evaluate the applicant’s social work experience. The waiver of liability must be completed for each reference. The reference form is attached (pages 13-14). Make additional copies as needed.

New Applicant Summary Checklist

New licensure applicants must provide the following:

1. Application, signed and notarized
   - Signature date must correspond to the date of notarization
2. Payment by certified check or money order (payable to ASWB), or credit card information
3. Photograph
4. Official transcript of the highest relevant degree
5. A total of three reference forms completed per instructions
   - 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).
6. Signed and notarized criminal history acknowledgment form (attached)
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 15 of this packet may be used, or the issuing jurisdiction may use its own form.

2. Applicants must have passed the ASWB examination required for the appropriate level of licensure in Massachusetts. Refer to page 7 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 7 of this application for the applicable license level. The transcript must be in a sealed school envelope.

4. Three professional references shall complete section A of a reference form:
   a. All references must be able to evaluate the applicant’s social work experience.
   b. LCSW, LSW and LSWA applicants: at least one reference must be licensed at the LICSW or LCSW level, or equivalent. LICSW applicants: at least 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 13-14). Make additional copies as needed.

5. LICSW applicants must review the MassHealth enrollment requirement on page 5 of this application.

Reciprocity Applicants Summary Checklist

Reciprocity applicants must provide the following:

1. Application, signed and notarized
   - **Signature date must correspond to the date of notarization**

2. Payment by certified check or money order, payable to ASWB; or credit card information

3. Photograph

4. Official transcript of highest relevant degree

5. Two reference forms completed by professional individuals, and one reference form completed by an appropriately licensed social worker, as instructed above.

6. Certified verification from all prior licensing jurisdictions. The form included on page 15 of this packet may be used, or the issuing jurisdiction may use its own form

7. An official Certified Score Report of passed ASWB examination from ASWB (888-579-3926)

8. Signed and notarized criminal history acknowledgment form (attached)
MassHealth Enrollment Requirement

Additional Instructions for Applicants for Licensure as LICSW

Section 6401 of the Affordable Care Act requires that, for MassHealth services that must be ordered, referred or prescribed, the provider who ordered, referred or prescribed the service must be enrolled with MassHealth for the claim for the service to be payable.

Licensed Independent Social Workers are eligible to order, refer or prescribe services for MassHealth members and, under state law, must apply to enroll with MassHealth at least as ordering and referring (nonbilling) providers to obtain and maintain state licensure. Providers who are already enrolled with MassHealth have already met the requirement and do not need to take further action.

MassHealth has created a Nonbilling Provider Application for providers in provider types that are not eligible to enroll as fully participating providers. This application can also be used by providers who are eligible to enroll in MassHealth as fully participating providers but who choose not to now.

Providers who wish to apply to enroll as nonbilling providers must download the materials from the MassHealth website at [http://www.mass.gov/eohhs/provider/insurance/masshealth/aca/aca-section-6401enrollment-information.html](http://www.mass.gov/eohhs/provider/insurance/masshealth/aca/aca-section-6401enrollment-information.html) and send their completed and signed Nonbilling Provider Application and Nonbilling Provider Contract by mail to the MassHealth Customer Service Center (CSC) at:

MassHealth Customer Service Center  
Attn: Provider Enrollment and Credentialing  
PO Box 121205  
Boston, MA 02112-1205

Providers who enroll with MassHealth as nonbilling providers via the Nonbilling Provider Application are not fully participating MassHealth providers and are not eligible to submit claims to MassHealth.

Providers who have questions, or, if eligible, would like to request a fully participating provider application should contact the MassHealth Customer Service Center at 1-800-841-2900 with any questions or, if eligible, to request a fully participating provider application.
**ASWB Social Work Registry**  
*OPTIONAL SERVICE AVAILABLE TO 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 listed on pages 13-14. 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 12.**

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](http://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.

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

* 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: | □ Licensed Independent Clinical Social Worker (LICSW) |
|                            | □ Licensed Certified Social Worker (LCSW)           |
|                            | □ Licensed Social Worker (LSW)                     |
|                            | □ Licensed Social Work Associate (LSWA)            |

| Application Type:          | □ New Applicant                                    |
|                           | □ Reciprocity Applicant                            |

| Special Accommodations Required? | □ Yes (see instructions on page 1) |
|                                  | □ No                                          |

| Using ASWB’s Social Work Registry to obtain documents for you? (See page 5) | □ Yes (if yes, complete pages 16 & 17, and the waiver of liability section on page 13) |
|                                                                             | □ Yes, already a member of ASWB’s Social Work Registry |
|                                                                             | □ No (if no, applicant must furnish all the certified documents) |

Identification & Contact Information

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First:</th>
<th>Middle:</th>
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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/Another Name: __________________________________________________________

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<tr>
<th>Gender:</th>
<th>Female</th>
<th>Male</th>
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<tbody>
<tr>
<td>Birth Date:</td>
<td>____________</td>
<td></td>
</tr>
<tr>
<td>Place of Birth:</td>
<td>______________</td>
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**NOTE:** Your social security number is required on page 12 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 9 may be the same.

| Mailing Address: | ____________ |
|                 | ____________ |

Email address: (print clearly)

| Business phone: | ( ) - |
| Home phone:    | ( ) - |
| Cellular phone:| ( ) - |

**PHOTOGRAPH** - attach recent 2” x 2” photograph here.

Valor Act Status:

| □ Active Duty |
| □ Military Spouse |
| □ Veteran |
| □ None |
### Current Employment:

<table>
<thead>
<tr>
<th>Business name:</th>
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<tr>
<td>Current position:</td>
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<tr>
<td>Date started:</td>
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<table>
<thead>
<tr>
<th>Business Address:</th>
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<td></td>
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### 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)

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<tbody>
<tr>
<td>1) Degree/graduation date:</td>
<td>Major:</td>
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<tr>
<td>College name and address:</td>
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<tr>
<td>2) Degree/graduation date:</td>
<td>Major:</td>
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<tr>
<td>College name and address:</td>
<td></td>
</tr>
<tr>
<td>3) Degree/graduation date</td>
<td>Major:</td>
</tr>
<tr>
<td>College name and address:</td>
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</tbody>
</table>

### ASWB Examinations passed (if any):

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<tr>
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<tbody>
<tr>
<td>1) Exam level</td>
<td>Date</td>
</tr>
<tr>
<td>2) Exam level</td>
<td>Date</td>
</tr>
</tbody>
</table>
### 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: | ☐ Current ☐ Expired ☐ Revoked/suspended ☐ Under investigation ☐ Other: ____________________
Basis for License: | ☐ Examination ☐ Endorsement ☐ Reciprocity ☐ Grandparenting ☐ Other: ____________________

2) License Designation: | State/Province: 
--- | ---
License number: | Date Issued/Expiration date: 
Status: | ☐ Current ☐ Expired ☐ Revoked/suspended ☐ Under investigation ☐ Other: ____________________
Basis for License: | ☐ Examination ☐ Endorsement ☐ Reciprocity ☐ Grandparenting ☐ Other: ____________________

3) License Designation: | State/Province: 
--- | ---
License number: | Date Issued/Expiration date: 
Status: | ☐ Current ☐ Expired ☐ Revoked/suspended ☐ Under investigation ☐ Other: ____________________
Basis for License: | ☐ Examination ☐ Endorsement ☐ Reciprocity ☐ Grandparenting ☐ Other: ____________________

### Supervisor/Reference Contact Information:

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

1) Name (supervisor or reference): 
Address: 
City: | State/Province: | Zip/Postal code: 
--- | --- | ---
Daytime Phone: ( ) | Email: 

2) Name (supervisor or reference): 
Address: 
City: | State/Province: | Zip/Postal code: 
--- | --- | ---
Daytime Phone: ( ) | Email: 
3) Name (supervisor or reference):

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
</tbody>
</table>

Daytime Phone: ( ) Email:

Applicant Attestations:

1. Has a licensing/certification board in any U.S. or foreign jurisdiction taken any disciplinary action against you?  
   - Yes  
   - No

2. Are you the subject of pending disciplinary actions by a licensing/certification board in any U.S. or foreign jurisdiction?  
   - Yes  
   - No

3. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in any U.S. or foreign jurisdiction?  
   - Yes  
   - No

4. Have you ever applied for and been denied a professional license in any U.S. or foreign jurisdiction?  
   - Yes  
   - No

5. 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

6. LICSW APPLICANTS ONLY: You must have submitted a thoroughly completed fully participating or nonbilling provider application and signed provider contract to MassHealth.
   - I have complied

NOTE: please state the details of any 1 thru 5 “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—will 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.

By signing this form, you are providing your consent for the Massachusetts Boards of Registration and, where relevant, their supervising state agencies and the Massachusetts Executive Office of Health and Human Services, and where relevant, its provider enrollment vendor, to obtain, read, copy, and share with each other information regarding your MassHealth application and enrollment status and Massachusetts licensure status.

I certify under the pains and penalties of perjury that the information in this application has been reviewed and signed by me, and is true, accurate and complete, to the best of my knowledge. 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. I further certify under the pains and penalties of perjury that, if I am applying for licensure as a LICSW, I have submitted a completed application to be a fully participating or nonbilling provider to MassHealth. I understand that I may be subject to civil penalties or criminal prosecution for any falsification, omission, or concealment of any material fact contained herein.

Applicant’s signature: ____________________________ Date: __________________

Notary name (printed): ____________________________ Date: __________________ SEALS

Notary signature: ________________________________ Commission Expires: ____________

* Must be signed in the presence of a notary public
** Signature date must correspond with notarization date; the application must be received within 90 days of the date notarized
**Applicant’s Name:**

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

**U.S. Social Security Number**

<table>
<thead>
<tr>
<th>Social Security Number (mandatory):</th>
</tr>
</thead>
</table>

*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.*

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**Application Payment**

**Application Fees:** (due with this application) (All fees are non-refundable and subject to change.)

<table>
<thead>
<tr>
<th>Application Type (check below)</th>
<th>Applicant is providing all documents (circle fee below)</th>
<th>Applicant using Social Work Registry (circle fee below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ New applicant (all licenses)</td>
<td>$173.00 OR $203.00</td>
<td></td>
</tr>
<tr>
<td>□ Reciprocity—LICSW</td>
<td>$267.00 OR $327.00</td>
<td></td>
</tr>
<tr>
<td>□ Reciprocity—LCSW</td>
<td>$241.00 OR $301.00</td>
<td></td>
</tr>
<tr>
<td>□ Reciprocity—LSW</td>
<td>$213.00 OR $273.00</td>
<td></td>
</tr>
<tr>
<td>□ Reciprocity—LSWA</td>
<td>$187.00 OR $247.00</td>
<td></td>
</tr>
</tbody>
</table>

**Payment Method:**

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

<table>
<thead>
<tr>
<th>Credit card number:</th>
<th>Exp. Date: MM YYYY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CID code (last 3 digits from signature panel on back of card)</th>
<th>Card Holder’s Zip Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Card Holder’s Name (please print):</th>
<th>Card Holder’s Signature:</th>
</tr>
</thead>
</table>
This section must be completed by the licensure applicant

Applicant’s name: ____________________________________________

Maiden name or another name: ________________________________

Address: ____________________________________________________

City: ___________________________ State/Province: ______ Zip/Postal Code:_________

Date of graduation (highest degree):__________________________ Degree conferred: ____________

List the highest professional license held:

License: ______________________________ License Number/Jurisdiction _______________

License applied for (check one): ☐ LICSW ☐ LCSW ☐ LSW ☐ LSWA

WAIVER OF LIABILITY - must be completed by the licensure applicant

I, ___________________________________, hereby authorize ________________________________

Applicant’s name
Reference's name

(hereinafter “the reference”) to provide the Board of Registration of Social Workers with all information of any kind that the reference may, in his or her absolute discretion, deem relevant to my qualifications as an applicant. I hereby release and discharge the professional reference from all claims arising out of the provision of such information.

Applicant’s signature: __________________________ Date: __________________________

INFORMATION AND INSTRUCTIONS FOR REFERENCES

General information for references completing this form:

1. The Board assumes that you, in recommending this applicant, will be willing to interpret or to substantiate to the Board your recommendation, should the Board desire to contact you. The Board will keep all information confidential to the maximum extent permitted by law.

2. Complete this reference form only if the applicant has signed the above waiver of liability.

3. Professional References - complete section A and the signature block.

4. Supervision References - complete sections A and B and the signature block. NOTE: experience/supervision hours must correspond to employment dates, please explain if they do not

5. Return pages 1 and 2 of this reference form to the applicant in the envelope provided.
Applicant’s name: _______________________________________________________

A) ALL REFERENCES- Please complete section A:

Reference’s name: ______________________________ Title: ____________ License Type: _____________

• Reference’s license number & Jurisdiction: _______________ Relationship to applicant: _____________

• Dates the reference has known the applicant: from ___________ to ____________ MM/YY MM/YY

• Extent of knowledge of applicant’s professional and ethical behavior:
  □ Thorough  □ Moderate  □ Limited

• Based on my experience, to the best of my knowledge, the applicant is an individual of good moral
  character: □ Yes  □ No  (If no, please explain on a separate sheet)

• Quality and extent of endorsement:
  □ Without reservation  □ With reservation  □ No recommendation
  (If with reservation or no recommendation, please explain on a separate sheet)

B) SUPERVISION REFERENCES ONLY- Please complete sections A and B:

• Supervisor’s degree  College/University  Major  Date of degree

• I certify that I supervised the above applicant in the field of social work at the following
  organization: ___________________________ from * ___________ to * ___________
  organization  MM/DD/YY MM/DD/YY

• The applicant worked _____ hours per week for _____ weeks for a total of * ____ work hours

• I supervised _______ hours per week for a total of * _______ hours of face-to-face supervision

• Applicant’s title: ___________________________ Note: * supervision/experience hours must correspond to dates listed

• Applicant’s duties/responsibilities: ____________________________________________________________

• Areas of applicant’s specialties: ________________________________________________________________

Reference’s signature: ______________________________ Date: ______________________________

Address: __________________________________________ Phone: __________________________

City: ___________________________ State/Province: ______ Zip/Postal Code: ____________
Licensure Verification
(Use this form **ONLY** if you currently hold or ever held a license in a jurisdiction other than Massachusetts)

Board instructions: return this verification form to the applicant in a sealed envelope

<table>
<thead>
<tr>
<th>Licensee’s name:</th>
<th>License Number:</th>
</tr>
</thead>
</table>

The Social Work licensing board verifies the following:

1. This certifies that the above-named individual was issued a license or registration to practice as a:
   - [ ] Social Worker
   - [ ] Masters Social Worker
   - [ ] Independent Social Worker
   - [ ] Clinical Social Worker
   - [ ] Other, please explain: ____________________________

   License title: __________________________________ License designation: _______________

2. License or registration was issued based upon:
   - [ ] Examination
     - Exam passed: __________________
     - Date exam taken: _______________
   - [ ] Endorsement
     - State/Province: __________________
   - [ ] Reciprocity
     - Grandparenting
   - [ ] Other, please explain: _______________________

3. The board verified that this individual holds a social work degree:

   - [ ] Yes
   - [ ] No

The license was based on this degree:
   - [ ] BSW
   - [ ] MSW
   - [ ] Social Work Doctorate
   - [ ] Other (please specify below)

   Degree: ____________________________________________ Subject: _____________________________________

4. A program accredited by CSWE or CASSW issued the degree:

   - [ ] Yes
   - [ ] No

5. This license required documented post-masters-degree supervised experience:

   If yes, how much experience was required? _____________ years ____________ hours

   Qualifications of the individual who provided supervision:

6. The license or registration is currently:

   - [ ] Active
   - [ ] Expired
   - [ ] Inactive
   - [ ] Other, please explain: _______________________

7. This individual has been subject to disciplinary action that is public information:

   - [ ] Yes
   - [ ] No

8. There is pending disciplinary action against this individual that is public information:

   - [ ] Yes
   - [ ] No

9. There are unresolved complaints regarding this individual that are public information:

   - [ ] Yes
   - [ ] No

10. If questions 7, 8, or 9 are answered “yes”, an explanation follows. Other information that the board can share about the licensee that might affect another board’s licensing decision:

    Board Signature/Date: _______________________________________

    (Board Seal) Title: _______________________________________

    Social Work Licensing Board/Jurisdiction: _____________________

    Email Address/Phone Number: ________________________________
NOTE: Complete this affidavit ONLY if using the Social Work Registry
document service.

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: ______________________________________
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: ____________________________
The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, “Division of Professional Licensure”] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (“DCJIS”). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me. If subsequent CORI checks are necessary, the Division of Professional Licensure will provide me with written notice of the subsequent CORI checks.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

_________________________________  _________________________________
Signature      Date

Please provide the name of the board of registration and license type for which you are applying or currently hold:

_________________________________  _________________________________
Board of Registration     License Type

NOTE: THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM WILL NOT BE ACCEPTED UNLESS IT HAS BEEN SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS COMPLETED THE “VERIFICATION BY NOTARY SECTION” ON PAGE TWO, DOCUMENTING THAT SAID NOTARY HAS VERIFIED THE IDENTITY OF THE SIGNER THROUGH SATISFACTORY EVIDENCE OF IDENTIFICATION.
SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name   *First Name   Middle Name   Suffix

*Maiden Name (or another name(s) by which you have been known)

*Date of Birth   Place of Birth

*Last Six Digits of Your Social Security Number: ________ - ___________

Sex: ______    Height: ____ ft. ____ in.   Eye Color: _________

Driver’s License or ID Number: ___________________ State of Issue: ___________________

Current and Former Addresses:

Street Number & Name   City/Town   State   Zip

Street Number & Name   City/Town   State   Zip

IDENTITY VERIFICATION SECTION: Prior to submission to the Board’s application vendor, this Section must be completed.

VERIFICATION BY NOTARY:

On this _____ day of _____________, 20____, before me, the undersigned notary public, personally appeared __________________________ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:

☐ Passport ☐ State-issued driver’s license ☐ Military identification ☐ State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public:       Notary Commission Expires On