



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234

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**March 1, 2010**

**TO: Licensure-qualifying graduate social work programs**

**FR: David Hamilton, Ph.D. LMSW, Executive Secretary**

**RE: Requirements for licensure as an LMSW in New York**

I am writing to provide you with information about the process by which students may be licensed in the social work professions under New York Law. Please share this information with faculty, field instructors and students, as you see fit, so that students can proceed in a legal manner after graduation.

Effective September 1, 2004 an individual must be licensed, hold a limited permit, or be in an exempt setting (as defined in statute<sup>1</sup>) in order to practice licensed master social work or licensed clinical social work in New York. An individual who practices without authorization, such as a permit, even under supervision could face questions about his/her moral character for licensure. A licensed supervisor who delegates activities to an unauthorized person could be charged with unprofessional conduct, under Part 29 of the Regents Rules.

A student must be licensed as an LMSW in order to practice the profession, as defined in law. There is no direct route to licensure as an LCSW—in order to legally meet the experience requirements, an individual must first be licensed as an LMSW and meet all requirements in law.

**Applying for LMSW:** A student may apply for licensure as an LMSW at any time by submitting the application (Form 1) and fee (\$294). Your graduate school must submit Form 2 to verify that you have met the degree requirements or received the degree. We do not require a transcript from graduates of NYSED-registered programs. Every graduate of a registered program has also completed the course work in child abuse identification and does not need to complete this separately.

**Master's Examination:** When the Department has approved the application for licensure and the graduate education, the student will be eligible to take the ASWB examination. The Department notifies the examination vendor, ASWB, and sends the student a letter with instructions on how to register. An applicant may only take the ASWB Master's examination which demonstrates minimal competence for entry-level practice of the profession. The student must submit the ASWB application and fee to schedule the examination. ASWB provides the examination at sites across New York on a daily basis. The student's score will be reported to the Department by ASWB. Students can access more information about the examination development, content, and scoring at [www.aswb.org](http://www.aswb.org).

**Moral Character:** The Education Law requires an applicant for a limited permit or license to be of good moral character as determined by the Department. You must report on your application for licensure (Form 1) any criminal arrests or convictions or disciplinary action in another licensed profession. This information will be reviewed to determine if you are of good moral character and eligible for the permit and/or license.

**Limited Permit:** In order to practice after graduation, you must have a limited permit issued by the Department. The permit authorizes practice under the supervision of an LMSW or LCSW in a setting that is

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<sup>1</sup> Nothing in this act shall prohibit or limit the activities or services on the part of any person in the employ of a program or service operated, regulated, funded, or approved by the department of mental hygiene or the office of children and family services, or a local governmental unit as that term is defined in article 41 of the mental hygiene law or a social services district as defined in section 61 of the social services law, provided, however, this section shall not authorize the use of any title authorized pursuant to article 154 of the education law, except as otherwise provided by such articles, except that this section shall be deemed repealed on June 1, 2010.

authorized to provide professional services. The supervisor is responsible for all services provided by the permit holder. The permit is valid for one year and may not be renewed. Additional permits may be issued for approved settings and supervisors, upon filing of a new Form 5 but an additional fee is not required. If you practice in more than one setting, you must have a permit displayed in each setting. If you practice under more than one supervisor, all supervisors must be named on the permit.

**Licensure:** When you have met the examination requirement, the Department may issue a license and three-year registration. You must notify the Department within 30 days if you move or change your name. You will receive a renewal notice every three years and must be registered to practice the profession. It is your responsibility to practice in accordance with the scope of practice, as defined in the Education Law, and Part 29 of the Regents Rules, which define unprofessional conduct in the professions. The laws, rules and regulations are on our web site: [www.op.nysed.gov/sw.htm](http://www.op.nysed.gov/sw.htm).

**Clinical Social Work:** An LMSW may only practice clinical social work under supervision of an LCSW, licensed psychologist or psychiatrist in a setting authorized to provide professional services including psychotherapy. In order to become an LCSW, the applicant must meet all requirements for licensure in that profession, including an application and fee, clinical MSW degree acceptable to the Department, three-years of post-MSW supervised experience in diagnosis and psychotherapy, acceptable to the Department, acceptable moral character and clinical examination.

**Other jurisdictions:** The requirements for licensure are established by each jurisdiction and can be accessed through the ASWB web site: [www.aswb.org](http://www.aswb.org).

Students can access application materials and instructions, as well as practice guidelines developed by the State Board for Social Work, on the web: [www.op.nysed.gov/sw.htm](http://www.op.nysed.gov/sw.htm). If there are changes in the laws, rules and regulations, or the application materials in the future, those would be posted on the web.

Thank you for your contribution to social work education and the protection of the public through effective regulation of professional practice.