



CHECKLIST FOR LICENSE APPLICATION

GENERAL INSTRUCTIONS

Applying for a social work license begins with completing an application, which includes basic questions about legal name, address, age, SSN, employment, and education, etc. Applicants for LSW, CSW and LCSW licensure complete the same application form, available at bsw.ky.gov.

- ✓ Complete all fields, date and sign the application form
 - ✓ Use the checklists to ensure your application packet is complete
 - ✓ Include all requested attachments
 - ✓ Include \$25 nonrefundable application fee, check or money order payable to the Ky. State Treasurer
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- Name application must match official government issued identification (driver's license or passport).
 - Keep a copy for your records.
 - Mail the application packet to Board of Social Work, 125 Holmes Street, Suite 310, Frankfort KY 40601.
 - Allow up to 3 weeks for *completed* applications to be processed.
 - The board will notify you by email; you will *not* receive a separate notice by US mail.

*CANDIDATES REPORTING A PRIOR CONVICTION OR DISCIPLINARY ACTION

PLEASE INCLUDE WITH YOUR APPLICATION:

- Written explanation of incident from candidate
- Certified copies of records
 1. Disciplinary records: obtain a copy of the final order from the licensure board; or
 2. Criminal records: obtain certified copies of the following records from the Court Clerk
 - Copy of Police Report or Grand Jury Indictment
 - Certified copy of Judgment of Conviction
 - Certified copy of Judgment or Sentencing Order

If the sentence was probated or paroled, include:

1. Signed release form authorizing the Probation or Parole Office to provide a written statement or report to the Board of Social Work;
2. Written statement or report from the Probation or Parole Office to the Board of Social Work that confirms that the probation / diversion / parole was successfully completed; and
3. Proof that all fines, fees, courts costs, and restitution was paid in full, if any.

See KRS Chapter 335B for information on occupational licensing standards for individuals with prior convictions.

Checklists for licensure candidates continued on the next page . . .

CHECKLISTS FOR LSW, CSW, AND LCSW

Licensed Social Worker (LSW)

COMPLETE AND SIGN THE FORM AND INCLUDE THE FOLLOWING ATTACHMENTS:

- \$25 nonrefundable application fee**; check or money order payable to the KY State Treasurer
- Current Job Description on agency letterhead and signed by the executive director, agency director, or the individual who heads the office** (for your job now – even if your job is not in social work)
- Official Transcript** conferring your baccalaureate degree in social work or social welfare program (CSWE) OR baccalaureate degree and equivalent courses, if any (see [201 KAR 23:120](#))
- Official License Verification** from any other jurisdiction in which you currently hold or held a license (must include disciplinary action, if any)
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1. Certified Social Worker (CSW)

COMPLETE AND SIGN THE FORM AND INCLUDE THE FOLLOWING ATTACHMENTS:

- \$25 nonrefundable application fee**; check or money order payable to the KY State Treasurer
- Current Job Description on agency letterhead and signed by the executive director, agency director, or the individual who heads the office** (for your job now – even if your job is not in social work)
- Official Transcript** conferring your Master's degree or doctorate in social work (CSW)
DO NOT INCLUDE YOUR UNDERGRADUATE TRANSCRIPT
- If you hold a Master's category license from any other jurisdiction, include **ASWB Exam Official Score Transfer Report (Master's exam)** (contact [aswb.org](#))
- Official License Verification** from any other jurisdiction in which you currently hold or held a license (must include disciplinary action, if any)

2. Licensed Clinical Social Worker (LCSW)

COMPLETE AND SIGN THE FORM AND INCLUDE THE FOLLOWING ATTACHMENTS:

- \$25 nonrefundable application fee**; check or money order payable to the KY State Treasurer
- Current Job Description on agency letterhead and signed by the executive director, agency director, or the individual who heads the office** (for your job now – even if your job is not in social work)
- Official Transcript** conferring your Master's or doctorate degree in social work (CSWE)
MSW TRANSCRIPT NOT NEEDED IF LICENSED AS A CSW IN KY – ON FILE
- ASWB Exam Official Score Transfer Report (Clinical exam)** (contact [aswb.org](#))
NOT NEEDED IF LICENSED AS A CSW IN KY
- Official License Verification** from any other jurisdiction in which you currently hold or held a license (must include disciplinary action, if any)
NOT NEEDED IF LICENSED AS A CSW IN KY
- Documentation of two years post-master's supervised clinical social work experience**:
 - ✓ 200 hours documented on Kentucky form ("[Supervised Experience Documentation Form](#)")
 - ✓ By the LCSW Supervisor of Record and each LCSW Additional Supervisor

Instructions for out-of-state LCSW candidates continued on next page . . .

OUT-OF-STATE CANDIDATES APPLYING FOR LCSW LICENSE

LCSWs licensed in another jurisdiction must document one of the following criteria:

1. **Licensed *less than 5 years*, document 200 hours of supervised experience**

- Two years post-master's supervised clinical practice experience; and
- 200 hours of clinical supervision provided by a licensed clinical social worker who:
 - ✓ Was licensed as a licensed clinical social worker (or equivalent) for a minimum of 3 years at the time the supervision was provided to the candidate;
 - Supervisors' clinical licensure must be documented by *official verification* of the supervisors' license; and
 - A copy of a resume for each LCSW supervisor.
 - ✓ Documented on Kentucky form ("Supervised Experience Documentation Form") or
 - ✓ Documented on an out-of-state form which provides necessary details about qualifications of hours of supervision, names and credentials of supervisors, clinical practice, and time period

OR

2. **Licensed and practiced as a licensed clinical social worker for *five (5) years or more***

Examples of documentation which must cover the 5 year period:

- **Official job description(s)**
 - ✓ On agency letterhead signed and dated by executive director, agency director, or individual who heads the office; and
 - ✓ Job description(s) describing clinical social work duties with start and end dates of employment.
- **Letter(s) approving the candidate as a "credentialed provider"**
 - ✓ Government insurance companies such as Medicare, Medicaid, Tricare; or
 - ✓ Private health insurance providers.
- **Standard employment form(s)**
 - ✓ Federal civilian employee: Standard Form 50; or
 - ✓ Active member of the U.S. Armed Services.
- **Certificate(s) of Liability Insurance**
 - ✓ Coverage for practice of clinical social work services covering a five-year period
 - ✓ Insurance Declaration Page

SOCIAL WORK LAWS AND ADMINISTRATIVE REGULATIONS: Every jurisdiction has its own licensure laws, regulations, and titles for social work. Read Kentucky laws on social work licensure and practice below:

- Kentucky Code of Ethical Conduct: [201 KAR 23:080](#)
- Kentucky Revised Statutes (KRS): [KRS 335.010 to 335.160](#)
- Kentucky Administrative Regulations (KAR): [201 KAR 23:015 to .140](#)