

LICENSURE PROCESS HANDBOOK

VIRGINIA BOARD OF SOCIAL WORK

The DHP mission is to ensure safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to health care practitioners and the public.

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NOTE: The information contained in this handbook is subject to change at any time.
All current information can be found at <http://www.dhp.virginia.gov/social>

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Please read and become familiar with the [Regulations Governing the Practice of Social Work](#) prior to submitting your application.

The board primarily communicates through email.

Please ensure that you add the board's email address (socialwork@dhp.virginia.gov) to your safe recipient list to ensure that you receive all email communication from board staff.

LCSW SUPERVISION AND EXAMINATION LICENSURE PROCESS

The LCSW is a clinical license to practice at the autonomous level. This license is applicable to MSW degree applicants with supervision.

ANY PERSON PURSUING A CLINICAL SOCIAL WORK LICENSE (LCSW) BY EXAMINATION WILL NEED TO:

1. Successfully graduate with a MSW degree with a “[clinical course of study](#)” from a [CSWE accredited program](#)
2. [Apply](#) for Supervision Approval
3. Gain post-MSW degree supervised experience in the delivery of “[clinical social work services](#)”
4. [Apply](#) for LCSW Licensure by Examination
5. Pass the [ASWB](#) Clinical level examination

A DETAILED LOOK AT HOW TO BECOME LICENSED AS A LCSW IN VIRGINIA:

From start to finish, the process of becoming a LCSW in Virginia takes years to complete. There are several forms that you will need to complete and submit for consideration. This information can be a valuable tool to use throughout the process.

EDUCATION:

The Regulations require that you successfully complete a Master of Social Work (“MSW”) program which includes a clinical course of study from a Council on Social Work Education (“CSWE”) accredited school. Please double check that your MSW program is accredited before submitting an application for supervision or licensure.

A **clinical course of study** means graduate course work that includes specialized advanced courses in human behavior and the social environment, social justice and policy, psychopathology, and diversity issues; research; clinical practice with individuals, families, and groups; and a 600 hour clinical practicum that focuses on diagnostic, prevention, and treatment services.

If you have otherwise met the requirements for a clinical course of study but did not have a minimum of 600 hours in a supervised field placement/practicum, you can obtain the deficient amount of hours during your post-MSW supervision experience. For example, if you received 500 hours of practicum experience during your MSW program, you would need to complete 3,100 hours of post-MSW supervision experience (rather than the 3,000 hours that are required for those who completed a 600 hour practicum experience).

If you do not meet all of the requirements for a clinical course of study, you will need to complete the required coursework prior to submitting an application for approval. The Board is unable to approve an application without the minimum competencies required.

An official transcript with conferral date of your degree is required with your application. Letters of good standing will *not* be accepted.

APPLYING FOR SUPERVISION APPROVAL:

Once you receive your MSW degree, you should apply and gain board-approval of your supervision prior to counting hours toward licensure. Supervised post-master's degree experience in all settings obtained in Virginia without prior written board approval will not be accepted toward licensure.

You will need to have an established proposed supervisor and location prior to submitting your application for Registration of Supervision. The board does not have a list of available supervisors, but we suggest you contact one of the professional social work associations which may be able to provide this information. You can also check with your employer or other applicants who have been through the registration process.

Please note that supervision can be obtained in a paid or volunteer setting.

You will need to begin the application process [online](#). You will provide demographical information, supervision worksite information including your proposed location and supervisor, education information including practicum and graduate degree information and answers to licensure questions. This is considered the first step of the process.

At the end of your online application, you will have an opportunity to print supporting documentation that you will need to mail into our board office for consideration. This information includes a registration form to be completed by you and your supervisor detailing your clinical social work services to be provided while under supervision, your official transcript, verification of education/practicum, certificate of your proposed supervisor's training and name change documentation (if applicable).

Any addendums to the application must be signed and dated by both the supervisee and supervisor. Prior to mailing your supplemental documentation to the [board](#), we strongly encourage you to verify that your packet is complete and includes all required forms. A completed application packet provides the best opportunity to avoid delays in approving your information. You should make every effort to mail this information in one complete packet to our board office for consideration. Your online checklist will be updated as documentation is received. This should be your primary source of status.

NOTE: Incomplete applications will be kept as active for one year from the date of payment. If your application is not completed in the one year timeframe, you will be required to re-apply by submitting a new application, [fee](#), and documentation.

Your [online checklist](#) will be updated as documentation is received. This should be your primary source of status. Once all documentation has been submitted, your application will be administratively reviewed for completeness. Board staff will send you an email regarding the status of your application once evaluated. If approved for supervision, you and your supervisor will be emailed an approval letter with an effective date to begin counting hours toward licensure. At this point, you may begin supervision!

OUT-OF-STATE SUPERVISION: Supervision completed in another jurisdiction can possibly count towards licensure if it meets the requirements of that jurisdiction. The board will not approve this supervision until you have completed your supervised experience and apply for licensure. It may be beneficial for you to have your past supervisor(s) complete Virginia's Verification of Clinical Supervision form. This information must be kept in your possession until you are ready to apply for licensure.

ADDING OR CHANGING REGISTRATION OF SUPERVISION:

A new online application, documentation, and [fee](#) must be submitted for approval for any change in supervision (i.e. a location add/change, supervisor add/change, or any change in job responsibilities). Please note that a change to already approved supervision (currently active) does not require that your practicum or education information is re-reviewed.

REQUIREMENTS FOR SUPERVISORS:

Supervisors must have an active LCSW in Virginia with at least two years of post-licensure clinical social work experience. They must also have professional training in supervision, consisting of a three credit-hour graduate course in supervision *or* at least 14 hours of continuing education offered by a provider approved under [18VAC140-20-105](#). This training must be completed within five years prior to the submission of the registration of supervision application.

IMPORTANT SUPERVISION NOTICE! Once supervision is approved, your supervisor is responsible for the social work activities of the supervisee at the approved supervision location.

TERMINATION OF SUPERVISION:

If supervision terminates, the supervisor will be responsible for notifying the [board](#) office by completing the [Request for Termination of Supervision](#) form (by email, fax or mail). Your supervisor should complete the Verification of Clinical Supervision form at the end of your experience. The supervisee must keep this form in their records until they are ready to apply for licensure.

GAINING POST-MSW DEGREE EXPERIENCE TOWARD LICENSURE:

Once approved to begin supervision, you will need to meet the following requirements throughout your supervision experience:

- Complete a minimum of 3,000 hours of post-MSW of “clinical social work services” and ancillary services in your supervised experience which is to be obtained while working at your part-time or full-time clinical job;
- Meet with your supervisor for 1-4 hours per week for a total of 100 hours of individual face-to-face supervision (Note that you may obtain group supervision, but only 50 of the 100 hours can be counted);
- Meet with clients face-to-face for minimum of 1,380 hours while providing clinical social work services;
- Complete your supervision in 2-4 consecutive years (i.e. 24 months – 48 months).

For example:

- If Mary started her supervision in January 2005 and ended supervision in February 2006, that would total 13 months of supervision. If she began supervision again in June 2007

and ended supervision in May 2008, she would have acquired another 11 months of supervision.

- January 2005 – February 2006 = 13 months
- June 2007 – May 2008 = 11 months
- January 2005 – May 2008 = 40 months which is less than four years of supervision

Another example:

- If John started his supervision in March 2004 and ended supervision in July 2005, that would total 16 months of supervision. If he began supervision again in April 2008 and ended supervision in December 2008, which would total 8 months of supervision; however it would be over the four year timeframe to gain supervision hours and the entirety of the hours accumulated could not count towards licensure.
 - March 2004 – July 2005 = 16 months
 - April 2008 – December 2008 = 8 months
 - March 2004 – December 2008 = 57 months which is over four years of supervision

What are clinical social work services? The board's definition is the application of social work principles and methods in performing assessments and diagnoses based on a recognized manual of mental and emotional disorders or recognized system of problem definition, preventive and early intervention services and treatment services, including but not limited to psychotherapy and counseling for mental disorders, substance abuse, marriage and family dysfunction, and problems caused by social and psychological stress or health impairment.

What is face-to-face supervision? The board's definition is the physical presence of the individuals involved in the supervisory relationship during either individual or group supervision or the use of technology that provides real-time, visual contact among the individuals involved.

Did you know....? While under supervision, you may not directly bill for services rendered or in any way represent yourself as an independent, autonomous practitioner, or licensed clinical social worker. During the supervised experience, you should use your name and the initials of your degree, and the title "**Supervisee in Social Work**" in all written communications. Clients should be informed in writing of your supervision status and your supervisor's name, professional address, and phone number. Additionally, Supervisees cannot supervise the provision of clinical social work services provided by another person.

SUPERVISION LOGS:

Throughout your supervision experience, you and your supervisor are required to keep supervision logs of which clients were the subject of supervision. Supervision logs should include the date of individual/group supervision, the duration of the supervision meeting, topic of discussion, clinical social work services provided throughout the week, number of hours obtained in face-to-face client contact, and evaluation of supervisee's knowledge and competency in identified theory base, application of a differential diagnosis, establishing and monitoring a treatment plan, development and appropriate use of the professional relationship, assessing the client for risk of imminent danger, and implementing a

professional and ethical relationship with clients. A template supervision log is available on the board's [website](#).

IMPORTANT! You will not need to submit your logs with your application for licensure; however you will be required to submit these supervision logs *if requested* by the board for verification purposes.

Please note that your supervisor is required to maintain these logs for five years post-supervision.

APPLYING FOR LCSW LICENSURE BY EXAMINATION:

Once you believe that your supervision experience is complete, you will need to complete and submit the online [LCSW by Examination application](#), application [fee](#), [Verification of Clinical Supervision form](#) completed by your supervisor(s), and a current report from the [U.S. Department of Health and Human Services National Practitioners Data Bank](#) (NPDB). In most cases, education documentation is not needed if supervision was previously approved. If you hold a license in another state, regardless if it is active, inactive, expired, etc. You must submit a license verification from that state.

What is the NPDB report? The NPDB is an electronic information repository created by Congress. The report contains certain adverse actions related to health care practitioners as reported by other organizations. This report will be used to help determine eligibility for licensure. The report is confidential as part of your licensure file.

Any addendums to the application must be signed and dated by both the supervisee and supervisor. Prior to mailing your supplemental documentation to the [board](#), we strongly encourage you to verify that your packet is complete and includes all required forms. A completed application packet provides the best opportunity to avoid delays in approving your information. You should make every effort to mail this information in one complete packet to our board office for consideration.

Your [online checklist](#) will be updated as documentation is received. This should be your primary source of status. Once all documentation has been submitted, your application will be administratively reviewed for completeness. Board staff will send you an email regarding the status of your application once evaluated.

EXAMINATION INFORMATION:

You will need to contact the [ASWB](#) to schedule your examination once board approved. The ASWB candidate handbook is available for downloading as a PDF document at <https://www.aswb.org/wp-content/uploads/2013/12/Candidate-Handbook.pdf>. It outlines the fee schedule, describes the testing system and provides instructions for scheduling your examination with ASWB. Information regarding test sites, reporting time, as well as other pertinent information, will be provided by the ASWB after you have made your reservation.

Your approval letter to take the examination contains an expiration date as a deadline to pass the examination. If you fail the examination, you must wait 90 days before taking the exam again.

A candidate approved by the board to sit for an examination is required to pass the exam within two years of the date of the initial board approval. If you have not passed the examination by the end of the

two-year period, you shall re-apply according to the requirements of the regulations in effect at that time. If you do not pass the exam during the second two-year period, you must register for supervision and complete one additional year as a supervisee before a third two-year period approval can be considered.

HELPFUL TIP: Please take into consideration that the ASWB must download your exam approval to their system. You should allow for an appropriate amount of time after your approval is granted to contact the ASWB. This is typically completed the same day once board staff enters your information.

The Regulations Governing the Practice of Social Work does not grant the board authority to approve examination extensions.

RECEIVE LCSW LICENSE:

When you pass the exam, the ASWB will automatically transfer your scores to our board office. Score reports are provided on a weekly basis. You will be licensed as soon as possible following the receipt of your passing score. Board staff will email you once you are licensed. The email contains helpful information regarding your license. Staff will also mail your paper license and certificate to you within 30 days to the address on record with the board.

If your address has changed from the time that you submitted your LCSW application to when you passed your examination, please [notify](#) our board office as soon as possible in writing by email, fax or regular mail.

GROUND TO DENY AN APPLICATION:

Grounds to deny a license may be found in Regulation 18VAC140-20-160 of the board's [Regulations Governing the Practice of Social Work](#). If grounds exist to deny an application for registration or licensure, your application will not be approved by board staff, and you will be so notified and offered an opportunity to meet with an Special Conference Committee of the board to determine if the license should be denied, issued, or issued conditionally. You will not be allowed to take any required examinations if grounds exist to deny the application, until reviewed and approved by the board.

LSW and LCSW ENDORSEMENT LICENSURE PROCESS

Virginia does not have reciprocity with any state. All applicants are required to complete the application process. You may apply at any time. It is not required that you have a Virginia address in order to apply by for licensure.

ANY PERSON APPLYING BY ENDORSEMENT FOR A SOCIAL WORK LICENSE WILL NEED TO:

1. Hold an active, unrestricted social work licensure in another state at the level comparable to the level in which they are applying in Virginia
2. Submit evidence of a passing score for the [ASWB](#) examination comparable to the level in which they are applying in Virginia
 - If you have not passed the ASWB examination required under [Regulation 18 VAC 140-20-70](#), the Board may approve you to take the exam. You will not be licensed until you have successfully passed the examination required.
3. Provide post-licensure experience verification or submit evidence of supervision
 - Note: This step is not applicable for LSW applications by endorsement for those holding a MSW degree
4. [Apply](#) for Licensure by Endorsement and submit all supporting documentation

APPLYING FOR LICENSURE BY ENDORSEMENT:

You will need to begin the application process [online](#). You will provide demographical information, licensure history, and answers to licensure questions. Your application [fee](#) will be required at this time.

At the end of your online application, you will have an opportunity to print supporting documentation that you will need to mail into our Board office for consideration. This information includes out-of-state licensure verification, ASWB scores (if applicable), verification of post-licensure active practice/supervision experience and name change documentation (if applicable) and a current report from the [U.S. Department of Health and Human Services National Practitioners Data Bank](#) (NPDB).

What is the NPDB report? The NPDB is an electronic information repository created by Congress. The report contains certain adverse actions related to health care practitioners as reported by other organizations. This report will be used to help determine eligibility for licensure. The report is confidential as part of your licensure file.

What is “active practice”? It means post-licensure practice at the level of licensure for which you are seeking licensure in Virginia and shall include at least 360 hours of practice in a 12-month period. Your “active practice” should be counted from the time that you were licensed in another jurisdiction for a minimum of 24 out of the past 60 months.

What is considered supervision experience? Verification of your supervision experience should document minimum competency of supervision. This should include a copy of your licensure file from the state originally licensed, completion of Virginia's Verification of Clinical Supervision form from your supervisor, or a copy of the Regulations that were effect at the time that you were originally licensed in another jurisdiction.

Note: Your ASWB test scores should be requested once your online application has been submitted. The ASWB test scores will be sent directly to the Board office.

Helpful Information: License verifications may be printed directly from your issuing State's website. Online license verification will be accepted if they provide the issue and expiration date, type of license held, and any information regarding public disciplinary action.

Prior to mailing your supplemental documentation to the [board](#), we strongly encourage you to verify that your packet is complete and includes all required forms. A completed application packet provides the best opportunity to avoid delays in approving your information. You should make every effort to mail this information in one complete packet to our board office for consideration.

Your [online checklist](#) will be updated as documentation is received. This should be your primary source of status. Once all documentation has been submitted, your application will be administratively reviewed for completeness. Board staff will send you an email regarding the status of your application once evaluated.

If you are approved for licensure, you will receive an email with helpful information regarding your new license. You should continue to monitor the Regulations Governing the Practice of Social Work for any updates or changes. Staff will mail your paper license and certificate to you within 30 days of licensure. If your address has changed since submitting your application, please contact Board staff as soon as possible.

NOTE: Incomplete applications will be kept as active for one year from the date of payment. If your application is not completed in the one year timeframe, you will be required to re-apply by submitting a new [fee](#) and new documentation.

GROUND TO DENY AN APPLICATION:

Grounds to deny a license may be found in Regulation 18VAC140-20-160 of the Board's [Regulations Governing the Practice of Social Work](#). If grounds exist to deny an application for licensure, your application will not be approved by Board staff, and you will be so notified and offered an opportunity to meet with the Special Conference Committee of the Board to determine if the license should be denied, issued, or issued conditionally. You will not be allowed to take any required examinations if grounds exist to deny the application, until reviewed and approved by the Board.

LSW BY EXAMINATION LICENSURE PROCESS

The LSW is a case management license applicable to BSW (with supervision) or MSW (with no supervision) degree applicants. This license is not a prerequisite for clinical licensure.

APPLYING FOR LSW LICENSURE WITH A MSW DEGREE

ANY PERSON PURSUING A SOCIAL WORK LICENSE (LSW) IN VIRGINIA HOLDING A MSW DEGREE WILL NEED TO:

1. Successfully graduate with MSW degree from a [CSWE accredited program](#)
2. [Apply](#) for LSW by Examination and submit all supporting documentation
3. Pass the [ASWB Bachelors level examination](#)

APPLYING FOR LSW LICENSURE WITH A MSW DEGREE:

You will need to begin the application process [online](#). You will provide demographical information, licensure history, and answers to licensure questions. Your application [fee](#) will be required at this time.

At the end of your online application, you will have an opportunity to print supporting documentation that you will need to mail into our Board office for consideration. This information includes your official transcript, out-of-state licensure verification (if applicable), and name change documentation (if applicable) and a current report from the [U.S. Department of Health and Human Services National Practitioners Data Bank](#) (NPDB).

What is the NPDB report? The NPDB is an electronic information repository created by Congress. The report contains certain adverse actions related to health care practitioners as reported by other organizations. This report will be used to help determine eligibility for licensure. The report is confidential as part of your licensure file.

Prior to mailing your supplemental documentation to the [board](#), we strongly encourage you to verify that your packet is complete and includes all required forms. A completed application packet provides the best opportunity to avoid delays in approving your information. You should make every effort to mail this information in one complete packet to our board office for consideration.

Your [online checklist](#) will be updated as documentation is received. This should be your primary source of status. Once all documentation has been submitted, your application will be administratively reviewed for completeness. Board staff will send you an email regarding the status of your application once evaluated.

NOTE: Incomplete applications will be kept as active for one year from the date of payment. If your application is not completed in the one year timeframe, you will be required to re-apply by submitting a new [fee](#) and new documentation.

EXAMINATION INFORMATION:

You will need to contact the ASWB to schedule your examination. The ASWB [candidate handbook](#) is available for downloading as a PDF document. It outlines the fee schedule, describes the testing system and provides instructions for scheduling your examination with ASWB. Information regarding test sites, reporting time, as well as other pertinent information, will be provided by the ASWB after you have made your reservation.

Your approval letter to take the examination contains an expiration date as a deadline to pass the examination. If you fail the examination, you must wait 90 days before taking the exam again.

A candidate approved by the board to sit for an examination is required to pass the exam within two years of the date of the initial board approval. If you have not passed the examination by the end of the two-year period, you will be required to re-apply according to the requirements of the regulations in effect at that time.

IMPORTANT! Please note the Bachelors level exam is for both bachelor's and master's degree applicants.

HELPFUL TIP: Please take into consideration that the ASWB must download your exam approval to their system. You should allow for an appropriate amount of time after your approval is granted to contact the ASWB. This is typically completed the same day once board staff enters your information.

RECEIVE LSW LICENSE:

When you pass the exam, the ASWB will automatically transfer your scores to our Board office. Score reports are provided on a weekly basis. You will be licensed as soon as possible following the receipt of your passing score. Board staff will email you once you are licensed. The email contains helpful information regarding your license. Staff will also mail your paper license and certificate to you within 30 days to the address on record with the board.

If your address has changed from the time that you submitted your LSW application to when you passed your examination, please [notify](#) our Board office as soon as possible in writing by email, fax or regular mail.

GROUND TO DENY AN APPLICATION:

Grounds to deny a license may be found in Regulation 18VAC140-20-160 of the Board's [Regulations Governing the Practice of Social Work](#). If grounds exist to deny an application for registration or licensure, your application will not be approved by Board staff, and you will be so notified and offered an opportunity to meet with an Special Conference Committee of the Board to determine if the license should be denied, issued, or issued conditionally. You will not be allowed to take any required examinations if grounds exist to deny the application, until reviewed and approved by the Board.

APPLYING FOR LSW LICENSURE WITH A BSW DEGREE

ANY PERSON PURSUING A SOCIAL WORK LICENSE (LSW) IN VIRGINIA HOLDING A BSW DEGREE WILL NEED TO:

1. Successfully graduate with a BSW degree from a [CSWE accredited program](#)
2. [Apply](#) for supervision approval
3. Gain post-bachelor's degree experience in "[casework management and supportive services](#)"
4. [Apply](#) for LSW by Examination and submit all supporting documentation
5. Pass the [ASWB](#) Bachelors level examination

A DETAILED LOOK AT HOW TO BECOME LICENSED AS A LSW IN VIRGINIA HOLDING A BSW DEGREE:

From start to finish, the process of becoming a LSW in Virginia takes years to complete. There are several forms that you will need to complete and submit for consideration. This information can provide you with valuable information to use throughout the process.

EDUCATION:

The Regulations require that you successfully complete a Bachelor's of Social Work (BSW) program from a Council on Social Work Education (CSWE) accredited school. Please double check that your BSW program is accredited before submitting an application for supervision or licensure.

An official transcript with conferral date of your degree is required with your application. Letters of good standing will *not* be accepted.

APPLYING FOR SUPERVISION APPROVAL:

Once you receive your BSW degree, you should apply and gain board-approval of your supervision prior to counting hours towards licensure. Supervised post-bachelor's degree experience in all settings obtained in Virginia without prior written board approval will not be accepted toward licensure.

You will need to have an established proposed supervisor and location prior to submitting your application for Registration of Supervision. The Board does not have a list of available supervisors, but we suggest you contact one of the professional social work associations who may be able to provide this information. You can also check with your employer or other applicants who have been through the registration process.

Please note that supervision can be obtained in a paid or volunteer setting.

You will need to begin the application process by completing the application for LSW Registration of Supervision which is available on our [website](#). This is considered the first step of the process.

You will be required to submit an application [fee](#) and official undergraduate transcript with your registration forms. You should make every effort to mail this information in one complete packet to our Board office for consideration.

NOTE: Incomplete applications will be kept as active for one year from the date of payment. If your application is not completed in the one year timeframe, you will be required to re-apply by submitting a new [fee](#) and new documentation.

Once all documentation has been submitted, your application will be administratively reviewed for completeness. Board staff will send you an email regarding the status of your application. If approved for supervision, you and your supervisor will be emailed an approval letter with an effective date to begin counting hours toward licensure. At this point, you may begin supervision!

IMPORTANT INFORMATION: Bachelor's education (BSW) applicants are permitted to take the Bachelors level examination for Licensed Social Worker (LSW) designation **prior** to completion of the 3,000 hours of post-bachelor's experience by submitting an online LSW application.

REQUIREMENTS FOR SUPERVISORS:

Your supervisor must meet one of the following requirements:

1. Hold an active license as a LSW with a master's degree;
2. Hold an active license as a LSW with a bachelor's degree and at least three years of post-licensure social work experience; or
3. Hold an active license as a LCSW.

IMPORTANT SUPERVISION NOTICE! Once supervision is approved, your supervisor is responsible for the social work activities of the supervisee at the approved supervision location.

TERMINATION OF SUPERVISION:

If supervision terminates, the supervisor will be responsible for notifying the [board](#) office by completing the [Request for Termination of Supervision](#) form (by email, fax or mail). Your supervisor should complete the Verification of Casework Management and Supportive Services form at the end of your experience. The supervisee must keep this form in their records until they are ready to apply for licensure.

ADDING OR CHANGING REGISTRATION OF SUPERVISION:

A new application and [fee](#) must be submitted for approval for any change in supervision (i.e. a location add/change, supervisor add/change, or any change in job responsibilities). Please note that a change to already approved supervision (currently active) does not require that your education information is re-reviewed.

GAINING SUPERVISION HOURS TOWARD LICENSURE:

Once approved to begin supervision, you will need to meet the following requirements throughout your supervision experience:

- Complete a minimum of 3,000 hours of post-BSW experience in casework management and supportive services which is to be obtained while working at your part-time or full-time job;
- Meet with your supervisor for 1-4 hours per week for a total of 100 hours of individual face-to-face supervision;
- Complete your supervision in 2-4 years.

What are casework management and supportive services? The Board's definition is assessment of presenting problems and perceived needs, referral services, policy interpretation, data gathering, planning, advocacy, and coordination of services.

What is face-to-face supervision? The Board's definition is the physical presence of the individuals involved in the supervisory relationship during either individual or group supervision or the use of technology that provides real-time, visual contact among the individuals involved.

APPLY FOR LSW LICENSURE:

Once you believe that your supervision experience is complete, you will need to submit the online [LSW by Examination application](#), application [fee](#) and Verification of Casework Management and Supportive Services form completed by your supervisor(s). In most cases, education documentation is not needed if supervision was previously approved.

Once all documentation has been submitted, your application will be administratively reviewed for completeness. Board staff will send you an email regarding the status of your application. The decision of your application will be emailed to you by Board staff.

EXAMINATION INFORMATION:

Bachelor's education ("BSW") applicants are permitted to take the Bachelors level examination for Licensed Social Worker ("LSW") designation **prior** to completion of the 3,000 hours of post-bachelor's experience by submitting an [online](#) LSW application.

You will need to contact the [ASWB](#) to schedule your examination once Board approved. The ASWB candidate handbook is available for downloading as a PDF document from the ASWB. It outlines the fee schedule, describes the testing system and provides instructions for scheduling your examination with ASWB. Information regarding test sites, reporting time, as well as other pertinent information, will be provided by the ASWB after you have made your reservation.

Your approval letter to take the examination contains an expiration date as a deadline to pass the examination. If you fail the examination, you must wait 90 days before taking the exam again.

A candidate approved by the board to sit for an examination is required to pass the exam within two years of the date of the initial board approval. If you have not passed the examination by the end of the two-year period, you shall re-apply according to the requirements of the regulations in effect at that time.

HELPFUL TIP: Please take into consideration that the ASWB must download your exam approval to their system. You should allow for an appropriate amount of time after your approval is granted to contact the ASWB. This is typically completed the same day once board staff enters your information.

The Regulations Governing the Practice of Social Work does not grant the Board authority to approve examination extensions.

RECEIVE LSW LICENSE:

When you pass the exam, the ASWB will automatically transfer your scores to our Board office. Score reports are provided on a weekly basis. You will be licensed as soon as possible following the receipt of your passing score. Board staff will email you once you are licensed. The email contains helpful information regarding your license. Staff will also mail your paper license and certificate to you within 30 days to the address on record with the board.

If your address has changed from the time that you submitted your LSW application to when you passed your examination, please [notify](#) our Board office as soon as possible in writing by email, fax or regular mail.

GROUND TO DENY AN APPLICATION:

Grounds to deny a license may be found in Regulation 18VAC140-20-160 of the Board's [Regulations Governing the Practice of Social Work](#). If grounds exist to deny an application for registration or licensure, your application will not be approved by Board staff, and you will be so notified and offered an opportunity to meet with an Special Conference Committee of the Board to determine if the license should be denied, issued, or issued conditionally. You will not be allowed to take any required examinations if grounds exist to deny the application, until reviewed and approved by the Board.