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.

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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Registration of Supervision toward LCSW Licensure
INITIAL APPLICATION

Please review the Licensure Process Handbook and Regulations Governing the Practice of Social Work prior to submitting an application for supervision.

Step 1
Visit http://www.dhp.virginia.gov/social/social_forms.htm for the “Applications and Forms” for the Board of Social Work and select “Click here to begin” in order to access the application.

Step 2
Refer to the distinctions between each license on the website.
Note: All application fees are non-refundable; therefore, it is important that you select the correct application.

What is the difference between each online application?

- The Registration of Supervision ("Supervisee in Social Work") application is used when you are accumulating supervised experience hours towards clinical licensure. During the online process you will be able to select "initial" or "add/change application" as the obtained by method. You do not need to register your supervision obtained in another jurisdiction.
- The Licensed Social Worker ("LSW") by Examination application is used for those that want to obtain the lower-level casework management and supportive services license. This license is not a pre-requisite for clinical licensure.
- The Licensed Social Worker ("LSW") by Endorsement application is used for those that hold an active substantially equivalent social work case management and supportive services license in another jurisdiction.
- The Licensed Clinical Social Worker ("LCSW") by Examination application is used for those that have completed their supervised experience and are required to pass the clinical level ASWB examination for licensure.
- The Licensed Clinical Social Worker ("LCSW") by Endorsement application is used for those that hold an active substantially equivalent clinical social work services license in another jurisdiction. This application also applies to individuals who have not passed the ASWB clinical exam but have an active license in another jurisdiction.

Step 3
Once you have established which application you will submit, select “Click here to begin” at the bottom of the page to begin the application.

Guide Continues on Next Page
Step 4
If it is the first time that you are accessing the application, select Register a Person in the upper left corner.
Note: If it is not your first time accessing the application, simply enter your User ID and Password into the designated boxes.

Step 5
After selecting “Register a Person,” enter your last name and Social Security Number in the provided boxes at the bottom of the page and click “Search.”

Step 6
Once you have registered for the application, you will be brought to the Initial Applications Page. Select “Initial Application” in the upper left hand corner.

Guide Continues on Next Page
Step 7
For the category “Profession”, select “Social Work.”

Step 8
For the category “License Type”, select “Registration of Supervision.”

Step 9
If it is the first time that you are registering supervision with the state of Virginia, then for the category “Obtained by Method”, select “Initial Application.”
Step 10
IMPORTANT: In the middle of the page, select “CLICK HERE” in order to access the supporting documentation that is necessary to complete your application following the submittal of your online application.
Note: Incomplete applications will not be processed.

Step 11
Be sure to thoroughly read the instructions provided, then click the Start button at the bottom of the page.

Step 12
Enter your personal information as requested by the categories to the left of the input boxes. Asterisks to the right of the input boxes indicate required fields.
Note: The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA).
**Step 13**
Enter your address of record. This is considered a private, undisclosed address used for billing and records with the board.

**Step 14**
Using the input fields, enter your proposed supervised experience. You will be prompted to enter the name of your proposed supervisor, your supervisor’s license number, the name of the work site that your hours will be obtained while under supervision, the address of the site, the telephone number of the site, and your job title while under supervision.

**Step 15**
Using the drop down menu, indicate whether or not this is your initial LCSW Registration of Supervision application.
Step 16
If you select “YES,” you will be prompted to enter the name of each educational institution that you have attended after high school, as well as the type of degree which you received from that institution. Please list this information in chronological order. Click “Add” in order to add each institution to your application. If you selected “NO,” then you can proceed to the next step.

Step 17
Using the drop down menu, indicate whether or not this is your initial LCSW Registration of Supervision application.

Step 18
If you select “YES,” then you will be prompted to answer about the practicum experience that you received during graduate school. Please list this information in chronological order. Click “Add” in order to add each institution to your application. If you selected “NO,” then you can proceed to the next step.
**Step 19**
Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final question regarding military spouses, each question answered with YES will require you to enter contextual information and/or provide additional documentation regarding the nature of the incident. Please see the Board’s Guidance Document available on the website for more information.

*Note: Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.*

**Step 20**
Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.
**Step 21**
Type your name for the electronic signature and mark that you agree to the certification. Then select “Finish” when you are ready to submit your application.

*Note: You do not need to send a copy of your online application with your supporting documentation.*

![Electronic Signature](image)

**Step 22**
Be sure to complete the Workforce Survey, found in the top left of the initial application page, which can be accessed at the end of the Application Process, and then proceed to finish the application and pay your processing fee.

![Workforce Survey](image)
Registration of Supervision toward LCSW Licensure
ADD/CHANGE APPLICATION

Please review the Licensure Process Handbook and Regulations Governing the Practice of Social Work **prior to** submitting an application for supervision.

**Step 1**
Visit [http://www.dhp.virginia.gov/social/social_forms.htm](http://www.dhp.virginia.gov/social/social_forms.htm) for the “Applications and Forms” for the Board of Social Work and select “Click here to begin” in order to access the application.

**Step 2**
Refer to the distinctions between each license on the website.
*Note: All application fees are non-refundable; therefore, it is important that you select the correct application.*

**Step 3**
Once you have established which application you will submit, select “Click here to begin” at the bottom of the page to begin the application.

*Guide Continues on Next Page*
**Step 4**  
If it is the first time that you are accessing the application, select Register a Person in the upper left corner.  
Note: If it is not your first time accessing the application, simply enter your User ID and Password into the designated boxes.

![Register a Person Image]

**Step 5**  
After selecting “Register a Person,” enter your last name and Social Security Number in the provided boxes at the bottom of the page and click “Search.”

![Search Image]

**Step 6**  
Once you have registered for the application, you will be brought to the Initial Applications Page. Select “Initial Application” in the upper left hand corner.

![Initial Application Image]
**Step 7**
For the category “Profession”, select “Social Work.”

**Step 8**
For the category “License Type”, select “Registration of Supervision.”

**Step 9**
If it is the first time that you are registering supervision with the state of Virginia, then for the category “Obtained by Method”, select “Add/Change.”
**Step 10**
*IMPORTANT*: In the middle of the page, select “CLICK HERE” in order to access the supporting documentation that is necessary to complete your application following the submittal of your online application.

*Note: Incomplete applications will not be processed.*

In addition to completing this online process applicants are required to complete additional steps, CLICK HERE for the full instructions. You will be given another opportunity at the conclusion of the application process to download this form and instructions.

**Step 11**
Be sure to thoroughly read the instructions provided, then click the Start button at the bottom of the page.

*Instructions for All Applicants:*
You will need to complete each of the steps listed on the Application Menu on the left. To begin, please click the Start button below.

Please use the Next and Back buttons at the bottom of each step to navigate through the initial application process. You may click the “Save and finish later” button at any time during the application process. This will allow you to log out of the application, then log back in at a later time without losing any of the information that you have provided.

After completing all of the items in the Application Menu, you will be directed to a brief Worldforce Survey, then you will be able to submit your payment.

*Your application will not be submitted to the Board of Social Work for review until you have submitted your payment.*

*Please allow adequate processing time for applications. Applications that are complete, fully documented and meet the minimum requirements of the Regulations Governing the Practice of Social Work will be processed within 30 days after the Credentials Review of your application. The Board office provides individual feedback to each applicant in writing. All fees are non-refundable.*

**Step 12**
Enter your personal information as requested by the categories to the left of the input boxes. Asterisks to the right of the input boxes indicate required fields.

*Note: The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA).*
**Step 13**
Enter your address of record. This is considered a private, undisclosed address used for billing and records with the board.

**Step 14**
Using the input fields, enter your proposed supervised experience. You will be prompted to enter the name of your proposed supervisor, your supervisor’s license number, the name of the work site that your hours will be obtained while under supervision, the address of the site, the telephone number of the site, and your job title while under supervision.
Step 15
Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final question regarding military spouses, each question answered with YES will require you to enter contextual information and/or provide additional documentation regarding the nature of the incident. Please see the Board’s Guidance Document available on the website for more information.

Note: Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.

Step 16
Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.
**Step 17**
Type your name for the electronic signature and mark that you agree to the certification. Then select “Finish” when you are ready to submit your application.

*Note: You do not need to send a copy of your online application with your supporting documentation.*

![Electronic Signature](image1)

**Step 18**
Be sure to complete the Workforce Survey, found in the top left of the initial application page, which can be accessed at the end of the Application Process, and then proceed to finish the application and pay your processing fee.

![Workforce Survey](image2)
LICENCED SOCIAL WORKER
BY EXAM APPLICATION

Please review the Licensure Process Handbook and Regulations Governing the Practice of Social Work prior to submitting an application for supervision.

Step 1
Visit http://www.dhp.virginia.gov/social/social_forms.htm for the “Applications and Forms” for the Board of Social Work and select “Click here to begin” in order to access the application.

Guidelines Continue on Next Page
**Step 4**
If it is the first time that you are accessing the application, select Register a Person in the upper left corner.

Note: If it is not your first time accessing the application, simply enter your User ID and Password into the designated boxes.

**Step 5**
After selecting “Register a Person,” enter your last name and Social Security Number in the provided boxes at the bottom of the page and click “Search.”

**Step 6**
Once you have registered for the application, you will be brought to the Initial Applications Page. Select “Initial Application” in the upper left hand corner.

*Guide Continues on Next Page*
Step 7
For the category “Profession”, select “Social Work.”

Step 8
For the category “License Type”, select “Licensed Social Worker.”

Guide Continues on Next Page
Step 9
For the category “Obtained by Method”, select Examination.

Step 10
IMPORTANT: In the middle of the page, select “CLICK HERE” in order to access the supporting documentation that is necessary to complete your application following the submittal of your online application.
Note: Incomplete applications will not be processed.

Step 11
Be sure to thoroughly read the instructions provided, then click the Start button at the bottom of the page.
Step 12
Enter your personal information as requested by the categories to the left of the input boxes. Asterisks to the right of the input boxes indicate required fields.

*Note: The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA).*

![Application Form](image)

Step 13
Enter your address of record. This is considered a private, undisclosed address used for billing and records with the board.

![Application Form](image)
Step 14
Using the drop down menu, select “Yes” or “No” if you are applying with a MSW degree.

If you selected “No,” then use the drop down menu to select “Yes” or “No” if you are applying with a BSW degree.

Step 15
Use the drop down menu to indicate whether you have ever been issued a license or certification to practice social work in any jurisdiction (whether current, expired, inactive, etc).

*Note: List in order of attainment all the states in which you now hold or have ever held an occupational license or certificate to practice as a social worker. For each license or certificate indicated, whether current or lapsed, you must submit a Verification of Licensure form completed by the issuing jurisdiction.*

If you select “Yes,” you will be prompted to enter the jurisdiction in which you were issued your license as well as the number of that certification or license.

If you select “No,” you can simply move on to the next step.
Step 16
Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final question regarding military spouses, each question answered with YES will require you to enter contextual information and/or provide additional documentation regarding the nature of the incident. Please see the Board’s Guidance Document available on the website for more information.

Note: Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.

Step 17
Use the input fields to list in chronological order your complete Behavioral Health related professional experience after receiving your social work degree. List present position first and date back to your degree. You will be prompted to enter your employer’s name, their address, your start and end dates, and your job title and type.
Step 18
Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.

Step 19
Type your name for the electronic signature and mark that you agree to the certification. Then select “Finish” when you are ready to submit your application.

Note: You do not need to send a copy of your online application with your supporting documentation.

Guide Continues on Next Page
**Step 20**
Be sure to complete the Workforce Survey, found in the top left of the initial application page, which can be accessed at the end of the Application Process, and then proceed to finish the application and pay your processing fee.
LICENSED SOCIAL WORKER
BY ENDORSEMENT APPLICATION

Please review the Licensure Process Handbook and Regulations Governing the Practice of Social Work prior to submitting an application for supervision.

Step 1
Visit http://www.dhp.virginia.gov/social/social_forms.htm for the “Applications and Forms” for the Board of Social Work and select “Click here to begin” in order to access the application.

Step 2
Refer to the distinctions between each license on the website. 
Note: All application fees are non-refundable; therefore, it is important that you select the correct application.

What is the difference between each online application?

- The Registration of Supervision ("Supervisee in Social Work") application is used when you are accumulating supervised experience hours towards clinical licensure. During the online process you will be able to select "initial" or "add/change application" as the obtained by method. You do not need to register your supervision obtained in another jurisdiction.

- The Licensed Social Worker ("LSW") by Examination application is used for those that want to obtain the lower-level casework management and supportive services license. This license is not a pre-requisite for clinical licensure.

- The Licensed Social Worker ("LSW") by Endorsement application is used for those that hold an active substantially equivalent social work case management and supportive services license in another jurisdiction.

- The Licensed Clinical Social Worker ("LCSW") by Examination application is used for those that have completed their supervised experience and are required to pass the clinical level ASWB examination for licensure.

- The Licensed Clinical Social Worker ("LCSW") by Endorsement application is used for those that hold an active substantially equivalent clinical social work services license in another jurisdiction. This application also applies to individuals who have not passed the ASWB clinical exam but have an active license in another jurisdiction.

Step 3
Once you have established which application you will submit, select “Click here to begin” at the bottom of the page to begin the application.

Click here to begin the online application process

Guide Continues on Next Page
Step 4
If it is the first time that you are accessing the application, select Register a Person in the upper left corner.
Note: If it is not your first time accessing the application, simply enter your User ID and Password into the designated boxes.

Step 5
After selecting “Register a Person,” enter your last name and Social Security Number in the provided boxes at the bottom of the page and click “Search.”

Step 6
Once you have registered for the application, you will be brought to the Initial Applications Page. Select “Initial Application” in the upper left hand corner.

Guide Continues on Next Page
Step 7
For the category “Profession”, select “Social Work.”

Step 8
For the category “License Type”, select “Licensed Social Worker.”

Step 9
For the category “Obtained by Method”, select Endorsement.
**Step 10**
For the category “Country”, select the country in which you obtained your previous social work license.

**Step 11**
For the category “State/Province”, if your previous license was obtained in the United States, select the state in which you received the license.

*Note: You should choose the jurisdiction where you were recently licensed comparable to the type of license in which you are applying.*
Step 12
IMPORTANT: In the middle of the page, select “CLICK HERE” in order to access the supporting documentation that is necessary to complete your application following the submittal of your online application.

Note: Incomplete applications will not be processed.

Step 13
Be sure to thoroughly read the instructions provided, then click the Start button at the bottom of the page.

Step 14
Enter your personal information as requested by the categories to the left of the input boxes. Asterisks to the right of the input boxes indicate required fields.

Note: The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA).
Step 15
Enter your address of record. This is considered a private, undisclosed address used for billing and records with the board.

Step 16
Use the drop down menu to indicate whether you have ever been issued a license or certification to practice social work in any jurisdiction (whether current, expired, inactive, etc).

Note: List in order of attainment all the states in which you now hold or have ever held an occupational license or certificate to practice as a social worker. For each license or certificate indicated, whether current or lapsed, you must submit a Verification of Licensure form completed by the issuing jurisdiction.

If you select “Yes,” you will be prompted to enter the jurisdiction in which you were issued your license as well as the number of that certification or license.

If you select “No,” you can simply move on to the next step.
**Step 17**
Using the drop down menu, select “Yes” or “No” if you are applying with a MSW degree and if you are able to provide verification of a passing score on the ASWB examination.

If you selected “No,” then use the drop down menu to select “Yes” or “No” if you are applying with a BSW degree and if you are able to provide verification of a passing score on the ASWB examination.

**Step 18**
If you are not applying with either a Master’s or Bachelor’s of Social Work, follow the instructions provided in order to continue with the application.

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*Guide Continues on Next Page*
Step 19
You will be prompted to enter the name of each educational institution that you have attended after high school, as well as the type of degree which you received from that institution. Please list this information in chronological order. Click “Add” in order to add each institution to your application.

Step 20
Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final question regarding military spouses, each question answered with YES will require you to enter contextual information and/or provide additional documentation regarding the nature of the incident. Please see the Board’s Guidance Document available on the website for more information.

Note: Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.
**Step 21**
Use the input fields to list in chronological order your complete Behavioral Health related professional experience after receiving your social work degree. List present position first and date back to your degree. You will be prompted to enter your employer’s name, their address, your start and end dates, and your job title and type.

**Step 22**
Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.
**Step 23**
Type your name for the electronic signature and mark that you agree to the certification. Then select “Finish” when you are ready to submit your application.

*Note: You do not need to send a copy of your online application with your supporting documentation.*

![Signature Image]

**Step 24**
Be sure to complete the Workforce Survey, found in the top left of the initial application page, which can be accessed at the end of the Application Process, and then proceed to finish the application and pay your processing fee.

![Survey Image]
LICENSING CLINICAL SOCIAL WORKER
BY EXAM APPLICATION

Please review the Licensure Process Handbook and Regulations Governing the Practice of Social Work prior to submitting an application for supervision.

Step 1
Visit http://www.dhp.virginia.gov/social/social_forms.htm for the “Applications and Forms” for the Board of Social Work and select “Click here to begin” in order to access the application.

Step 2
Refer to the distinctions between each license on the website.

Note: All application fees are non-refundable; therefore, it is important that you select the correct application.

What is the difference between each online application?

- The Registration of Supervision (“Supervisee in Social Work”) application is used when you are accumulating supervised experience hours towards clinical licensure. During the online process you will be able to select “initial” or “add/change application” as the obtained by method. You do not need to register your supervision obtained in another jurisdiction.

- The Licensed Social Worker (“LSW”) by Examination application is used for those that want to obtain the lower-level casework management and supportive services license. This license is not a pre-requisite for clinical licensure.

- The Licensed Social Worker (“LSW”) by Endorsement application is used for those that hold an active substantially equivalent social work case management and supportive services license in another jurisdiction.

- The Licensed Clinical Social Worker (“LCSW”) by Examination application is used for those that have completed their supervised experience and are required to pass the clinical level ASWB examination for licensure.

- The Licensed Clinical Social Worker (“LCSW”) by Endorsement application is used for those that hold an active substantially equivalent clinical social work services license in another jurisdiction. This application also applies to individuals who have not passed the ASWB clinical exam but have an active license in another jurisdiction.

Step 3
Once you have established which application you will submit, select “Click here to begin” at the bottom of the page to begin the application.

Guide Continues on Next Page
**Step 4**
If it is the first time that you are accessing the application, select Register a Person in the upper left corner.
Note: If it is not your first time accessing the application, simply enter your User ID and Password into the designated boxes.

**Step 5**
After selecting “Register a Person,” enter your last name and Social Security Number in the provided boxes at the bottom of the page and click “Search.”

**Step 6**
Once you have registered for the application, you will be brought to the Initial Applications Page. Select “Initial Application” in the upper left hand corner.
Step 7
For the category “Profession”, select “Social Work.”

Step 8
For the category “License Type”, select “Licensed Clinical Social Worker.”
Step 9
For the category “Obtained by Method”, select Examination.

Step 10
IMPORTANT: In the middle of the page, select “CLICK HERE” in order to access the supporting documentation that is necessary to complete your application following the submittal of your online application.

Note: Incomplete applications will not be processed.

Step 11
Be sure to thoroughly read the instructions provided, then click the Start button at the bottom of the page.
Step 12
Enter your personal information as requested by the categories to the left of the input boxes. Asterisks to the right of the input boxes indicate required fields.

*Note: The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA).*

Step 13
Enter your address of record. This is considered a private, undisclosed address used for billing and records with the board.
Step 14
Use the drop down menu to indicate whether you have ever been issued a license or certification to practice social work in any jurisdiction (whether current, expired, inactive, etc).

Note: List in order of attainment all the states in which you now hold or have ever held an occupational license or certificate to practice as a social worker. For each license or certificate indicated, whether current or lapsed, you must submit a Verification of Licensure form completed by the issuing jurisdiction.

If you select “Yes,” you will be prompted to enter the jurisdiction in which you were issued your license as well as the number of that certification or license.

If you select “No,” you can simply move on to the next step.

Step 15
Using the drop down menu, indicate whether or not you have completed the required post-master’s degree experience toward licensure as outlined in the Regulations Governing the Practice of Social Work.

Note: Do not continue with this application if you have not received the adequate experience for licensure as in the Regulations Governing the Practice of Social Work.

All application fees are non-refundable.
**Step 16**
Using the drop down menu, indicate whether or not this is the first time that you have submitted for an LCSW license in the state of Virginia (without Virginia approved Registration of Supervision).
If you select “Yes,” you will be prompted to enter the name of each educational institution that you have attended after high school, as well as the type of degree which you received from that institution. Please list this information in chronological order. Click “Add” in order to add each institution to your application.

If this is not your first time applying for licensure or supervision, simply select “No” and move to the next step.

**Step 17**
Using the drop down menu, indicate whether or not this is the first time that you have submitted for an LCSW license in the state of Virginia (without Virginia approved Registration of Supervision).

If you select “Yes,” you will be prompted to indicate the field instruction you received while in graduate school. Please list this information in chronological order. Click “Add” in order to add each institution to your application.

If this is not your first time applying for licensure or supervision, simply select “No” and move to the next step.
Step 18
Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final question regarding military spouses, each question answered with YES will require you to enter contextual information and/or provide additional documentation regarding the nature of the incident. Please see the Board’s Guidance Document available on the website for more information.

Note: Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.

Step 19
Indicate the hours of supervision that you have completed by entering the name of your supervisor, beginning and end dates of your supervision, the site where your supervision was completed, your supervisor’s license type, and in what state your supervisor is licensed.

Note: If you were supervised during more than length of time, or with multiple supervisors, you should include all instances.
Step 20
Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.

Step 21
Type your name for the electronic signature and mark that you agree to the certification. Then select “Finish” when you are ready to submit your application.

Note: You do not need to send a copy of your online application with your supporting documentation.

Guide Continues on Next Page
Step 22
Be sure to complete the Workforce Survey, found in the top left of the initial application page, which can be accessed at the end of the Application Process, and then proceed to finish the application and pay your processing fee.
LICENCED CLINICAL SOCIAL WORKER
BY ENDORSEMENT APPLICATION

Please review the Licensure Process Handbook and Regulations Governing the Practice of Social Work prior to submitting an application for supervision.

Step 1
Visit http://www.dhp.virginia.gov/social/social_forms.htm for the “Applications and Forms” for the Board of Social Work and select “Click here to begin” in order to access the application.

Step 2
Refer to the distinctions between each license on the website.
Note: All application fees are non-refundable; therefore, it is important that you select the correct application.

Step 3
Once you have established which application you will submit, select “Click here to begin” at the bottom of the page to begin the application.

Guide Continues on Next Page
**Step 4**
If it is the first time that you are accessing the application, select Register a Person in the upper left corner.

Note: If it is not your first time accessing the application, simply enter your User ID and Password into the designated boxes.

**Step 5**
After selecting “Register a Person,” enter your last name and Social Security Number in the provided boxes at the bottom of the page and click “Search.”

**Step 6**
Once you have registered for the application, you will be brought to the Initial Applications Page. Select “Initial Application” in the upper left hand corner.

Guide Continues on Next Page
Step 7
For the category “Profession”, select “Social Work.”

Step 8
For the category “License Type”, select “Licensed Clinical Social Worker.”
Step 9
For the category “Obtained by Method”, select **Endorsement**.

![Image of application form](image)

Step 10
For the category “Country”, select the country in which you obtained your previous social work license.

![Image of country selection](image)

*Guide Continues on Next Page*
Step 11
For the category “State/Province”, if your previous license was obtained in the United States, select the state in which you received the license.

Note: You should choose the jurisdiction where you were recently licensed comparable to the type of license in which you are applying.

![Image of Virginia Department of Health Professions Initial Applications]

Step 12
IMPORTANT: In the middle of the page, select “CLICK HERE” in order to access the supporting documentation that is necessary to complete your application following the submittal of your online application.

Note: Incomplete applications will not be processed.

In addition to completing this online process applicants are required to complete additional steps, CLICK HERE for the full instructions. You will be given another opportunity at the conclusion of the application process to download this form and instructions.

Step 13
Be sure to thoroughly read the instructions provided, then click the Start button at the bottom of the page.
Step 14
Enter your personal information as requested by the categories to the left of the input boxes. Asterisks to the right of the input boxes indicate required fields.

*Note: The address provided in this section is subject to disclosure under the Freedom of Information Act (FOIA).*

Step 15
Enter your address of record. This is considered a private, undisclosed address used for billing and records with the board.
Step 16
List in order of attainment all the states in which you now hold or have ever held an occupational license or certificate to practice as a social worker. For each license or certificate indicated, whether current or lapsed, you must submit a Verification of Licensure form completed by the issuing jurisdiction.

You will be prompted to input the jurisdiction of the license/certifications(s) you hold, the number for these license/certification(s), their status, and the type of license and certification. Click “Add” at the bottom of the screen to add each entry to your application.

Step 17
Using the drop down menus for each question, select “Yes” or “No” to answer each question provided. With exception to the final question regarding military spouses, each question answered with YES will require you to enter contextual information and/or provide additional documentation regarding the nature of the incident. Please see the Board’s Guidance Document available on the website for more information.

Note: Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension or revocation of your license and/or registration.
Step 18
Review the information that you have submitted by scrolling through the summaries of each section that you completed. Use the back button to edit any information that may be incorrect.

Step 19
Type your name for the electronic signature and mark that you agree to the certification. Then select “Finish” when you are ready to submit your application.

Note: You do not need to send a copy of your online application with your supporting documentation.
Step 20
Be sure to complete the Workforce Survey, found in the top left of the initial application page, which can be accessed at the end of the Application Process, and then proceed to finish the application and pay your processing fee.

![Workforce Survey](image_url)