

LICENSURE REQUIREMENTS BASED ON JURISDICTION IN THE DMV AREA

The following document provides information about obtaining a license in the Washington DC area (Maryland, Virginia, and Washington DC). The information has been reviewed by members of the Social Work Licensing Boards in those jurisdictions. HOWEVER, this information is NOT meant to replace the information that is provided by each respective Boards' websites, as information can change regularly. In addition, this document is not an exhaustive explanation of each jurisdictions' requirements. Consumers of this document are strongly encouraged to review the posted information provided by the respective Licensing Boards. This document is meant to be a useful guide to be used in navigating issues regarding licensing.

Information about other states' licensing requirements as well as other information regarding the national licensing exams can be found on the Association of Licensing Boards website: <https://www.aswb.org/>

LICENSURE REQUIREMENTS BASED ON JURISDICTION

Jurisdiction/ Question	DC	MD	VA
LOGISTICAL ISSUES RELATED TO THE APPLICATION PROCESS			
Total Cost of application	\$230.00	\$100 application fee ((\$75 license issuance fee paid after the applicant passes the exam))	\$100 for LBSW \$115 for LMSW \$165 for LCSW
Number of letters of recommendation needed	3	None beginning January 1, 2017	None
Types of letters of recommendation required	Character references	No “general” references needed. Will need to verify supervision hours	None
Background check required?	Yes - \$50 fee for DC and MD residents. \$65 for VA residents	Yes - Now required in MD effective 01/01/14	No
Fingerprints required?	Yes	yes - effective 01/01/2014	No
Passport pictures required? If so, how many?	2 passport size photos required	No	No
Website address for Board	http://doh.dc.gov	https://health.maryland.gov/bswe/Pages/default.aspx	http://www.dhp.virginia.gov/social/
Contact staff person’s name at Board	Mavis Azariah Armattoe Mavis.Azariah@dc.gov LaTrice Herndon Executive Director: LaTrice.Herndon@dc.gov	LCSW & LCSW-C EXAM & ENDORSEMENT: Njeri N. Clay –MDH njeri.clay@maryland.gov LCSW will no longer be issued on or after January 1, 2023	Jaime Hoyle, Executive Director 9960 Mayland Drive, Suite 300, Henrico, VA 2323 Latasha Austin, Licensing & Operations Manager latasha.austin@dhp.virginia.gov 804-367-4610.

Board meeting dates	4 th Monday of the month, open session begins at 10.00 am	Second Friday of the Month	4 times per year, usually on Fridays
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SUPERVISION			
Total # of Required Supervision Hrs. <ul style="list-style-type: none"> Specifically group Specifically individual 	100 No requirements	100 The total number of supervision hours required is 100. Of those, all can be individual but there must be a minimum of 50 individual and there can be no more than 50 in group. LBSW & LMSW's are required to have supervision until they receive their advanced license or independent practice status as a LBSW or LMSW, the minimum is 3 hours per month .	To obtain an LCSW: 100 Of the 100 hours of supervision, 50 can be group, with no more than 6 members to a group.
Qualification Requirements for Clinical Supervisor	LICSW	LCSW-C Board Approved	Active, unrestricted LCSW; 2 years post-licensure clinical work experience; professional training in supervision, consisting of a 3 credit-hour graduate course in supervision or at least 14 hours of CE offered by an approved provider. Note that the board may consider supervisors from jurisdictions outside of VA who provided clinical social work supervision if they have commensurate qualifications but were either not licensed because their jurisdiction did not require licensure or were not designed as clinical social workers because the jurisdiction did not require such designation.

What are the supervisor requirements to be aware of (i.e., in MD, your supervisor must be registered as an approved supervisor AND be an LCSW-C if you are pursuing the LCSW-C)?	None for DC any LICSW or LISW can supervise.	To supervise the practice of social work, a licensee must: (1) be licensed as either an LCSW or an LCSW-C, (2) have held that level of license for at least 18 months, (3) been practicing at that level for at least 18 months and (4) have taken one of three training options: either an academic course in supervision from an accredited school of social work OR 12 hours of in-service training in supervision given by an employee OR 12 Continuing Education credits in supervision. In addition, if a social worker wishes to supervise others for the purposes of advanced licensure, he/she must also submit a registration form to the Board to be approved as a supervisor. The licensee must be free of any disciplinary action from the Board for at least 5 years prior to registration.	<p>The supervisor must hold an active, unrestricted license as a LCSW in the jurisdiction in which clinical services are being rendered with at least 2 years of post-licensure clinical social work experience.</p> <p>The specific training is a 3 hour graduate course or 14hr CEU training specific to Supervision. The Supervisor must renew training every 5 years.</p> <p>Forms and directions are on the website. Supervision hours will not be counted until the applicant registers and that registration is approved by the Board</p>
What is the process for "registering supervision"? When can the hrs count in relation to this process?	<p>None.</p> <p>When do the hours of supervision begin to count? After LGSW is received.</p>	An individual does not need to register with the Board as a supervisee. However, an individual who is working toward advanced licensure must be supervised by a Board approved supervisor and there must be a valid Contractual Agreement Form signed by three parties - the supervisee, the supervisor, and an agency administrator. The hours of supervision that can be counted toward the advanced licensure become	<p>Forms and directions are on the web site. Supervision may not begin until official approval by the Board.</p> <p>It is a \$50 application fee for the initial registration and then a \$25 application fee for any addition or change to the registration of supervision.</p>

		effective from the date of signing of the Contractual Agreement form. The Contractual Agreement Form is required for MD based practice only.	
Is volunteering in exchange for clinical supervision acceptable? In other words do all of the hours used for supervision have to be based on paid positions?	Not all hours necessarily have to be paid	Supervision received as compensation for work is acceptable and can be counted toward the requirements for advanced licensure.	There is no requirement that the supervised experience be a paid position.
If you are receiving outside supervision from a licensed clinical social worker in your jurisdiction AND have supervision from a non-clinical social worker on your site, how much oversight does that social worker supervisor need to have in the supervision? (e.g. going to the worksite? Signing off on charts? Be available for crises?)	Supervision must be by an LICSW if in clinical practice. Regulations state daily communication with supervisee via electronic or other means. Even though silent in regulations it's encouraged that the off-site and agency supervisors establish a working relationship.	Supervision must be provided by an LCSW-C if in clinical practice. Regulations do not specify the oversight of an off-site supervisor. Best practices encourage the off-site and agency supervisors to establish a cooperative working relationship.	The approved supervisor bears full responsibility for the social work activities of the supervisee once the supervisory arrangement is accepted. This applies to onsite and offsite supervision. During supervision, the supervisor directs, monitors, and evaluates the supervisee's social work practice while promoting development of the supervisee's knowledge, skills, and abilities to provide social work services in an ethical and competent manner.
WORK/HOURS REQUIREMENTS			
Total # of Required Clinical Hours • What has to be 'face to face' vs. clock time	3,000 "Face to Face" = Sitting down with supervisor to discuss clinical issues, practice issues, concerns etc. Part Time practice hours do count	3,000 (1,500 face to face client hours) "Face to face" = Any direct service time in which the social worker is the primary worker in the delivery of direct social work services, or clinical services if the work is clinical social	A minimum of 3,000 of supervised post-master's degree experience in the delivery of clinical social work services. Of the 3000 hours, 1,380 must be face-to-face client contact in the delivery of clinical social work services. The remaining hours may be in

<ul style="list-style-type: none"> • Clarify if work a partial week, do those hrs count? 		work. The time is counted by the hour not by the number of clients, e.g. one hour of a group therapy session with 5 group members would count as one hour not five.	ancillary services such as case management, recordkeeping, referral, and coordination of services. The direct client contact must be obtained throughout the course of the supervised experience.
If someone is working part-time do those hours count?	Yes provided they meet the supervision requirements.	Yes provided the work and the supervision meet the requirements.	Yes, provided the supervised experience is acquired in no less than 2 nor more than 4 consecutive years.
What percentage of hours in part-time work counts? So for full time 40 hrs./wk workers, they are required to do 80% of 40 hours, which is 32 hours/week. If you are part time, is that 80% still valid for whatever number of hours/week you work?	There is no specific calculation for part-time work.	Advanced licensure requirements do not break the work week into percentages. The number of hours worked per week impacts the accumulation of the required number of hours worked and the number of hours of client contact.	There is no specific calculation for part-time work.
When documenting weeks under supervision for the LCSW-C application, should I subtract the weeks I took leave/vacation time?	Supervision is documented by hours, not weeks. If there is no clinical experience in a week and no supervision, those hours would not be counted towards the total required hours.	Do not need to address normal leave/vacation time. However, extended leave (> one month) for example sick leave, maternity leave, military deployment should be deducted from calculations.	Supervision is documented by hours, not weeks. If there is no clinical experience in a week and no supervision, those hours would not be counted towards the total required hours.
What is the best way to document direct client contact hours for the LCSW-C application (i.e., add all the hours, then divide by total weeks? or estimate the average of a typical week?)	Not required just actual hours worked are tracked	If weekly numbers are consistent then an average is a reliable figure. If the numbers vary, then the add & divide would be accurate. Tracking the numbers as part of the required supervision session notes is very helpful in establishing the final number.	Actual hours should be tracked.

Setting/Type of work required for hours to “count” towards licensure	Any setting that will give the applicant work experience participating in diagnosis and treatment of individuals, families and/or groups with psychosocial problems.	The information as presently listed pertains to the LCSW-C (clinical license). For the LCSW ; the hours must be in the practice of social work as defined in the scope of practice in regulations.	Any setting that will give the applicant experience in providing clinical social work services including assessment, diagnosis, and therapy.
Can you to obtain hours toward licensure in multiple jurisdictions?	Yes provided supervision is under a LICSW or LISW equivalent in that jurisdiction.	Yes as long as both the LMSW and supervisor(s) are in compliance with the social work regulations of the respective jurisdiction. If working more than one job, the accumulation of the hours of work, the hours of client contact and the hours of supervision are all counted separately. However, the requirement of 104 weeks must be met as an unduplicated count.	Yes provided the requirements for the supervisor and the supervised experience are met.
Required Course Work if any, including Type and/or credit hours	MSW from a CSWE-accredited school of social work; must have 12 credits in clinical coursework.	MSW from a CSWE accredited program For the clinical license, 12 academic credits in clinical course work from an accredited school of social work.	An applicant for licensure as an LCSW must document successful completion of (1) a master’s degree in social work with a clinical course of study from a program accredited by CSWE, (2) a master’s degree in social work with a nonclinical concentration from a program accredited by the CSWE together with successful completion of the education requirements for a clinical course of study through a graduate program accredited by the CSWE or (3) a program of education and training in social work at an educational institution outside of the US recognized by the CSWE. “Clinical course of study” means graduate coursework 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 clinical practicum that focuses on diagnostic, prevention, and treatment services.
EXAM			
Required Licensing Exam	Yes – ASWB exam required within 5 years of application	MD has 2 advanced licenses; The LCSW requires the ASWB Advanced Generalist exam, the LCSW-C requires the ASWB clinical exam. MD approval to sit for the test is good for 2 years after which - if the individual has not passed the test, he/she must apply for "Continued Approval".	Clinical level ASWB exam. A candidate approved by the board to sit for an examination shall take that examination within 2 years of the date of the initial board approval. If the candidate has not passed the examination by the end of the 2-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time. If the applicant has not passed the exam after the second 2-year period, then the applicant must register for supervision and complete an additional year as a supervisee before approval to retake the exam in given.
What is the process for registering to take the ASWB independent/clinical exam? Do you have to have your hours completed first? Do you have to submit your application to the board first?	Hours have to be completed first and then an application can be submitted.	The LMSW must meet all the requirements of experience and supervision before submitting an application to the Maryland Board of Social Work Examiners (the "Board"). The Board reviews and approves the applicant to sit for the ASWB exam.	<p>To register to take the ASWB clinical exam to become an LCSW, the applicant must have completed the application with the Board of Social Work and completed all of the education and experience requirements.</p> <p>To register for the ASWB's Master's level exam to become an LMSW, the applicant must have completed the education requirements and have a transcript that includes the graduation date.</p> <p>To register for the ASWB's Bachelor's level exam to become an LBSW, the applicant must have completed the education requirements and have a transcript that includes the graduation date.</p>

Minimum Score required on Licensing Exam	Passing score as set by the ASWB.	75 or Passing score set by ASWB	Passing score as set by the ASWB.
CEUs AND RENEWAL INFORMATION			
Required CEUs	40 CEUs required every two years. 6 hours must be in ethics, and these cannot be completed on-line. 2 hours needs to be in LGBTQ training. 12 out of the total can be completed online. In Person CEUs can be Live interactive Webinar.	40 every 2 years - 3 hours of Category I or II training in Ethics required. LBSW licensure requires 30 every 2 years with same Ethics requirement. Board Approved Supervisors must obtain 3 Category I or II hours in supervision for renewal	LCSW: 30 contact hours prior to license renewal every even year; A minimum of 6 must be in ethics LBSWs and LMSWs: 15 contact hours prior to license renewal every even year; A minimum of 3 must be in ethics. CEUs may be obtained online.
Renewal periods for license	All licenses expire on July 31 st of each odd numbered year.	2 years	Annually on June 30
What are the CEU requirements prior to the first renewal in each jurisdiction?	None	The CEU requirement is 40 CEUs to be documented at the time of renewal for the LMSW, the LCSW and the LCSW-C licensee. Of these credits, at least 20 must be earned in Category I (face-to-face trainings) and no more than 20 earned in Category II - which includes on-line/home study courses. Included in the Category I requirement is at least 3 CEUs in ethics. The 40 CEUs requirement holds for the first renewal and every subsequent renewal.	None
What is the time limit on the period from receiving your LG to	Between 2-4 years.	An application from the time the LMSW begins the required supervision which will be documented	Virginia does not offer a Licensed Graduate license.

<p>meeting the requirements for the next level?</p>		<p>on the required forms "not less than 2 years (104 weeks) and not more than 6 years. The documentation must reflect that the applicant has met the requirements within a 6 years window of time. In other words, an applicant who receives the LMSW in May 2012 is not eligible to apply for advanced licensure prior to May 2014 at the earliest. In order to use the beginning time of experience in 2012, the individual must meet the requirements by May 2018. If not, then earliest time "drops off" and the "clock" begins at 2013 and runs until 2019.</p>	<p>With respect to registration of supervision, there is no limit as to when supervision must begin after graduation. However, once the applicant has registered their supervision and the Board has approved the supervision then the applicant has 2 to 4 years to complete supervision.</p>
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RELATIONSHIP BETWEEN JURISDICTIONS

<p>Reciprocity with other jurisdictions/states</p>	<p>To apply for a DC license "by endorsement" means that you currently hold a license in another jurisdiction and are applying for that same level of licensure in another. For example, if I hold an LCSW-C in VA and want to get an LICSW in DC (that is the equivalent clinical license), then I fill out the same "new license" application, but check off the box that says "endorsement" instead of exam. This means that the applicant is using their status of having previously passed the ASWB exam, and currently holding a license "in good standing" elsewhere.</p>	<p>The advanced level has 2 paths of endorsement - one for those who have held the equivalent licensure < 5 years (application must document the meeting of the current MD requirements) and one for those who have held equivalent licensure for > 5 years (passed a licensing exam, worked at the advanced level for at least 5 out of the last 10 years).</p> <p>(Last piece on practice allowed for maximum of 6 months with an out-of-state license stays the same. However that is only with an application pending.)</p>	<p>Virginia does not offer reciprocity with any other jurisdiction, but it does offer "License by endorsement". Endorsement allows an applicant with a comparable license in good standing in another state to use that license to obtain licensure in Virginia.</p>
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	The applicant needs to pay the \$230 fee for the application and license, as well as the \$50 fee for criminal background check, 3 letters of reference, etc., plus have the state in which they currently hold their license send verification to DC, and have ASWB transfer their exam score to DC.		
What is the process for “Endorsement” between jurisdictions at the LG level?	Submit a complete signed application to the DC Board for the LGSW by endorsement, 2 recent passport photos, Transcript for MSW, 3 character Reference forms, Criminal Background Check, request for Score transfer from ASWB to DC and also Request for License verifications to be sent to DC from all State of licensure, copy of current license.	Endorsement available at all licensure levels. The LMSW requires holding the equivalent licensure in another jurisdiction, the passing of the national exam, & official transcript.	Virginia does offer an LMSW but it is not a prerequisite for obtaining supervision or for obtaining an LCSW. The process for endorsement is to have a comparable license, to have passed the master’s level exam, and to have no criminal history.
What is the process for “Endorsement” between jurisdictions at the independent level?	Submit a complete signed application to the DC Board for the LICSW/LISW by endorsement, 2 recent passport photos, Transcript for MSW, 3 character reference forms, Criminal Background Check, request for Score transfer from ASWB to DC and also Request for License verifications to be sent to DC from all States of licensure, copy of current license.	There are 2 "paths" of application for licensure by endorsement at the advanced level: one for those who have held the advanced license for 5 or more years and who have been practicing at that level for at least 5 out of the last 10 years and the other for those who have held the advanced license for less than 5 years. For the less than 5 years applicants, the application requires the documentation of experience and supervision that demonstrates meeting the current MD requirements for the advanced licensure. The test does not need to be re-taken but an Official Score Report	To obtain an LCSW in Virginia by endorsement the applicant must submit (1) a complete application and fee; (2) documentation of social work licensure in good standing obtained by standards required for licensure in another jurisdiction as verified by the out-of-state licensing agency. Licensure in the other jurisdiction must be of comparable type as the licensure that the applicant is seeing in Virginia; (3) Verification of passing score on the ASWB exam at the level for which the applicant is seeking licensure in VA is required. (4) current National Practitioner’s Data Bank report; and (5) certification that they are not a respondent in any pending or unresolved board action in another jurisdiction or in a malpractice claim.

		from ASWB must be included in the application packet.	
If the regs change while I am in the process of obtaining hours, is it likely that I will have to comply with the new regs, or that I will be "grandfathered" in? (i.e., what if DC decides to make us count direct client contact hours?).	You must meet requirements that are in effect at the time of applying for the license.	You must meet the requirements that are in effect at the time of application.	The applicant must meet the requirements that are in effect at the time the application is approved.
Is volunteering in exchange for clinical supervision acceptable? In other words do all of the hours used for supervision have to be based on paid positions?	Yes as long as the requirements for the supervisor and supervision experience are met	Volunteer hours are acceptable as long as the "compensation" for the time of practice is the provisions of the appropriate supervision.	Yes, as long as the requirements for the supervisor and supervision experience are met.

