



DIFP

Department of Insurance,
Financial Institutions &
Professional Registration

Missouri State Committee for Social Workers

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Beginning the Licensure Process

Licensure Process for LBSW/LMSW

- Mail completed Application for Licensure form with the appropriate fee
- Contact 3M/Cogent Services to have a background check completed (instructions included with application) and submit a copy of the receipt along with your application, if possible
- Have your college/university mail an official transcript directly to our office. If you are requesting to sit for the examination prior to graduation, have your school send a letter stating you're on track to graduate. **You are responsible for ensuring your school sends a final transcript upon graduation, a license WILL NOT be issued without one.**
- The Committee will notify the applicant in writing to contact ASWB and schedule the exam once the application has been reviewed and approved. Upon passing the exam, the ASWB will send our office your official score report and the license will be issued.

Licensure Process for LCSW/LAMSW

- Hold a current license as an LMSW
- Register supervision by submitting the following for approval:
 - ◇ Registration of Supervision form
 - ◇ Registration fee
 - ◇ Contract for Supervision form
 - ◇ Employment Verification Letter
- Upon approval, complete a minimum of 3000 hours of supervised experience within 24-48 months.
- After obtaining the required supervision, complete and submit the following:
 - ◇ Application for Licensure form and fee
 - ◇ Fingerprinting/background Check (instructions included with application)
 - ◇ Attestation form (must come directly from supervisor)
- The Committee will notify the applicant in writing to contact ASWB and schedule the exam once the application has been reviewed and approved. **You must stay under supervision until the exam is passed and the license is issued and received.** Upon passing the exam, the ASWB will send our office your official score report and the license will be issued.

Please review the rules and statutes for all licensure and supervision requirements. You can find those, as well as all the forms needed, on our website:

www.pr.mo.gov/socialworkers