



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 (original signature required).
- Contact 3M/Cogent Services to have a background check completed (instructions included with application). Fingerprinting results are valid for one year.
- Have your college/university send an official graduate transcript directly to our office via regular mail only. 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 an active license as an LMSW.
- Register supervision by submitting the following for approval (original signatures required):
 - ◊ Registration of Supervision form
 - ◊ Registration fee
 - ◊ Contract for Supervision form
 - ◊ Employment Verification Letter
- Upon completion of at least 2,250 hours under supervision in at least 18 months, LCSW application for license may be submitted. The license will not be issued until 3,000 hours and 24 months have been completed. LMSW's may not practice clinically unless they are under registered supervision—even if the required hours have been met.
- Fingerprinting results are valid for one year.
- An email is required from the supervisor stating supervisee is on track to complete supervision hours and months have been met in order to be approved to take the ASWB clinical exam.
- After receipt of required documents, this office will send a letter approving applicant to take the exam.
- Passing score from the ASWB clinical exam will be sent directly from the ASWB to the office.
- Attestations are only to be submitted by the supervisor when the required 3,000 hours and 24 months have been met.

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

The Supervisor and the ability to practice clinically will cease at the end of the 48 month period. If one has not passed the clinical exam in that time period, they may still be approved to take the exam, providing the supervisor still qualifies per 337.615.12 (2) RSMo.