

# COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK

## LMSW & LCSW IN NEW YORK STATE

### Importance of Licensing

- Licensing is a matter of LAW
- The law defines the practice of Licensed Master Social Work as the “professional application of social work theory, principles, and methods to address mental, social, emotional, behavioral, developmental and addictive disorders, conditions and disabilities and psychosocial aspects of illness and injury.”
- Licensing confers privileges and carries with it responsibilities:
  - **Consumer Protection:** Licensing enhances the quality of services to consumers by requiring specific education and supervised experience.
  - **Legal Definition:** There is now in state law a legal definition of professional social work.
  - **Almost all states have licensure:** NYS is the 49th state to license social work. Each state has its own licensure with its own requirements.
  - **Private Practice Restriction:** Only those with qualifying education, experience, and supervision can do private practice without oversight supervision.
  - **Provides greater clarity:** The practices of Licensed Master Social Work and Licensed Clinical Social Work are now defined in NYS law.

### Difference between a degree & a license

- A *degree* is given by a university when one has successfully completed the educational requirements of one’s course of study. Examples: M.S., B.A., M.S.S.W., M.S.W, M.D., Ph.D.
- A *license* defines in State law the practice of professional social work. The law also states that only professionals who are licensed may call themselves licensed (title protection).
- In New York State, the New York State Education Department oversees the licensure and practice of professions. The Office of Professions (OPM) regulates the professions as defined by the Education Law.

### LMSW Scope of Practice

- LMSWs work with: Individuals. Couples, Families, Groups, Communities Organizations and Society.
- LMSWs provide all forms of supervision except for the supervision of the practice of Licensed Clinical Social Work.
- LMSWs may practice Licensed Clinical Social Work under the supervision of an LCSW, a licensed psychologist, or a psychiatrist.

### LCSW Scope of Practice

- The LCSW is not a better license than the LMSW, it is a *different* license.
- Only LCSWs can provide, without supervision: Psychotherapy, Assessment-based treatment planning, Diagnosis
- LMSWs can provide the above, as long as they are under supervision of an LCSW, licensed psychologist or psychiatrist.

## **STEPS TO OBTAINING THE LMSW IN NY STATE**

### **STEP 1: You must:**

- have earned an MSW
- be at least 21 years of age
- be of good moral character, as defined by the Department
- have completed an approved child abuse identification and reporting course
- File FORM 1 and FORM 2 with NY State (***see detailed steps below***)  
***FYI - Child Abuse Identification and Reporting Course: CSSW CANNOT*** accept any outside certificates for this course (even State issued ones). We can not waive the requirement or accept outside courses to suffice. It is mandatory that each CSSW students take the CSSW course (T0006 CARE). CSSW needs to have it indicated on your transcript that you have mastered the material via the course here. If you are familiar with the material, you can move directly to the 10-item quiz. It will be easy for you and will take a few minutes. You are also welcome to review the slides.

### ➤ **ALL FORMS ARE AVAILABLE AT:**

<http://www.op.nysed.gov/prof/sw/lmswforms.htm>

### **STEP 2: Send FORM 1 to New York State Education Department (NYSED)**

- Complete the LMSW application FORM 1
- Your signature on FORM 1 must be notarized by a Notary Public [for a list of notaries in the Columbia University area see page 14]
- **Submit FORM 1 with the fee of \$294 (includes license + first 3 year registration) to the NYSED.** Make checks payable to the **New York State Education Department.**

### **STEP 3: Give FORM 2 to a CSSW Office of Student Services staff member.**

CSSW must verify that you graduated and received a Master of Science in Social Work.

- Complete Section 1 of FORM 2 - Don't forget to sign & date Item #9
- Bring FORM 2-CERTIFICATION OF PROFESSIONAL EDUCATION to Student Services (5th floor). Staff will complete Section 2 and send FORM 2 to the NYSED.
- You may submit FORM 2 to the Office of Student Services any time during the Spring Semester in which you graduate.
- **Contact information:**  
Email: [swstudentservices@columbia.edu](mailto:swstudentservices@columbia.edu)  
Phone: 212-851-2362; 212-851-2364  
CSSW - 5<sup>th</sup> Floor

### **STEP 3: NYSED notifies the Association of Social Work Boards (ASWB) and the applicant via a letter called the Authorization to Test when he/she is eligible to register for the LMSW test**

- It takes 4-6 weeks for the state to process this letter [if you gave Student Services FORM 2 prior to a May graduation date you can expect this letter in early to mid-July]
- NOTE: You must take the exam within one year of the *Authorization to Test Date* on the Authorization to Test letter or you will have to reapply (**and pay again!**)

#### **STEP 4: Register/Take LMSW Exam**

- Receive letter from NYSED
- Register to take exam with ASWB.  
The ASWB offers an online registration system that allows you to sign up for the exam from your computer, and pay the \$230 exam fee with a major credit card (Visa, Mastercard, Discover). Go to: <https://www.datapathdesign.com/ASWB/CRCdswb/Prod/cgi-bin/crcOLCandidateDSWBDLL.dll/crcStartEmpty>
- **Pay \$230.00 exam fee**
- If you have a disability, you can request and receive approval of special accommodations from your board before registering to take the examinations. Go to: <https://www.aswb.org/exam-candidates/testing-accommodations/>
- For information about scheduling your exam Go to: <http://www.aswb.org/exam-candidates/exam-registration/>
- Exams are administered by appointment at Pearson VUE testing centers. Go to <http://www.pearsonvue.com/vtlocator/> to find test center or check out a video of a test center at <http://www.pearsonvue.com/ppc/>.
- **TAKE EXAM – GOOD LUCK!**

#### **The Exam**

- The exam is given nationally (except in CA.) and in the District of Columbia, the U.S. Virgin Islands, and the Canadian provinces of Alberta and British Columbia.
- The ASWB exams meet the testing standards established by the American Psychological Association.
- There are multiple versions of the exam in use.
- All questions are multiple choice with 4 possible answers. Some questions are brief, while some are longer vignettes.
- Each examination contains 170 four-option multiple choice questions designed to measure minimum competencies at four categories of practice. Only 150 of the 170 items are scored. The remaining 20 questions are "pretest" items included to measure their effectiveness as items on future examinations. These pretest items are scattered randomly throughout the examination.
- Candidates have 4 hours to complete the test, which is administered electronically on a touch-screen. For most test takers, this is plenty of time.
- There are no "formal" breaks - once you start exam the clock keeps ticking.
- Candidates can retake the exam after 90 days if he/she does not pass.
- There is no limit on the number of times you can retake exam however you must pay \$230.00 each time.
- You must take exam within 1 year of ASWB eligibility or reapply.
- Exams are scored as Pass/Fail.
- 82.3% of Master's level candidates pass the exam.
- There is no penalty for guessing so **DO NOT** skip questions.
- There are two important aspects to passing the exam: Knowing the content for the questions & practicing exam taking skills
- Content Outlines and KSAs
- Social Work Licensing Examinations
- For content Outlines and KSAs Social Work Licensing Examinations go to:

<http://www.aswb.org/wp-content/uploads/2014/02/MastersKSAs.pdf>

### **Exam Preparation Resources - NYS**

- NASW NY Chapter  
<http://www.naswnys.org/swprep.htm>  
<http://www.naswnyc.org/?155>
- LEAP: Licensing Exam Preparation Services: [www.licensingprep.com](http://www.licensingprep.com)
- Social Work Exam: <http://socialworkexam.com/>
- Bootcamp: <http://lcswwexambootcamp.com/>
- Social Work Examination Services: [www.swes.net](http://www.swes.net)
- Private tutoring by CSSW alum: Rebecca Hanus: [becca62@gmail.com](mailto:becca62@gmail.com)
- Private LCSW tutoring by CSSW alum: Meg Batterson, [meb2120@columbia.edu](mailto:meb2120@columbia.edu) or 917.239.2391

### **Other States**

- NASW-NJ Chapter  
<http://www.naswnj.org/displaycommon.cfm?an=1&subarticlenbr=11>
- NASW-CT Chapter  
<http://naswct.org/professional-information/licensure/three-ways-to-prepare-for-the-lcsw-exam/>

### **Limited Permits**

NYSED may approve a Limited Permit application if all the requirements are satisfied except the exam. If you have met the education requirement for licensure as an LMSW but are waiting to pass the examination, you can apply for a limited permit (FORM 5) and pay the fee (\$70), in addition to the application and fee for licensure, in order to practice licensed master social work prior to passing the examination. This permits candidate to perform the tasks of an “LMSW” or “LCSW” at an agency if all but the exam is missing, as long as appropriately supervised.

Please note that:

- FORM 5 can be found at: <http://www.op.nysed.gov/prof/sw/lmswforms.htm>
- The permit may only be issued for work in an authorized setting under a qualified supervisor. The supervisor is responsible for the services provided by the permit holder and limits a licensee to supervising no more than five permit holders at any one time.
- The limited permit is valid for one year and may not be renewed.
- Can only apply for a limited permit one time in your career
- You must be under the general supervision of an LMSW or LCSW, who is in the same facility and accessible to you.
- You can take the ASWB examination every 90 days if you do not pass the first time. If you are at risk of losing your job, the ASWB will waive the 90-day waiting period upon written request.
- If you have not passed the exam when the limited permit expires you may not practice as a licensed master social worker unless you work in an exempt setting.

## **STEPS TO OBTAINING THE LCSW IN NY STATE**

### **STEP 1: Education, Experience & Supervision Requirements:**

- **ALL FORMS TO APPLY FOR THE LCSW CAN BE FOUND ON THE NYSED WEBSITE AT: <http://www.op.nysed.gov/prof/sw/lcswforms.htm>**
- **The fee to apply for the LCSW is \$294**
  - Must have LMSW
  - Experience: provision of ***psychotherapy, assessment-based treatment planning and diagnosis*** obtained in an agency setting that is authorized to provide those services, such as an OMH-licensed outclient mental health clinic.
  - A minimum of 2,000 client contacts over a continuous period of 3-6 years. The experience requirement could be fulfilled in 3 years with a minimum of 14 client contacts per week. Experience may be obtained in more than one setting. A client contact is defined as one 45-minute session with individuals, families or groups (1 group or family session =1 client contact regardless of the number of participants), and shorter sessions may be combined.
  - Supervision: at least 100 hours of individual or group clinical supervision distributed appropriately over the period of the supervised experience.
  - All experience must be supervised by an LCSW, licensed psychologist or psychiatrist who is hired by the agency and professionally responsible for the diagnosis and treatment of each client.
  - It is your responsibility to practice **only** under a qualified supervisor. You should review the supervisor qualifications and acceptable experience with an employer before you accept a position practicing clinical social work.
  - Supervisors are required to keep track of supervision using the psychotherapy log (the last page of FORM 4B - link to page below - and retain the log should the State Education Department request it.  
<http://www.op.nysed.gov/prof/sw/lcswforms.htm>
  - To determine in advance whether supervised experience in a particular setting will qualify for the LCSW. Complete and submit FORM 6:  
<http://www.op.nysed.gov/prof/sw/lcsw6.pdf>.
  - Must have taken 12 credits of clinical coursework. The New York State Education Department has approved the following courses at CSSW (3 credit & 1.5 credit – the minimum) to be counted toward this requirement.
- ⇒ **For CSSW courses which meet LCSW requirements go to:**  
<http://socialwork.columbia.edu/student-resources/forms-documents-library>  
Find it under "Registration Forms" in the link titled:  
*Courses Meeting LCSW Requirements (as of Spring 2014)*

### **Important Contact Information**

**National Association of Social Workers - New York City Chapter**

- [www.naswnyc.org](http://www.naswnyc.org)
- [www.socialworkers.org](http://www.socialworkers.org)

**Association of Social Work Boards** - Information about requirements for licensure in other states can be found through links on the ASWB Web site: <http://www.aswb.org>

**New York State Office of the Professions** - Information and answers to frequent questions about applying for Social Work Licensure in New York State can be found at: <http://www.op.nysed.gov/>.

**Columbia University School of Social Work Office of Career Services & Leadership Management**

- <http://socialwork.columbia.edu/student-resources/more-resources/career-services>
- Director, 212-851-2321
- Betty Gee, CSSW, 212-851-2362, [byg3@columbia.edu](mailto:byg3@columbia.edu); [swstudentservices@columbia.edu](mailto:swstudentservices@columbia.edu)

**MANDATORY CONTINUING EDUCATION**

Effective January 1, 2015, New York State Education Law requires each licensed master social worker (LMSW) and licensed clinical social worker (LCSW) to complete 36 hours of acceptable formal continuing education during each three-year registration period. However, there is a phase-in period for this requirement for licensees whose next registration period starts during the first three years after January 1, 2015. These licensees will have to complete one hour of acceptable formal continuing education for each month in their registration period after January 1, 2015.

For frequently asked questions regarding the mandatory continuing education requirements go to <http://www.op.nysed.gov/prof/sw/swcefaq.htm>.

CSSW is an approved provider of continuing education units (CEUs) for NYS. For more information go to: <http://socialwork.columbia.edu/academic-programs/continuing-education>.

## **NYS LMSW & LCSW: QUESTIONS & FACTS**

### **Are there activities that can be performed by an unlicensed social work?**

The Education Law defines certain activities that are within the scope of practice of the Licensed Master Social Worker, but may also be performed by an individual who is not licensed. The unlicensed person can not imply that he or she is licensed. If the services are provided by an LMSW or LCSW, the licensee can only engage in those activities in which he or she is competent.

Services that are defined as not requiring licensure include but are not limited to:

- a. Serve as a community organizer, planner, or administrator for social service programs in any setting.
- b. Provide supervision and/or consultation to individuals, groups, institutions and agencies, other than the supervision of a LMSW or LCSW established under Title VIII of the Education Law.
- c. Serve as a faculty member or instructor in an educational setting.
- d. Plan and/or conduct research projects and program evaluation studies.
- e. Maintain familiarity with both professional and self-help systems in the community in order to assist the client in those services when necessary.
- f. Assist individuals or groups with difficult day to day problems such as finding employment, locating sources of assistance, organizing community groups to work on a specific problem.
- g. Consult with other agencies on problems and cases served in common and coordinating services among agencies or providing case management.
- h. Conduct data gathering on social problems.
- i. Serve as an advocate for those clients or groups of clients whose needs are not being met by available programs or by a specific agency.
- j. Assess, evaluate and formulate a plan of action based on client need.
- k. Provide training to community groups, agencies, and other professionals.
- l. Provide administrative supervision but not supervise or direct professional practice of an LMSW or LCSW.

### **What is the LMSW?**

LMSW stands for Licensed Master Social Worker. In New York State, the practice of licensed master social work and the use of the title *Licensed Master Social Worker* or *LMSW* requires professional licensure. The law defines the practice of Licensed Master Social Work as the professional application of social work theory, principles, and the methods to prevent, assess, evaluate, formulate and implement a plan of action based on client needs and strengths, and intervene to address mental, social, emotional, behavioral, developmental, and addictive disorders, conditions and disabilities, and of the psychosocial aspects of illness and injury experienced by individuals, couples, families, groups, communities, organizations, and society.

### **What is the LCSW?**

LCSW stands for Licensed Clinical Social Worker. The practice of clinical social work encompasses the scope of practice of licensed master social work and, in addition, includes the diagnosis of mental, emotional, behavioral, addictive and developmental

disorders and disabilities and of the psychosocial aspects of illness, injury, disability and impairment undertaken within a psychosocial framework; administration and interpretation of tests and measures of psychosocial functioning; development and implementation of appropriate assessment-based treatment plans; and the provision of crisis oriented psychotherapy and brief, short-term and long-term psychotherapy and psychotherapeutic treatment to individuals, couples, families and groups, habilitation, psychoanalysis and behavior therapy; all undertaken for the purpose of preventing, assessing, treating, ameliorating and resolving psychosocial dysfunction with the goal of maintaining and enhancing the mental, emotional, behavioral, and social functioning and well-being of individuals, couples, families, small groups, organizations, communities and society.

### **What is the difference between the LMSW and the LCSW?**

The Education Law defines the practice as a Licensed Master Social Worker and as a Licensed Clinical Social Worker. A licensee may only engage in those activities that are within the scope of practice and in which the licensee is competent. The major difference between the two is that the LMSW may only provide "clinical social work" services (diagnosis, psychotherapy, and assessment-based treatment planning) under supervision; the LCSW may provide those services without supervision.

### **How does the Education Law define diagnosis, psychotherapy and assessment based treatment planning?**

- **Diagnosis:** Diagnosis in the context of licensed clinical social work practice is the process of distinguishing, beyond general social work assessment, between similar mental, emotional, behavioral, developmental and addictive disorders, impairments and disabilities within a psychosocial framework on the basis of their similar and unique characteristics consistent with accepted classification systems.
- **Psychotherapy:** Psychotherapy in the context of licensed clinical social work practice is the use of verbal methods in interpersonal relationships with the intent of assisting a person or persons to modify attitudes and behavior which are intellectually, socially, or emotionally maladaptive.
- **Assessment-based treatment plans:** Development of assessment-based treatment plans in the context of licensed clinical social work practice refers to the development of an integrated plan of prioritized interventions, that is based on the diagnosis and psychosocial assessment of the client, to address mental, emotional, behavioral, developmental and addictive disorders, impairments and disabilities, reactions to illnesses, injuries, disabilities and impairments, and social problems.

### **If I am not going to providing psychotherapy, assessment-based treatment planning and diagnoses, should I still get my LMSW?**

Yes, professional licensing is important because it confers privileges and carries with it responsibilities including

- **Consumer Protection:** Licensing enhances the quality of services to consumers by requiring specific education and supervised experience.
- **Legal Definition:** There is now in State law a legal definition of what professional social work is.



- Almost all states have licensure: NYS is the 49th state to license social work. Each state has its own licensure with its own requirements.
- Private Practice Restriction: Only those with qualifying education, experience, and supervision can do private practice without oversight supervision.
- Provides greater clarity: It is now defined in state law what are the practices of Licensed Master Social Work and Licensed Clinical Social Work.

### **Can a LMSW operate a private practice?**

No, New York law does not allow an LMSW to establish a private practice or professional entity for the purpose of providing "clinical social work services". A LMSW may form a legal business entity, including a private practice and provide any services defined as within the scope of practice of Licensed Master Social Work as outlined by Education Law Section 7701.

### **Do I have to be licensed as an LMSW in order to become an LCSW in New York?**

Yes, in order to complete the supervised experience in diagnosis and psychotherapy required for licensure as an LCSW you must be licensed and registered to practice as a LMSW, or hold a limited permit to practice under supervision, or be practicing in an exempt setting, as defined in the Education Law.

### **I'm moving, and need to send my test scores to the state/province where I am relocating. How do I do that? Will the scores transfer?**

It's called a "score transfer" and you can do it by completing the form online:

<https://www.datapathdesign.com/ASWB/OLSales/Prod/cgi-bin/olsScoresDLL.dll>

The scores will transfer as long as the state/province uses the exam level you took or are taking. Be aware that some states in the U.S. put limits on how "old" a score can be in order to be accepted. At present, five years is the most stringent limit in place.

### **What is acceptable clinical social work experience for licensure as an LCSW?**

An applicant for licensure as an LCSW must complete 3 years of full-time or the part-time equivalent (in no more than six years) supervised, post-degree experience acceptable to the Department. Full-time experience is defined as no more than 20 client contact hours in psychotherapy each week; part time experience must not be less than 10 client contact hours in each setting per week. Part-time experience is pro-rated (e.g., 15/20 = 0.75) so that the applicant will require more than three years to complete the equivalent of 36 months of supervised experience. Experience of less than 10 client contact hours per week is not acceptable for licensure.

During this 3-6 year period an applicant must have a minimum of 2,000 client contact hours in diagnosis, psychotherapy, and assessment-based treatment planning (not less than 36 months and not more than 72 months under a qualified supervisor). A client contact hour is a session of at least 45 minutes using verbal methods in interpersonal relationships to assist a person or persons to modify attitudes and behavior which are intellectually, socially, or emotionally maladaptive.

### **What makes an agency or setting LCSW-qualified?**

The work must comprise psychotherapy, assessment-based treatment planning, and differential diagnosis (using DMS differentials) provided in 30 or 45 minute sessions. The setting must be authorized to provide psychotherapy, assessment-based treatment

planning, and differential diagnosis. These settings are usually (not always) authorized by the OHM (Office of Mental Health Professions), OASAS (Office of Alcoholism and Substance Abuse Services) or OMRDD (Office of Mental Retardation and Developmental Disabilities).

An acceptable setting as defined by Office of the Professions is:

- A professional corporation, professional limited liability partnership or professional limited liability corporation that is authorized to provide services that include psychotherapy.
- A professional service corporation, registered limited liability partnership, or professional service limited liability company authorized to provide services that are within the scope of practice of licensed clinical social work.
- A sole proprietorship owned by a licensee who provides services that are within the scope of his or her profession and services that are within the scope of licensed clinical social work.
- A hospital or clinic authorized under Article 28 of the Public Health Law and authorized to provide health services, including psychotherapy.
- A program or facility authorized under the Mental Hygiene law to provide appropriate health services, including psychotherapy.
- A program or facility authorized under federal law, such as the Veterans' Administration, to provide health services including psychotherapy.
- A public elementary, middle or high school authorized by the Education Department to provide school social work services as defined in Part 80-2.3 of the Commissioner's Regulations, including clinical social work.
- An entity defined as exempt from the licensing requirements under New York Law\* or otherwise authorized under New York Law of the laws of the jurisdiction in which the entity is located to provide services, including psychotherapy.

You can also ask the following "rule of thumb" questions:

1. If a client needs mental health services are they referred out or assigned to me? *If they are referred out then the agency is probably not LCSW qualifying*
2. If they are assigned to me if there an agency-hired LCSW, licensed psychologist or psychiatrist to supervise me? *It would be extremely unlikely for a LCSW qualifying job not to provide supervision.*
3. In any given week am I typically having at least 10 psychotherapy sessions? *The answer should be Yes*
4. What is the rest of my non-psychotherapy time spent doing? *If you are hired to provide psychotherapy in an authorized setting, you will probably not be doing much else, such as case management, outreach, etc.*

If you are still concerned about the setting you are working in , you can submit a *Plan for Supervised Experience* for a specific setting for review and approval by the State Board for Social Work. The Plan for Supervised Experience LCSW Form 6 is at:

[www.op.nysed.gov/prof/sw/lcsw6.p](http://www.op.nysed.gov/prof/sw/lcsw6.p)

### **What is acceptable supervision in the practice of clinical social work?**

Qualified supervisors are LCSWs, licensed psychologists and psychiatrists - no other professions are allowed to supervise. The supervisor must have been licensed before starting to supervise you. The supervising psychologist must be qualified in

psychotherapy as determined by the State Board; the psychologist must submit FORM 4Q: <http://www.op.nysed.gov/prof/sw/lmswforms.htm> to verify experience and training. The supervisor must be hired by the agency/organization you are working for. The **supervisor must provide at least 100 hours of in-person** individual or group supervision in diagnosis, psychotherapy and assessment-based treatment planning, appropriately distributed over the period of 36 to 72 months.

The **supervisor is responsible for the diagnosis and treatment of each client**, must discuss the applicant's cases, provide the applicant with oversight and guidance in diagnosing and treating clients, and regularly review and evaluate the applicant's professional work.

**If my employer does not provide a qualified supervisor, can I contract with a third party qualified supervisor outside the agency for private supervision?**

Arrangements where an individual hires or contracts with a licensee to provide supervision are problematic and, as a general rule, unacceptable. Supervision of your practice requires the supervisor to independently direct your practice; this is not possible when the supervisor is employed by you or acts as a paid contractor to supervise the person who can only practice under supervision.

Additionally, you should not accept employment in any setting where you are not supervised by a qualified supervisor. The agency or employer is responsible for the services provided to each client, and clinical social work services may only be provided by an individual licensed and authorized to practice clinical social work. If the agency does not have a qualified supervisor on staff, it is their responsibility to hire a qualified supervisor who is responsible for the clinical practice of an LMSW. In such cases, we would suggest that there be a three-way agreement between you, the proposed supervisor, and your employer. The minimum information in such a letter of agreement would include:

- Acknowledgement that the supervisor will be employed to provide services and to supervise the applicant to develop skills and abilities in the practice of the profession.
- Acknowledgement that the supervisor will be provided with access to clients to conduct joint intake or treatment sessions and client records to ensure appropriate supervision.
- Acknowledgement that the client will be informed that the applicant is authorized to practice only under supervision and that client-specific information is shared with a third-party supervisor.
- Acknowledgement that the client will be informed of the supervisor's name and contact information or an agency contact to whom questions about the applicant's practice may be addressed
- Acknowledgement that the client will be informed of how confidential information is handled in the case of third-party supervision and how to raise questions with the employer and/or third-party supervisor.
- Assurance that supervision will be of the duration and frequency specified in regulations and continue until the applicant is licensed or ceases practice
- Arrangements for the employer or agency to employ the supervisor including billing for services that does not constitute fee-splitting or other arrangement prohibited by Education Law and Regents Rules.

**IMPORTANT NOTE:** If you make arrangements for third-party supervision on your own or consult with a third-party by sharing information about the agency's clients, including but not limited to client records, diagnosis and treatment of the client, you could be charged with unprofessional conduct under [Part 29 of the Regents Rules](#).

**How can I verify my supervised experience in diagnosis and psychotherapy?**

Your supervisor is responsible for maintaining records of the supervised experience, including client contact hours and supervision hours, and then submitting verification of the applicant's experience to the Department on [Form 4B](#).

The forms must bear original signatures and must be submitted by the supervisor, not the applicant, directly to the Department. If you are changing supervisors or leaving an agency, you may wish to have the experience documented and submitted at that time.

**I have many years of experience in social work, including credentials and licensure in other states. Is there reciprocity or any way my qualifications can substitute for the requirements in New York?**

Reciprocity is available to an applicant for LCSW who was licensed as a clinical social worker in another jurisdiction and has at least 10 years of practice in the 15 years prior to application. The initial license must have been issued on the basis of meeting requirements similar to those in New York State, including:

- MSW degree with clinical content
- Post-MSW supervised experience in diagnosis, psychotherapy and assessment-based treatment planning
- ASWB clinical social work examination.

An application for endorsement of a clinical social work license must include:

- Application for Licensure (Form 1) and the \$294 fee for licensure and first registration
- Verification for the initial basis of licensure and verification of good standing in each jurisdiction in which you are licensed to practice a profession (Form 3)
- A list of supervisors who will verify at least 10 years of practice in clinical social work in the 15 years prior to application for licensure by endorsement (Form 4E)
- Verification of clinical examination score from ASWB
- Verification of your licensed practice of at least 10 years by licensed colleague(s) (Form 4F)

An individual who does not meet the requirements for endorsement of a clinical social work license must apply for LCSW using the standard methods and meet all requirements for initial licensure in New York State. Full documentation of compliance with all New York State licensure requirements, including professional education, moral character, and experience, must be submitted directly to the Department by the appropriate entity, not by the applicant.

**I have never done well on multiple-choice tests and want to know if I can be licensed without having to pass an examination?**

No. The Education Law requires an applicant for the LMSW or the LCSW to pass an examination acceptable to the Department. It has been determined that an applicant

can meet these requirements by passing the appropriate examination offered by the Association of Social Work Boards (ASWB). A candidate for the LMSW must pass the ASWB Masters examination and a candidate for the LCSW must pass the ASWB Clinical examination. Note: NYS does not recognize the ASWB Advanced Generalist examination for licensure as an LMSW or LCSW.

**I am licensed as an LMSW and as an LCSW. I received a renewal notice for my LMSW but my LCSW is still valid, what should I do?**

If you were licensed as a Licensed Master Social Worker (LMSW) on or after September 1, 2004 and were later licensed as a Licensed Clinical Social Worker (LCSW), you hold separate licenses with different registration dates. Since the practice of Licensed Clinical Social Work encompasses the practice of Licensed Master Social Work, you do not need to maintain your registration as an LMSW. When you receive the LMSW registration form, you can respond "NO" on Question 1, which asks if you would like to register the LMSW license to practice for the upcoming period. You should then answer all other questions, sign and date the form, and return it with no fee to the Department in the envelope provided. The registration of your LMSW license will then be put in "Inactive" status and the Office of the Professions [online license verification](#) will reflect that status.

**Notaries Public in the Morningside Area**

**On Columbia Campus**

Student Service Center  
205 Kent Hall  
*Ask for Jennifer Love or Kia Woods*  
T: 212-854-7528; 212-854-8902  
Bring CUID and additional ID with signature  
Fee: **FREE**

**Janoff's Typewriter and Stationery**  
2870 Broadway, between 111<sup>th</sup>/112<sup>th</sup> Streets  
T: 212-866-5747  
Monday - Friday, 9 a.m. to 5 p.m.  
Notary not available on Saturday  
Fee: \$2 per signature

**\* Most banks have a notary public on staff to help clients**