



**Mike Beebe**  
Governor

STATE OF ARKANSAS  
**SOCIAL WORK LICENSING BOARD**

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In response to your inquiry regarding social work licensing, attached is an application and other related material.

**PURPOSE:** The purpose of the Social Work Licensing Law (A.C.A. 17-103-301 et seq.) is to protect the public by setting standards of qualification, training, and experience for those who seek to represent themselves to the public as social workers and by promoting high standards of professional performance.

**PROHIBITIONS:** Beginning June 17, 1982, no individual shall practice or offer to practice social work unless he is duly licensed or is a student under the provisions of A.C.A. 17-103-301 et seq. or otherwise exempt. Beginning June 17, 1982 no individual may engage in the private independent practice or social work consultation unless that person is licensed as a Licensed Certified Social Worker.

**LEVELS AND QUALIFICATIONS FOR LICENSURE:**

Licensed Social Worker (LSW) - requires (1) a baccalaureate degree in social work from a Council on Social Work Education (CSWE) accredited program or a social work degree awarded prior to June 17, 1986 by an accredited institution; and (2) passage of an examination.

Licensed Master Social Worker (LMSW) - requires (1) a master's degree in social work from a CSWE accredited program; and (2) passage of an examination.

Licensed Certified Social Worker (LCSW) - requires (1) a master's degree in social work from a CSWE accredited program; (2) two years (4,000 hours) post-master's LCSW supervised social work experience (clinical or non-clinical); and (3) passage of an examination.

**EXEMPTIONS:** (1) Clergy and licensed professionals provided they do not hold themselves out to the public by any title or description of services as being social workers (2) Employees of a licensed hospital in Arkansas (3) Employees of the state with job classifications of family service worker and social service worker

**APPLICATION PROCEDURES:** Each item of the application must be completed. Items which do not apply to your situation should be noted "N/A". Attach a check or money order in the amount of \$100 made payable to the Arkansas Social Work Licensing Board. Mail the completed application to the Social Work Licensing Board, P.O. Box 250381, Little Rock, AR 72225.

**Request for Transcript and Certification:** The educational requirements for the specific license (LSW, LMSW, or LCSW) must be documented by the applicant completing the bottom section of the request form and forwarding it to the appropriate college or university for completion and return along with an official transcript to the Board. If you are currently licensed at the LMSW level, your transcript is already on file. There is no need to submit another one with your application for LCSW licensure.

**APPLY FOR LICENSURE ONLINE: [www.arkansas.gov/swlb](http://www.arkansas.gov/swlb)**

**Supervision:** An applicant who is applying for LCSW licensure must have his/her supervisor complete the LCSW supervision evaluation form verifying two years (4,000 hours) post-master's LCSW supervised social work experience.

**Action on the Application** will be taken at the next board meeting after receipt of all required information. (The Board currently meets the second Monday of each month.) The applicant will be notified by mail of the action taken by the Board. If approved, the applicant will be notified of his/her eligibility to take the examination. If the Board determines that the applicant has not met all the requirements and the application is denied, the applicant may request a hearing before the Board. An application is valid for one year or three attempts to pass the examination whichever comes first.

**PROVISIONAL LICENSE:** An applicant who applies for LSW or LMSW licensure will be issued a provisional license when his/her application is approved. A provisional license will be issued one time per person and will expire exactly one-year from the date of issuance. Act 791 prohibits provisional licensing at the LCSW level. An applicant for LCSW licensure will be issued a provisional license at the LMSW level and scheduled for LCSW examination. An applicant for licensure through reciprocity will be issued a six-month provisional license pending receipt of the results of the criminal background check.

**CRIMINAL BACKGROUND CHECK:** All applicants for social work licensure must apply for a criminal background check prior to being issued a provisional license. When an application is received in the board office, the applicant will be mailed the materials and instructions for applying for the criminal background check.

**EXAMINATION:** The social work examination is offered Monday through Saturday at the ACT Testing Centers in Ft. Smith, Harrison and Little Rock. After an application is approved, the applicant will be mailed a letter of eligibility and an examination candidate handbook. The handbook contains general information about the examination, the registration process, and an order form for a study guide.

**Exam Fee:** The current fee for the examination is \$175.

**Exam Results:** An applicant will receive an unofficial score report immediately upon completion of the examination. An applicant who fails the examination must wait 90 days before retaking it.

**ADA:** Special accommodations are available for candidates who are disabled. If you need special accommodations, an ADA form must be submitted for approval with your application for licensure. Please call the board office to request an ADA form

**RECIPROCITY:** The Board may approve licensure without examination to an individual who meets all the requirements of the Arkansas Statute and who, at the time of application, is licensed as a social worker by a similar board of another state whose standards are not lower than those required by A.C.A. 17-103-306.

An applicant, who is applying for licensure through reciprocity, should complete page one of the licensure verification form and forward a copy to each state in which he/she holds or has held a social work license. If the state in which you are currently licensed does not provide proof that you passed the examination, you must request an examination score transfer from the Association of Social Work Boards (ASWB). You may contact ASWB by calling 800-225-6880 or by email at info@aswb.org. **All the requested information must be submitted even though applicant is requesting licensure through reciprocity.**

Revised 10/10/08