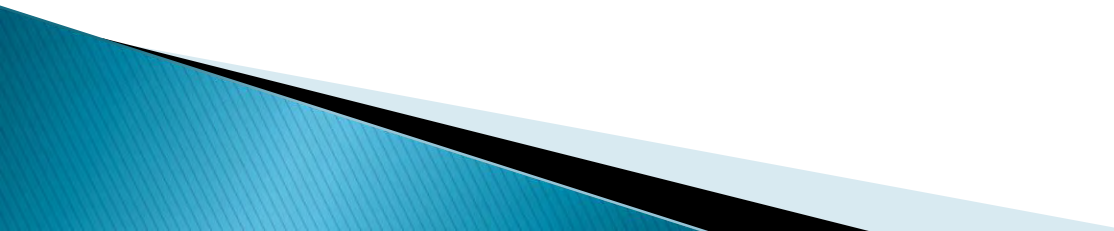


Missouri State Committee for Social Workers



Licensure process for pending or new graduates

- ▶ Applications may be downloaded from www.pr.mo.gov/socialworkers-forms.asp and contain instructions for the fingerprinting. Allow 1–2 weeks for fingerprint results. Fingerprint results are good for one year and are required for each level of licensure.
- ▶ Send the application, appropriate fee, and copy of receipt for fingerprinting to the address on the application.

Educational requirements

LCSW, LMSW or LAMSW

A master's or doctorate degree from a college or university program of social work accredited by the Council on Social Work Education (CSWE);

LBSW

A baccalaureate degree in social work from an accredited social work degree program approved by the CSWE



Required exams

LBSW – bachelors exam

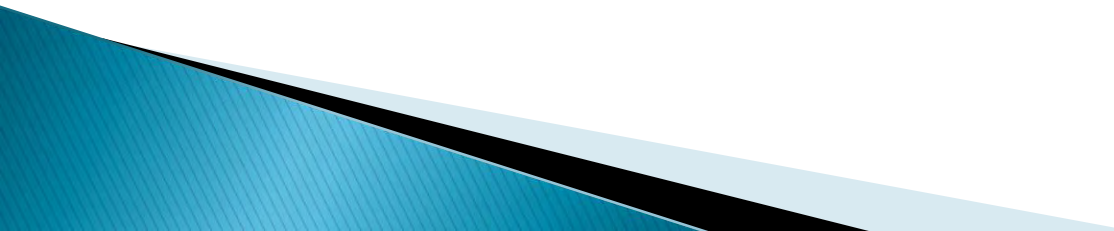
LMSW – masters examination

The following exams may not be taken until the LMSW license is issued and the supervised work experience has been completed

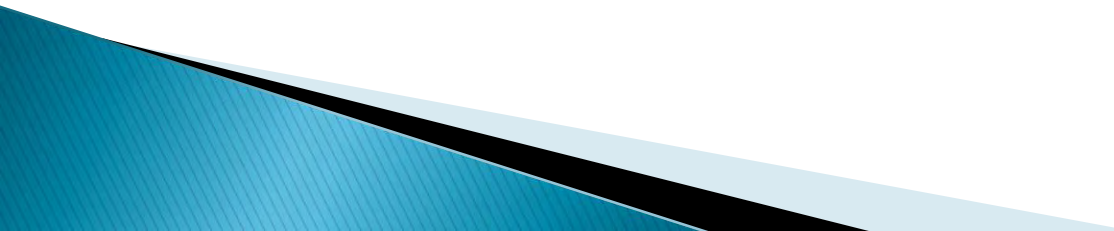
LAMSW – advanced generalist

LCSW – clinical examination

Licensure process

- ▶ Official transcripts must be sent to the office directly from the college. After receipt of required documents, the office will send a letter approving the applicant to take the exam.
 - ▶ Official exam results take 7–10 days for this office to receive and the license will be issued upon receipt.
- 

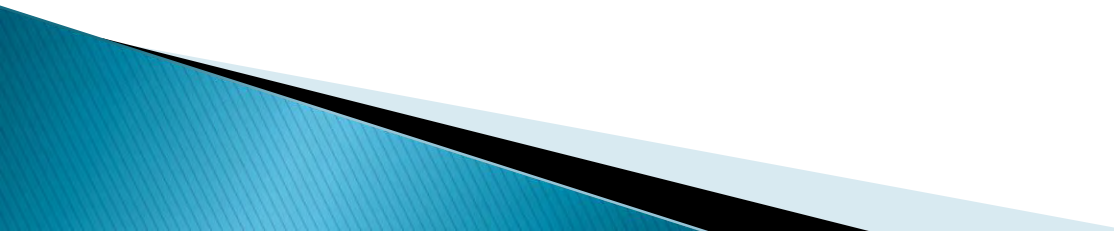
Taking the exam before graduation

- ▶ Up to 60 days prior to graduation
 - ▶ Application with fee
 - ▶ Background check
 - ▶ Written request to sit for exam
 - ▶ Letter from program director validating pending graduation and degree
 - ▶ License will not be issued until official transcripts are received
- 


The exam

- ▶ Contact ASWB at www.aswb.org or 888-579-3926 to register for the exam.
- ▶ Costs for exams
 - clinical – \$260.00
 - all others – \$230.00
- ▶ Full practice exams are available for all levels for \$85.00. Rationale for correct answers is given.

About the exams

- ▶ 170 four–option, multiple choice questions given electronically. 150 are scored, the remaining 20 are in the development phase.
 - ▶ Candidates have 4 hours to complete the exam.
 - ▶ All states use the same exam.
- 

About the exams

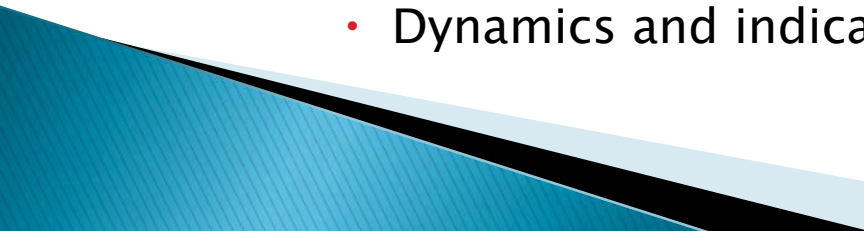
- Special accommodations are available.
 - ESL arrangements may be made.
 - Approved candidates schedule their date and time to take the exam.
 - 90 day waiting period before retaking the exam.
- 

Bachelors examination content

I. Human Development, Diversity, and Behavior in the Environment 27%

- Models of human growth and development
- Models of human behavior in the social environment
- Diversity
- Effects of the environment on client system behavior

II. Assessment 28%

- Social History and collateral data
 - Problem identification
 - Assessment of client system's strengths and challenges
 - Assessment of addictive behaviors
 - Assessment of mental and behavioral disorders
 - Dynamics and indicators of abuse and neglect
- 

Bachelors examination content

Direct and Indirect Practice 26%

- Indicators and effects of crisis and change
- Intervention processes and techniques
- Matching intervention with client system needs
- Use of collaborative relationships
- Documentation
- Interviewing
- Evidence-based practice

Professional Relationships, Values and Ethics 19%


- Ethical responsibility to the client system and profession
- Confidentiality
- Client's right to self-determination
- Professional use of self
- Methods of professional development

Masters examination content

I. Human Development, Diversity and Behavior in the Environment 28%

- Theories and models
- Abuse and neglect
- Diversity social/economic justice and oppression

II. Assessment and Intervention Planning 24%

- Biopsychosocial history and collateral data
 - Use of assessment methods and techniques
 - Intervention planning
- 

Masters examination content

III. Direct and Indirect Practice 21%

Direct/micro

- Indirect/macro

IV. Professional Relationships, Values and Ethics 27%

- Professional values and ethical issues
- Confidentiality
- Social worker roles and relationships

Licensure process for LCSW

After getting licensed as a LMSW, register supervision by sending in:

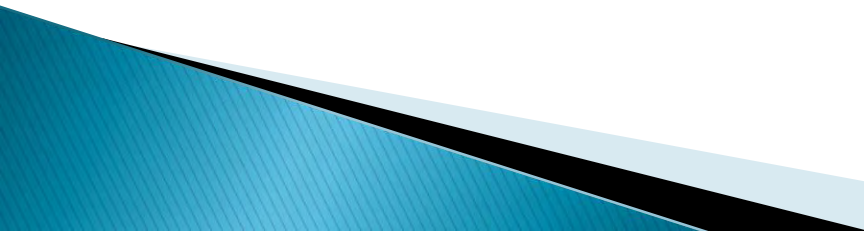
1. Contract for supervision;
2. Registration of supervision form;
3. Copy of supervisor's certificate for 16 hour training course;
4. Employment verification; and
5. \$25 fee

A letter of approval will be sent with the start date for that setting.

Licensure process for LCSW

1. Upon completion of 2,250 hours under supervision in at least 18 months, 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.
2. Send in application for license with fee. Follow instructions for fingerprinting. Fingerprint results are good for one year.
3. After receipt of required documents, this office will send a letter approving the applicant to take the exam.
4. Supervision ceases after 48 months as does the ability to practice clinically.

Maintaining license

- ▶ Licenses need to be processed and renewed *prior* to midnight, September 30 or they will expire. The office has been doing audits of continuing education, so please allow at least 2 weeks for staff to process if audited
 - ▶ Renewal forms are mailed first week of July to the address on file
 - ▶ 30 hours of continuing education (including 3 hours of ethics) are required to renew your license and excesses may not be carried over
 - ▶ It is the licensee's responsibility to retain CE certificates for auditing purposes
- 

Maintaining license – continued

- ▶ The committee recommends printing out the rules pertaining to CE and keep for reference in your CE folder.

<http://pr.mo.gov/boards/socialworkers/conteduca-tion.pdf>

- ▶ Keep State Committee notified of current address—renewal forms are sent to the address we have on file.
- ▶ New licenses issued for less than 2 years qualify for pro-rated continuing education requirements. See chart in rules. Up to one half of the required hours may consist of correspondence courses. A full 3 hours of ethics is needed.

Lapsed or expired licenses

Postmarked 1–60 days late – lapsed license.

- ▶ Late renewal fee (\$58) in addition to renewal fee (\$58).

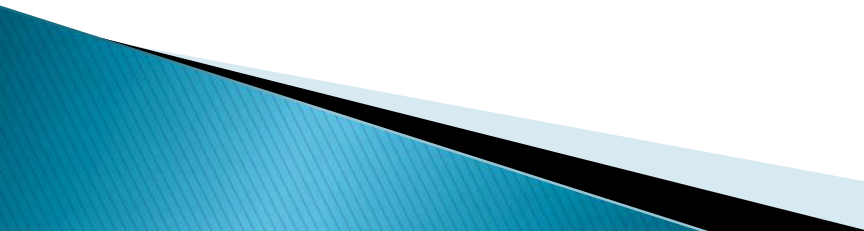
Postmarked 61+ days late – expired license.

- ▶ Proof of additional CE hours for each month past renewal.
- ▶ Restoration fee (\$117) in addition to renewal fee (\$58).

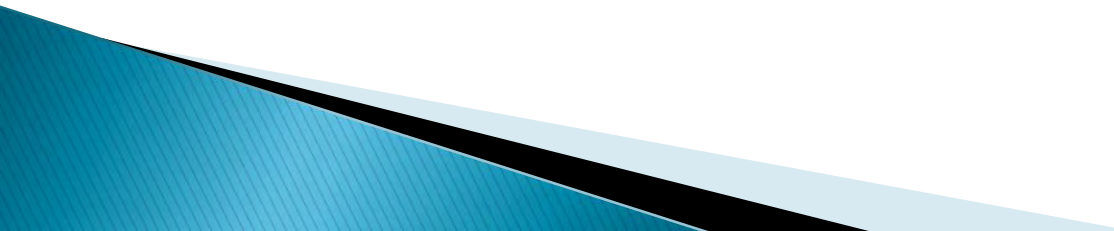
Lapsed or expired licenses

- ▶ You may not work as a licensed social worker.
- ▶ **Violations are subject to discipline**

Continuing education

- ▶ University or college courses one semester credit hour = 15 hours
 - ▶ Self-study – 15 hours maximum
 - ▶ Live, interactive webinars are considered face-to-face
 - ▶ Publications – from 3 to 10 hours
 - ▶ Preparation and presentation – 5 hours
 - ▶ Supervision – 3 hours
 - ▶ Jurisprudence exam – on website
- 

Accepted providers or sponsors of continuing education

- ▶ ASWB
 - ▶ NASW
 - ▶ MO Society for Clinical Social Workers
 - ▶ Social service agency/staff development unit (hospitals, nursing homes, etc.)
 - ▶ Accredited college or university
 - ▶ Professional associations in human services, such as the American Counselors Assn., MO Psychological Assn., etc.
- 

Contact Information

State Committee for Social Workers
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Jefferson City, MO 65109
Telephone: 573-751-0885
Fax: 573-526-3489
Website: www.pr.mo.gov
Email: lcsw@pr.mo.gov