

**BEHAVIORAL HEALTH AND HUMAN SERVICES LICENSING BOARD
LICENSED SOCIAL WORK (LSW)
APPLICATION FOR LICENSURE BY EXAMINATION
INFORMATION AND INSTRUCTIONS**

Before completing and submitting your application to our office, please read all materials and information included.

DOCUMENTS TO DOWNLOAD

Applicants must download the following documents from the Board's Website at: www.pla.in.gov:

1. Application for Licensure As A Social Worker (LSW)
2. Information and Instruction Sheet
3. Criminal Background Check Information
3. Statutes and Administrative Rules which pertain to the Behavioral Health and Human Service Licensing Board

IPLA ADDRESS/TELEPHONE NUMBER/EMAIL/WEBSITE

Indiana Professional Licensing Agency
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
Staff Email: pla8@pla.IN.gov
Website: www.pla.IN.gov

ONLINE APPLICATION TRACKING

Once your application has been received you may track the progress of your application online at <https://mylicense.in.gov/eGov/>. Create your login credentials using the [Register a Person](#) link.

CRIMINAL BACKGROUND CHECK REQUIRED

An individual applying for a social work license shall submit to a national criminal history background check at the cost of the individual. Please follow the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check at <http://www.in.gov/pla/3241.htm>.

Criminal background checks must be obtained after you apply for your social work license with the Board and prior to the issuance of a license. An email will be sent to you upon the receipt of your application by our office explaining that you are eligible to complete your criminal background check.

WHAT IF I RESPOND "YES" TO ONE OF THE QUESTIONS ON THE APPLICATION?

Please read the questions on the application very carefully. If you need to respond "yes" please submit a notarized affidavit of the incident (such as the date, where it occurred, what happened, the charge and the outcome of the incident) and any court documents. Based upon your response, you may be required to make a personal appearance before the Board. Please note that an appearance before the Board may delay your license or being approved for the examination.

WHAT IF I RESPOND "NO" TO ONE OF THE QUESTIONS AND THE CRIMINAL BACKGROUND CHECK REVEALS SOMETHING?

Please read the questions on the application very carefully. You will be notified of such and will be required to submit the required documents and explain why you failed to respond yes to the question. Also you may be required to appear before the Board. Please note that an appearance before the Board may delay your license or being approved for the examination.

THE FAIR INFORMATION PRACTICE ACT

In compliance with Ind. Code 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Your social security number is being requested by this state agency in accordance with Ind. Code 4-1-8-1 and Ind. Code 25-1-5-11(a). Disclosure is mandatory, and this record cannot be processed without it.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable.

APPLICATION REVIEW BY THE BOARD

Once your application is complete with all required documentation it will be reviewed by the Board. After review you will be notified as to whether you have been approved for the examination or whether additional information is required.

EXAMINATION REQUIREMENT

The Board has adopted the Association of Social Work Board's (ASWB) Masters Level examination to obtain a social work license. The examination is only offered in a computer format through the Association of Social Work Boards (ASWB) and its contracted examination service. The examination is offered six (6) days a week at various locations and times.

If you did not take an examination to receive licensure/certification in another state you will be required to take the ASWB Master's examination before you will be licensed as a social worker in the State of Indiana.

Your application for the licensure by examination must be approved by the Board prior to registration with examination service. Once approval is granted, information will be emailed to the applicant explaining the registration and scheduling process for the examination. It is your responsibility to register for and schedule your examination. Please register for the correct level of examination.

An applicant who has been approved by the Board to take the examination must take the examination within one (1) year from the date of the initial Board approval. If the applicant does not take the examination within one (1) year from the date of the initial Board approval, the approval will be invalid and the applicant must submit a new application and all required documentation must be resubmitted.

Testing Accommodation Request: If you have a disability, which may require a special accommodation in taking the examination, please contact the ASWB for information.

Official Score Report: Upon completion of the ASWB Master level examination, results will be released to our office. If you passed the examination, your social work license will be issued. If you failed the examination, you will receive notification from our office via email that will include a Repeat Examination Application and instructions on how to apply to retake the examination. Please allow 7 to 10 business days for our office to process examination results once they are received.

Repeat Examinations: Applicants who have failed the examination and who wish to retake the examination, must first reapply by submitting a Repeat Examination Application, fees and other requirements as determined by the Board and again be approved to retake the examination before re-registering with the ASWB. Repeat examination candidates must wait a period of ninety (90) days from the date of the failed examination before being approved to retake the examination. An applicant who has failed the examination three (3) times shall personally appear before the Board at the next available meeting prior to retaking the examination.

For more information on study guides and examination materials, please go to ASWB's website at www.aswb.org.

All questions and requests for information about the ASWB Bachelor examination should be directed to:

Association of Social Work Board (ASWB)
400 Southridge Parkway, Suite B
Culpeper, Virginia 22701

Candidate Services: (888) 579.3926

Candidates who are deaf or hard of hearing/TT: (888) 332.3926

Phone: (800) 225.6880/(540) 829.6880

Main fax: (540) 829.0562

Email: info@aswb.org

Website: <https://www.aswb.org/>

TRANSCRIPTS AND EXAMINATION SCORE REPORTS

The Board will not be able to accept any transcripts and examination score reports from the applicant. All transcripts and examination score reports must be sent directly from those entities.

ABANDON APPLICATIONS

If an applicant does not submit all requirements within one (1) year after the date on which the application is filed, the application for licensure is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

ISSUANCE OF LICENSE

Upon issuance of your license by the Board, you will be sent an email notifying you that your license has been issued. There will be instructions on how to purchase a license card to be mailed to you or how to download a free license card for immediate printing. This service is available on our website at www.in.gov/pla/license.htm.

Ind. Code 25-23.6-4-5 requires that an individual who is licensed as a social worker shall:

- (1) Display the license or a clear copy of the license at each location where the social worker or clinical social worker regularly practices; and
- (2) Includes the words "licensed social worker" or the letters "LSW" on all promotional materials, including business cards, brochures, stationary, advertisements, and signs that name the individual.

Therefore, you must either download the free license card or purchase a blue license card to post. IPLA staff cannot print license cards to be mailed or for walk-ins to our office.

This service is available on our website at www.in.gov/pla/license.htm.

LICENSE EXPIRATION AND CONTINUING EDUCATION

Social Workers licensed in the State of Indiana are required to obtain at least forty (40) hours of continuing education, with at least twenty (20) hours of Category I Continuing Education with two (2) hours of Category I Ethics Continuing Education, in order to renew their license. A social worker who has been licensed less than twenty-four (24) months will need twenty (20) hours of continuing education with one (1) hour of Category I Ethics Continuing Education to renew their license. A social worker who has been licensed less than twelve (12) months does not need continuing education in order to renew their license.

Detailed information regarding the continuing education requirement is available at the Board's website at www.pla.IN.gov. Or you may contact our office by calling (317) 234-2054 or by email at pla8@pla.IN.gov.

LICENSE EXPIRATION

Licensed Social Workers licenses expire April 1 of even years.

**LICENSED SOCIAL WORKER (LSW)
APPLICATION FOR LICENSURE BY EXAMINATION
INSTRUCTIONS**

All applicants must submit an application and supporting documentation to:

Indiana Professional Licensing Agency
Attn: Behavioral Health and Human Services Licensing Board
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

APPLICATION

Submit your Application for Licensure as a Social Worker (LSW)

**Please make sure that you have completed and signed the application in all places required.*

**The name on your application must match your 2 pieces of ID that is required in order for you to enter the examination.*

AFFIDAVIT

If you answer "yes" to any of the seven (7) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however, they may accompany your affidavit.

If the applicant has been **arrested; entered into a prosecutorial diversion or deferment agreement; convicted; pled guilty to or pled nolo contendere to any offense, misdemeanor, or felony in any state**, except for minor violation of traffic law resulting in fines, and arrests or convictions that have been expunged by a court, the applicant shall submit a notarized statement detailing all criminal offenses, excluding minor traffic violations. The notarized statement must include the following information:

- (1) The date(s), location(s), court, and cause number.
- (2) The offense, misdemeanor or felony of which the applicant was arrested for, entered into a prosecutorial diversion or deferment agreement; convicted, pled guilty to or pled nolo contendere to.
- (3) The penalty imposed.

Also, included with your notarized statement, you will need to provide copies of any and all court documentation regarding each offense listed.

CRIMINAL BACKGROUND CHECK REQUIRED

All applicants applying for a social work license shall submit to a national criminal history background check at the cost of the individual. Please follow the step-by-step directions on how to complete the fingerprinting process in order to process your criminal background check on the Board's website at <http://www.in.gov/pla/3241.htm>.

A criminal background check completed prior to the submission of your application for licensure will not be considered valid. If an application is not received by IPLA before scheduling a criminal background check, the applicant will be required to submit to another check resulting in additional fees.

WHAT IF I HAVE TO RESPOND "YES" TO ONE OF THE QUESTIONS ON THE APPLICATION?

Please read the questions on the application very carefully. If you need to respond "yes" please submit a notarized affidavit of the incident (such as the date, where it occurred, what happened, the charge and the outcome of the incident) and any court documents. Based upon your response, you may be required to make a personal appearance before the Board. Please note that an appearance before the Board may delay your license or being approved for the examination.

WHAT IF I RESPOND "NO" TO ONE OF THE QUESTIONS AND THE CRIMINAL BACKGROUND CHECK REVEALS SOMETHING?

Please read the questions on the application very carefully. You will be notified of such and will be required to submit the required documents and explain why you failed to respond yes to the question. Also you may be required to appear before the Board. Please note that an appearance before the Board may delay your license or being approved for the examination.

FEE INFORMATION

Applicants must submit a **fifty dollar (\$50.00)** application fee made payable to the Indiana Professional Licensing Agency. Checks or Money orders are acceptable. **All fees are non-refundable and nontransferable.**

PHOTOGRAPH

Applicants must submit one (1) photograph, approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

TRANSCRIPT

Applicants must submit an official transcript, **sent directly to the Board from the college or university**, from which you obtained the degree, showing that all requirements for graduation have been met and the date the degree was conferred. Copies of transcripts, transcripts issued to applicants, or incomplete (not yet showing your degree has been granted) transcripts are not acceptable. Electronic transcripts may be sent to pla8@pla.in.gov.

Applicants for a social work license must have received a **master's degree in social work** from an eligible postsecondary educational institution that meets the requirements of the board.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate, divorce decree, social security card or court papers is acceptable if your name differs from that on any of your documents.

VERIFICATION OF LICENSURE

Applicants must provide a Verification of State Licensure/Certification form from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated health profession or occupation. This information must be **sent directly to the Board by the state** that issued the license. This form is available on the Board's website.

The top portion of this form should be completed by the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. Other jurisdictions may charge a fee to verify licensure. You may wish to contact the state boards prior to your request for verification. You do not need to complete this form if you only hold licensure or certification in the State of Indiana.

**LICENSED SOCIAL WORKER (LSW)
APPLICATION FOR LICENSURE BY EXAMINATION
TEMPORARY PERMIT INFORMATION
INSTRUCTIONS**

The Board may issue a temporary permit to practice as a social worker to an applicant who submits the following:

1. A completed application for licensure as a social worker including all supporting documentation.
2. An additional fee of twenty-five dollars (\$25.00) for the temporary permit.

The temporary permit expires on:

A temporary permit issued under IC 25-23.6-5-11.5(b) expires one (1) year after the date the permit is issued, without regard to the number of times the individual passes or fails the required examination to become a licensed social worker. The temporary permit may not be renewed.

A temporary permit will be issued upon the approval of your application to sit for the ASWB Master's level examination.

IC 25-23.6-5-11.5 Temporary permit to practice social work; expiration

Sec. 11.5. (a) The board shall issue a temporary permit to practice social work to an individual who:

- (1) meets the educational requirements for a license as a social worker; and
- (2) pays a fee for the temporary permit set by the board.

(b) The board shall issue a temporary permit to practice bachelor's degree social work to an individual who:

- (1) meets the educational requirements for a license as a bachelor's degree social worker; and
- (2) pays a fee for the temporary permit set by the board.

A temporary permit issued under this section expires one (1) year after the date the permit is issued, without regard to the number of times the individual passes or fails the required examination to become a **licensed social worker** or a licensed bachelor's degree social worker. The temporary permit may not be renewed.

**LSW BY EXAMINATION
APPLICATION CHECKLIST**

If you are applying for licensure as a social worker (LSW) by examination, you must complete and submit the following forms.

- ___ Completed Application Form
- ___ One (1) passport quality photograph
- ___ \$50 Application Fee
- ___ \$25 Temporary Permit Fee (If you are applying for a temporary permit.)
- ___ Notarized affidavit explaining any "yes" answer on the application which includes the required documentation. (If applicable)
- ___ Criminal History Background Check (CBC)
- ___ Official Transcript(s) sent directly from the university or school
- ___ Out of State License Verification(s) (If applicable)
- ___ Name Change Documents (If applicable)