LSW Frequently Asked Questions

1. **How do I become a school social worker?**
   Contact the Division of Professional Standards located within the Department of Education. Their website is [http://www.doe.in.gov/student-services](http://www.doe.in.gov/student-services).

2. **How do I become a licensed social worker?**
   Applications and instructions are available at: [http://www.in.gov/pla/social.htm](http://www.in.gov/pla/social.htm).

3. **How much is the application fee?**
   The application fee is $50.

4. **Do you have temporary licenses?**
   Yes. Temporary licenses are issued after your application is approved for the exam or after the Board receives verification that you hold a license in another state.

5. **How long are temporary licenses valid?**
   Temporary licenses are valid for 180 days or until the Board receives notification that you have passed or failed the exam.

6. **Are temporary licenses renewable?**
   Yes, you can renew a temporary license a maximum of three (3) times.

7. **I am finished with my course requirements and have graduated however my transcript will not show my degree until a later date, what should I do?**
   You will need to wait until your degree is conferred on your transcript.

8. **Can I submit a transcript that I received in the mail from my school with my application?**
   No, you must request that your school mail or send electronically via secured email an official transcript directly to our office.

9. **Can I hand deliver my application to your agency?**
   Yes. However, your supervision forms must be in sealed envelopes.

10. **Does my supervisor have to be a licensed social worker or clinical social worker?**
    Yes, if you are applying for a LSW with a bachelor’s degree your supervision must have been performed by a LSW or LCSW. If you are applying for a clinical social worker license your supervision must have been performed by a LCSW.

11. **I am in the middle of my supervision and have decided to change jobs, should I have my current supervisor fill out a supervision form now?**
    Yes, have your supervisor fill out the form and place it in a sealed envelope and keep it in a safe place until you are ready to apply for your license.

12. **What do I do if I cannot locate my supervisor or my supervisor is deceased?**
    You will need to fill out the supervision form to the best of your ability and attach a notarized statement explaining the reasons that you are unable to locate your supervisor. **DO NOT** sign the verification of supervision form yourself.

13. **After I am approved to take the exam, how long does the Board hold my application?**
    One (1) year from the date of the approval.

14. **How do I purchase a study guide for the exam?**

15. **Is a degree in social work required?**
    Yes. To become a LSW or LCSW in Indiana you must have a BSW or a MSW from a CSWE approved university.

16. **How do I find out if a university is CSWE approved?**
    You can visit the CSWE website located at [http://www.cswe.org/](http://www.cswe.org/).

17. **What examinations are acceptable for licensure?**
    The Board only accepts the Master’s examination for LSW licensure and the Clinical examination for LCSW. The Bachelor’s examination is not an acceptable exam for licensure.