



[New York State Society for Clinical Social Work, Inc.](#)

243 Fifth Avenue, Suite 324, New York, NY 10016-8703

Tel • (800) 288-4279 Email • info.nysscsw@gmail.com Fax • (718) 785-9582

Website • www.nysscsw.org Facebook • www.facebook.com/NYSSCSW/info

ABOUT SOCIAL WORK LICENSING IN NEW YORK STATE

The New York State Department of Education offers several levels of licensing and regulations. All forms and more information can be found on the New York State Office of the Professions website at <http://www.op.nysed.gov/prof/sw>. Phone: 518-474-3817, ext. 592, Fax: 518-402-2323. This summary will cover:

Limited Permit

Licensed Master Social Worker (LMSW)

Licensed Clinical Social Worker (LCSW)

The “R” Privilege

Limited Permit

A limited permit allows an individual who has met all requirements for licensure as an LMSW except the licensing examination to practice as an LMSW provided that the individual is under the general supervision of an LMSW or a Licensed Clinical Social Worker (LCSW). The limited permit is issued for a specific employment setting. You will need a job offer and your proposed LMSW or LCSW supervisor will have to provide a copy of their license and provide paperwork as outlined below. For more information regarding appropriate employment settings see <http://www.op.nysed.gov/prof/sw/lmsw.htm>. Limited permits are valid for a period of one year and are not renewable. You should apply for your LMSW well in advance of your limited permit expiring.

Steps for obtaining a Limited Permit:

- ✓ The fee for a limited permit is \$70
- ✓ Submit an application (Form 1)
- ✓ Have your school verify completion of the MSW degree (Form 2)
- ✓ The proposed supervisor must include a copy of his/her license with the Application for Limited Permit (Form 5)
- ✓ Include a copy of the operating certificate or certificate of incorporation that authorizes your employer to employ licensed social workers and provide social work services (Your employer can provide this.)
- ✓ Submit proof of completion of coursework or training in the identification and reporting of child abuse offered by a New York State approved provider

If you have further questions about obtaining a Limited Permit please feel free to contact Hafina Allen, LCSW, at hafina.allen@nyu.edu.



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Licensed Master Social Worker “LMSW”

New York Licensed Master Social Workers have earned a Master of Social Work (MSW) degree from an accredited graduate school of social work and passed a national licensing exam. A Licensed Master Social Worker may provide clinical services only under supervision of a New York State LCSW, licensed psychologist, or psychiatrist.

Social Work licenses do not expire, but you are required to maintain your registration, which must be renewed every 3 years. All forms and additional information can be found at <http://www.op.nysed.gov/prof/sw/lmsw.htm>.

Steps for obtaining a LMSW:

- ✓ The fee for licensure and first registration is \$294
- ✓ Submit an application (Form 1)
- ✓ Have your school verify completion of the MSW degree (Form 2)
- ✓ Submit proof of completion of coursework or training in the identification and reporting of child abuse offered by a New York State approved provider
- ✓ After the Office of Professions notifies you by mail that you are eligible to take the ASWB Masters Exam, register directly at www.ASWB.org and pay the exam fee \$230
- ✓ Schedule your exam at <http://www.pearsonvue.com/aswb/>

The exams are offered at multiple locations and are offered on an on-going basis. Choose a location, day and time that fits your schedule.

The exam consists of 170 multiple choice questions, administered by computer. You have 4 hours to complete the exam.

All questions are weighted by difficulty. There is no standard passing score, rather the required pass score is determined based on the difficulty of the randomly selected questions for each administration.

The exam is pass/fail.

You will receive your exam results before you leave the exam room.

- ✓ Once you pass the exam your results will be sent to the State and you will receive your license. A 3-year registration will be mailed to you.
- ✓ If you do not pass you will need to register and pay the full examination fee again to retake the examination. You must wait 90 days to retake the exam.
- ✓ You must renew your registration every three years.
- ✓ No continuing education credits are needed during the first three years.
- ✓ 36 continuing education credits are required after your first three years, in order to renew your subsequent registrations.

If you have further questions about obtaining Social Work licensure please feel free to contact Hafina Allen, LCSW, at hafina.allen@nyu.edu.



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Licensed Clinical Social Worker “LCSW”

A Licensed Clinical Social Worker has completed an MSW degree that includes 12 credits of clinical courses, has 36 months of post-degree supervised experience in clinical social work, and has passed a clinical licensing examination. A Licensed Clinical Social Worker may provide any social work services, including clinical services such as the diagnosis of mental, emotional, behavioral, developmental, and addictive disorders, the development of treatment plans, and the provision of psychotherapy.

In New York State one is licensed for life. Social Work licenses do not expire however to practice you are required to renew your registration every 3 years. All forms and additional information can be found at <http://www.op.nysed.gov/prof/sw/lcsw.htm>.

Specific LCSW supervised experience requirements:

- ✓ Clinical coursework of at least 12 semester hours that prepares the individual to practice as an LCSW. The courses must include content that emphasizes the person-in-environment perspective and knowledge and skills in the following areas: diagnosis and assessment in clinical social work practice; clinical social work treatment; and clinical social work practice with general and special populations.
- ✓ Completion of 2000 supervised client contact hours over at least 36 months (three years) of supervised experience in diagnosis, psychotherapy and assessment-based treatment planning.
- ✓ It is your responsibility to practice only under a qualified NYS licensed supervisor and in an authorized setting. You should review the supervisor qualifications and acceptable experience with an employer before you accept a position performing clinical social work functions. It is imperative that individuals working towards their LCSW have their supervisors submit Plan for Supervised Experience (Form 6) prior to beginning work <http://www.op.nysed.gov/prof/sw/lcsw6.pdf> This is the only way to be assured that your experience will be counted towards your LCSW.
- ✓ Your supervisor is responsible for maintaining records of the supervised experience, including client contact hours and supervision hours. However, this is your work experience and it is strongly suggested that you maintain these records for yourself.

Steps for obtaining a LCSW:

- ✓ The fee for licensure and first registration is \$294
- ✓ Submit an application (Form 1)
- ✓ Have your school verify completion of the MSW degree (Form 2)
- ✓ Submit Verification of Other Professional Licensure/Certification (Form 3)
- ✓ Submit Applicant Experience Record (Form 4)
- ✓ Have your supervisor(s) submit verification of your supervised experience in diagnosis and psychotherapy (Form 4B)
- ✓ Submit proof of completion of coursework or training in the identification and reporting of child abuse offered by a New York State approved provider



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- ✓ After the Office of Professions notifies you by mail that you are eligible to take the ASWB Clinical Exam, register directly at www.ASWB.org and pay the exam fee \$260
- ✓ Schedule your exam at <http://www.pearsonvue.com/aswb/>
 - The exams are offered at multiple locations and are offered on an on-going basis. Choose a location, day and time that fits your schedule.
 - The exam consists of 170 multiple choice questions, administered by computer. You have 4 hours to complete the exam.
 - All questions are weighted by difficulty. There is no standard passing score, rather the required pass score is determined based on the difficulty of the randomly selected questions for each administration.
 - The exam is pass/fail.
 - You will receive your exam results before you leave the exam room.
- ✓ Once you pass the exam your results will be sent to the State and you will receive your license. A 3-year registration will be mailed to you.
- ✓ If you do not pass you will need to register and pay the full examination fee again to retake the examination. You must wait 90 days to retake the exam.
- ✓ You must renew your registration every three years.
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If you have further questions about obtaining Social Work licensure please feel free to contact Hafina Allen, LCSW, at hafina.allen@nyu.edu.



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LCSW Applicants Licensed in Another State

Please see <http://www.op.nysed.gov/prof/sw/lcsw.htm>

“Endorsement, often referred to as 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”

Steps for obtaining a LCSW:

- ✓ The fee for licensure and first registration is \$294
- ✓ Submit an application (Form 1)
- ✓ 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); and
- ✓ be of good moral character, as determined by the Department.

“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.”

- ✓ See above “Steps for obtaining a LCSW”
 - ✓ Supervisors not licensed in New York State will need to complete Form 4Q Approval of Qualifications to Supervise Psychotherapy. (Your supervisor mails this form in along with Form 4B)
 - ✓ If you have already taken and passed the ASWB Clinical Exam you can transfer your score to New York State for a small fee
<https://www.datapathdesign.com/ASWB/OLSalesDSWB/Prod/cgi-bin/olsScoresDLL.dll/scoBuyerEmpty>
- ✓ Please note that because each state has different requirements for clinical hours and supervision, it is possible that one may be an LCSW in another state, but not yet meet the requirements for being an LCSW in New York State.
 - ✓ New York State requires completion of 2000 supervised client contact hours over at least 36 months (three years) of supervised experience in diagnosis, psychotherapy and assessment-based treatment planning.

If you have further questions about obtaining Social Work licensure please feel free to contact Hafina Allen, LCSW, at hafina.allen@nyu.edu.



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The “R” Privilege

The “R” Privilege is the highest standard for insurance reimbursement for LCSWs in New York. It is a unique and valuable credential. In fact, New York is the only state that provides legal recognition to clinicians with six years or more of supervised psychotherapy experience.

All insurers and behavioral health companies set their own standards for approving reimbursable clinicians, and they are free to choose LCSW or LCSW-R. However, the higher standard for experience, the LCSW-R, offers more experience which suggests better clinical outcomes.

In addition, LCSW-Rs comprise a smaller group. In choosing them, insurers limit the number of providers they must oversee, making the administration of services more manageable.

Requirements for the “R” Privilege:

- ✓ You must be an LCSW with 36 months and 2,400 hours of post LCSW supervised direct client experience in diagnosis, psychotherapy and assessment-based treatment planning in an authorized setting.
- ✓ No less than 36 months and 2,400 hours if full time and complete no less than 400 face-to-face sessions in any 12-month period.
- ✓ Client contact must be documented.
- ✓ A direct contact hour equals 45 minutes of psychotherapy with individuals, families and groups. Sessions may be combined.
- ✓ Supervisor must be an LCSW-R, Psychologist or Psychiatrist licensed in NYS.
- ✓ Supervision must be individual or group (no peer supervision) for a minimum of 2 hours per month. Private supervision is acceptable.
- ✓ The setting must be legally authorized to provide psychotherapy services (including private practice).

IMPORTANT: You must file an application and submit forms before you begin your hours of supervised experience. For details and forms go to www.op.nysed.gov/prof/sw/lcswprivilege.htm or contact NYSED, Office of the Professions, P.O. Box 22063, Albany, NY 12201, 518-474-3817, ext. 592.

- ✓ File an application and fee. Send Notarized Form 1SWPR and a check for \$100 fee to the Office of the Professions.
- ✓ With your supervisor, submit plan for supervised experience. Send your supervisor Form 6SWPR with Appendix A. Your Supervisor must complete and send it to the Office of the Professions.
- ✓ After completion of your supervised experience your supervisor must submit Form 4SWPR and the Psychotherapy Log with requested information. The supervisor retains the Psychotherapy Log in the event there are questions.
- ✓ Approval: NYSED will review your education and notify the applicant.

For information about the “R” Privilege you may contact Marsha Wineburgh, LCSW-R, NYSSCSW Legislative Chair at mwineburgh@aol.com