Congratulations! You are close to graduation from the BSW Program.

You will be taking the Basic/Bachelor’s Level Social Work Licensing Exam. Because you have your BSW degree - you are NOT applying for the Licensed Social Work – Conditional and you DO NOT have to complete the Agreement to Provide Consultation for Licensure form.

In order to sit for the Licensed Social Worker exam you MUST submit an application for licensure to the Maine Board of Social Work Licensure. Once your application is completed and approved, you will receive notification of your eligibility to sit the exam. Information about the Maine Board of Social Work Licensure applications are located on the web at: http://www.maine.gov/pfr/professionallicensing/professions/social_workers/lm.html

**LM - Licensed Social Worker**

"Licensed Social Worker" (LSW) is a person who has received a license as a Social Worker from the board. A LSW may: Conduct basic data gathering of records and specific life issues of individuals, groups, couples and families; assess the above data, formulate and implement a plan to achieve specific goals related to specific life issues; serve as an advocate for clients or groups of clients for the purpose of achieving specific goals relating to specific life issues; refer clients to other professional services; plan, manage, direct or coordinate social services; participate in training and education of social work students; and supervise other LSWs, other professionals practicing related professions and paraprofessionals engaged in related activities. A LSW with a BSW who has been licensed for at least two years may provide consultation required by the LSW Conditional licenses to those licensees.

**How to apply:**
http://www.maine.gov/pfr/professionallicensing/professions/social_workers/lm.html

**Fees:** You will need to pay an Application Fee, a Licensure Fee, and a Criminal History Records Check Fee. Please check the website for the current fees.

**What you must submit:**
1. A completed application for licensure
2. Official transcript of an earned BSW degree from a CSWE accredited institution
3. Documentation of successful passage of the required examination (Basic/Bachelors)
4. Three current letters of professional recommendations written within the past year, two of which must be from licensed social workers at any level of licensure from any state.
A NOTE ABOUT OFFICIAL TRANSCRIPTS: Every May the Office of Student Records must verify over 2,000 students who request graduation. The process for verifying graduation involves several steps following commencement. The various offices try to do this as soon as possible for professional programs (e.g. social work, nursing, nutrition) where students need official transcripts for employment. However this process generally takes at least two-three weeks after commencement. Here is the process:

1. Kelly Jaksa – in conjunction with faculty – reviews every BSW student who has requested graduation, and completes the Completion of Requirement Form – certifying that you have completed all the requirements to receive the BSW degree
2. Kelly forwards the Completion of Requirement Form to the College office.
3. The College office staff review the Completion of Requirement forms and forwards to the Office of Student Records.
4. The Office of Student Records certifies the official degree and notes the degree granted an date on the student’s official transcript
5. BSW students may request an official transcript (in person, via mail or email). Please read for directions: http://www.studentrecords.umaine.edu/records/transcript-requests/

Association of Social Work Boards --- Information about the Exam

There are two testing sites in Maine – Bangor and Portland. The cost for the exam is $230.00. Information about the exam is at: http://www.aswb.org/.