MAINE STATE LICENSURE – MSW STUDENTS

Graduating MSW students should review the social work licensing information at: http://umaine.edu/socialwork/current-students/current-msw-students/ In order to sit for the LMSW exam students 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.

The State of Maine has three levels of licensure:
▪ **Licensed Social Worker (LSW)** – for Baccalaureate Level Social Workers
▪ **Licensed Master Social Worker (LMSW)** – for Master’s prepared Social Workers
▪ **Licensed Clinical Social Worker (LCSW)** – for Master’s prepared social workers who meet the requirement for “clinical concentration” and have completed the post-MSW clinical supervision requirements

You will be taking the Intermediate/Master’s Level Social Work Licensing Exam. In order to sit for this 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/

There are two paths towards licensure at the LMSW Level:

**PATH #1: LM – Licensed Master Social Worker:** You are graduating from the UMaine School of Social Work AND you are currently NOT employed AND you are looking for employment. You will need to apply for the LM – Licensed Master Social Worker license FIRST.

LM - Licensed Master Social Worker

"Licensed Master Social Worker" (LMSW) is a person who has received a license as a Master Social Worker from the board and only performs non-clinical functions. A LMSW may perform all of the functions of the LSW License, engage in administration, research, consultation, social planning and teaching related to the functions of social work; engage in non-clinical private practice; and provide consultation required by the LSW and LSW Conditional Licenses.

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

**Fees:** You will need to pay an Application Fee, a Licensure Fee, and Criminal History Records Check Fee – These fees change year to year so you should check the website

**What you must submit:**
1. A completed application for licensure
2. Official transcript of an earned MSW degree from a CSWE accredited institution
3. Documentation of successful passage of the required examination (Intermediate/Masters)
4. Three current letters of professional recommendations written within the past year, two of which must be from LCSW, LMSW, or CSW-IPs or MSW’s licensed in other states

**IF AFTER** you become employed, you wish to pursue the clinical hours for LCSW licensure, you must have an agency supervisor who is an LCSW who can sign your clinical consultation form.
You will need to apply for the MS – Licensed Master Social Worker – Clinical Conditional license (see below). Yes... this means that you are spending money on sequential applications of two different licenses. You could decide to wait until you are hired by an agency with LCSW supervision, but that could limit your interview opportunities.

**PATH #2: MC – Licensed Master Social Worker, Conditional Clinical:** You are graduating from the UMaine School of Social Work and you wish to pursue the hours needed for the LCSW license AND you are CURRENTLY employed or WILL BE employed AND you have an LCSW who will be your CLINICAL CONSULTANT and sign your clinical consultant form. You may directly apply for the LMSW-CC. You DO NOT need to apply for the LMSW.

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**MC - Licensed Master Social Worker, Conditional Clinical**

This license is for Master Social Workers who are engaged in clinical practice who have not yet completed the consultation hours required for LCSW (independent licensure).

"Licensed Master Social Worker, Conditional (Clinical)" means a person who has received a MSW Conditional (Clinical) license from the board. This licensee may perform all of the functions of the LMSW license; engage in psychosocial evaluation, including diagnosis and treatment of mental illness and emotional disorders, with required consultation; and provide clinical consultation to LSWs, Social Work students, other professionals practicing related professions and paraprofessionals engaging in related activities. A LMSW, Conditional (Clinical) must receive four (4) hours a month of consultation (no more than 25% in a group setting) by a LCSW while practicing social work in a clinical setting. A LMSW Conditional (Clinical) may not engage in private clinical practice unless permitted under 32 MRSA, Chapter 83, Section 7053, subsection 1.

**How to apply:**
http://www.maine.gov/pfr/professionallicensing/professions/social_workers/mc.htm

**Fees:** You will need to pay an Application Fee, a Licensure Fee, and Criminal History Records Check Fee – These fees change year to year so you should check the website

**What you must submit:**

1. A completed application for licensure (Attached are examples of how you would complete the Clinical Concentration Worksheet on your application – regular and advanced standing).
2. Official transcript of an earned MSW degree from a CSWE accredited institution
3. Documentation of successful passage of the required examination (Intermediate/Masters)
4. Three current letters of professional recommendations written within the past year, two of which must be from LCSW, LMSW, or CSW-IPs or MSW’s licensed in other states
5. Documentation on the form provided by the Board of intent to provide clinical consultation signed by the LCSW or CSW-IP engaged as the consultant (Agreement to Provide Consultation Form).

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**A NOTE ABOUT OFFICIAL TRANSCRIPTS:** At the end of each semester the Office of Student Records must verify 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. MSW Students make sure that they have completed their Program of Study Forms
2. Sandy Butler – in conjunction with faculty – reviews every Program of Study form, and completes the Completion of Requirement Form – certifying that you have completed all the requirements to receive the MSW degree
3. Sandy forwards the Completion of Requirement Form to the Graduate School
4. The Graduate School staff review the Completion of Requirement forms and forwards to the Office of Student Records.
5. The Office of Student Records certifies the official degree and notes the degree granted an date on the student’s official transcript
6. MSW 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. Check the website for the current cost of the exam.

Information about the exam is at: http://www.aswb.org/. There is a study guide on reserve in the Fogler library (Under the name: Victoria Kane). You could also pay $75.00 for an online test through ASWB. You will receive: 4 hours to take a 170-question practice test one time and 30 days (total) to review the questions, answers and rationales. The 30 days begins when you enter your email and purchase code to log into the practice test.

The University of Maine MSW Program prepares students to qualify for the LMSW level upon graduation. Qualification for the LCSW requires appropriate supervised work experience in a clinical setting for at least two years (full-time) following graduation from our program. MSW students who graduate from the “regular” MSW program (i.e., not advanced standing) must complete particular courses in order to meet State of Maine Licensing requirements. Please use the chart below to help you in filling out the licensing worksheet at the point of graduation.

Students interested in the pursuing the LCSW must take SWK 580, Adult and Child Psychopathology as one of their two electives. In addition, advanced standing students must be sure that one other elective is a clinical practice course.

Please Note: When you complete the Clinical Concentration Worksheet for the Licensing Board, you should choose Option A. The courses below should be used to complete the worksheet.

**Personality Theory focused on Normal Growth & Development**

SWK 550: Human Behavior and the Social Environment I (first row in licensing worksheet)

**Personality Theory focused on Adult and Child Psychopathology**

SWK 580: Adult and Child Psychopathology  (second row in licensing worksheet)

**Clinical Methods ----- Social Work Practice Courses:**

SWK 560 Practice in Generalist Social Work I
SWK 661 Advanced Generalist Practice I with Individuals
SWK 600 Advanced Integrative Professional Seminar
SWK 664 Advanced Generalist Practice III with Families and Small Groups
(These four practice courses make up Option A and the third row in the licensing worksheet.)

MSW students who graduate from the advanced standing program must complete the following in order to meet State of Maine Licensing requirements related to “Clinical Emphasis”: Please Note: When you complete the Clinical Concentration Worksheet for the Licensing Board, you should choose Option A. The courses below should be used to complete the worksheet.

**Personality Theory focused on Normal Growth & Development**
SWK 550 is waived as part of students’ admission to the advanced standing program. Advanced Standing students completed this course content in their BSW programs. On your licensing worksheet, note that SWK 550 is waived and you have taken SWK 533, the Bridging Course in Human Behavior and the Social Environment (first row of licensing worksheet).

**Personality Theory focused on Adult and Child Psychopathology**
SWK 580 Adult and Child Psychopathology (second row in licensing worksheet)

**Clinical Methods ----- Social Work Practice Courses:**
SWK 661 Advanced Generalist I Practice with Individuals
SWK 600: Advanced Integrative Professional Seminar
SWK 664: Advanced Generalist Practice III with Families and Small Groups
One Social Work Clinical Micro Practice Electives
(These four practice courses make up Option A and the third row in the licensing worksheet.)

A copy of the licensing legislation and the regulations may be obtained from:

The State Board of Social Work Licensure
Gardiner Annex
State House Station # 35
Augusta, ME 04333 Tel: 624-8603

SEE PAGE 5 (NEXT PAGE) FOR:

FLOW CHART – PATHWAYS TO LICENSING
Flow Chart --- Pathways to Licensing

- I am looking for a social work job now
  - Apply for the Licensed Master Social Work
    - I found a job and do not want to apply for the LCSW – Your licensing is complete
    - I found a job and do want to apply for the LCSW in two years
      - Apply for the Licensed Masters Social Work – Conditional Clinical – Supervisor completes Clinical Consultant Form

- I have a job and do not plan to apply for my LCSW in two years
  - Apply for the Licensed Master Social Work - Your licensing is complete

- I have a job and do plan to apply for my LCSW in two years
  - Apply for the Licensed Master Social Work – Conditional Clinical – Supervisor completes Clinical Consultant Form