

Columbia University School of Social Work **NEW YORK STATE LMSW & LCSW INFORMATION – 2010/2011**

NOTE: In June 2010, the Board of Regents adopted emergency amendments to the Regulations of the Commissioner of Education relating to the licensure of licensed master social workers and licensed clinical social workers. It is anticipated that amendments will be considered for adoption on a permanent basis at the September 13-14, 2010 meeting of the Board of Regents. This document has been updated to include these changes. For more information about these amendments go to <http://www.op.nysed.gov/>.

Importance of Licensing

- Licensing is a matter of LAW
- The law defines the practice of Licensed Master Social Work as the “professional application of social work theory, principles, and methods to address mental, social, emotional, behavioral, developmental and addictive disorders, conditions and disabilities and psychosocial aspects of illness and injury.”
- Licensing confers privileges and carries with it responsibilities:
 - **Consumer Protection:** Licensing enhances the quality of services to consumers by requiring specific education and supervised experience.
 - **Legal Definition:** There is now in State law a legal definition of what professional social work is.
 - **Almost all states have licensure:** NYS is the 49th state to license social work. Each state has its own licensure with its own requirements.
 - **Private Practice Restriction:** Only those with qualifying education, experience, and supervision can do private practice without oversight supervision.
 - **Provides greater clarity:** It is now defined in state law what are the practices of Licensed Master Social Work and Licensed Clinical Social Work.

Difference between a degree & a license

- A *degree* is given by a university when one has successfully completed the educational requirements of one's course of study. Examples: M.S., B.A., M.S.W, M.D., Ph.D.
- A *license* defines in State law what the practice of professional social work is. The law also states that only professionals who are licensed may call themselves licensed (title protection).
- In New York State, the New York State Education Department oversees the licensure and practice of professions. The Office of Professions (OPM) regulates the professions as defined by the Education Law.

LMSW Scope of Practice

- LMSWs work with: Individuals, Couples, Families, Groups, Communities Organizations and Society.
- LMSWs provide all forms of supervision except for the supervision of the practice of Licensed Clinical Social Work.
- LMSWs may practice Licensed Clinical Social Work under the supervision of an LCSW, a licensed psychologist, or a psychiatrist.

LCSW Scope of Practice

- The LCSW is not a better license than the LMSW, it is a *different* license.
- Only LCSWs can provide, without supervision: Psychotherapy, Assessment-based treatment planning, Diagnoses
- LMSWs can provide the above, as long as they are under supervision of an LCSW, licensed psychologist or psychiatrist.

License Reciprocity in NYS

- New York State has no reciprocity. Social workers from other states must apply for licensure in New York State.
- You may not have to take an exam if previously passed one in another state given by the ASWB.

Steps to Obtaining the LMSW in NY State

STEP 1: Be or Have:

- MSW
- 21 Years of Age
- Good Moral Character
- Completed Approved Child Abuse ID and Reporting Course

FYI Re: Child Abuse ID and Reporting Course: CUSSW can **NOT** accept any outside certificates for this course (even State issued ones). We can not waive the requirement or accept outside courses to suffice. It is mandatory that each CUSSW students take the CUSSW course. CUSSW needs to have it show on your transcript that you have mastered the material via the course here. If you are familiar with the material, you can move directly to the 10 item quiz. It will be easy for you and will take a few minutes. You are also welcome to review the slides.

STEP 2: Send to New York State Education Department (NYSED)

* All forms are available at: <http://www.op.nysed.gov/lmswforms.htm>

- The LMSW application form (Form 1)
- Proof of Child Abuse Training
- The fee of \$294 (includes license + first 3 year registration)
- CUSSW must verify your receipt of Master of Science in Social Work. Bring Certification of Professional Education Form 2 with your information filled out to Betty Gee in Room 531. She will send to NYSED.

STEP 3: NYSED notifies the Association of Social Work Boards (ASWB) and the applicant via a letter when he/she is eligible to register for LMSW test.

- It takes 2-6 weeks for applicant to receive this letter.
- Letter includes toll-free number and code for next step.
- NOTE: You must take the exam within one year of receiving this letter or you will have to reapply (**and pay again!**)

STEP 4: Register/Take LMSW Exam

- Register to take exam with ASWB, www.aswb.com
 - Toll-free number 1-888-5SW-EXAM
 - Pay \$230.00 exam fee
- Wait for ASWB to send you an authorization by email or regular mail (depending on registration method) which you will have to bring to the exam site.
- Exams are administered by appointment at ACT test centers throughout the U.S. There are no fixed administration dates; instead, registered candidates schedule a time to take the test. Go to www.act.org to find test center.
- Take exam

Steps to Obtaining the LCSW in NY State

STEP 1: Education, Experience & Supervision Requirements

- Must have taken 12 credits of clinical coursework. The New York State Education Department has approved the following courses at CUSSW (3 semester credits each) to be counted toward this requirement.

For descriptions of these courses go to:

<http://www.columbia.edu/cu/ssw/bulletin/2005-2006/03courses.html#courselist>

T7102 Direct practice with individuals, families and groups*
T7113 Advanced clinical practice in a field of practice**
T7114 Advanced clinical practice with populations, modalities and professional practice issues**
T6004 Evidence-based practice with severe and persistent mental health challenges
T6133 Social work with women
T6205 Social work with children
T6214 Social work practice with families
T6305 Comparative group approaches
T7302 Social work practice in alcoholism and other chemical dependencies
T7303 Social work practice in group formation and development
T7305 Social work practice and human sexuality
T7307 Social work practice in the AIDS epidemic
T7311 Social work practice with battered women
T7312 Social work practice with lesbian, gay and transgender clients
T7314 Spirituality in social work practice
T7320*** Adult psychopathology and pathways to wellness
T6603 Developmental aspects of adolescence: Theoretical and intervention perspectives
T6604 Normal and psychopathological aspects of childhood
T7612 Ego psychology and object relations

*T7102 is required of all students

**T7113 and T7114 are open only to second-year students in the Advanced Clinical Practice concentration

***T7320 was formally listed as T6602

- Must have LMSW.
- Experience: Must have 3 years of full-time - 20 client contact hours/week **OR** up to 6 years of part-time – 10 or more client contact hours/week. During this 3-6 year period an applicant needs to complete 2,000 client contact hours in diagnosis, psychotherapy, and assessment-based treatment planning (not less than 36 months and not more than 72 months under a qualified supervisor). The other 880 hours can include other social work experience including case management, advocacy, and testing.
- Experience may be completed in a facility or non-facility setting, acceptable to the Department, or a combination of facility and non-facility experience.
- A client contact hour is at least 45 minutes of psychotherapy with individuals, families, or groups. Sessions may be combined to determine the weekly client contact hours.

Steps to Obtaining the LCSW in NY State (cont.)

- All experience must be supervised by an LCSW, licensed psychologist or psychiatrist who is hired by the agency and professionally responsible for the diagnosis and treatment of each client.

- Must have 1 hour of face-to-face supervision weekly **OR** 2 hours biweekly on diagnosis, assessment-based treatment planning, and psychotherapy. At least 2 hours/month must be individual supervision; the rest can be group.
- When the applicant is working less than full-time, supervision still must average one-hour per week for the entire period.
- It is your responsibility to practice **only** under a qualified supervisor. You should review the supervisor qualifications and acceptable experience with an employer before you accept a position practicing clinical social work.
- Guidelines for supervision can be found at:
<http://www.op.nysed.gov/swfaqlicapp.htm>

The Exam

- The exam is given nationally.
- Currently, there about 8 different versions in use.
- Candidates can retake the exam after 90 days if he/she does not pass.
- There is no limit on the number of times you can retake exam however you must pay \$230.00 each time.
- You must take exam within 1 year of ASWB eligibility or reapply.
- Candidates have 4 hours to complete the test, which is administered electronically on a touch-screen.
- There are no “formal” breaks - once you start exam the clock keeps ticking.
- Each examination contains 170 four-option multiple choice questions designed to measure minimum competencies at four categories of practice. Only 150 of the 170 items are scored. The remaining 20 questions are "pretest" items included to measure their effectiveness as items on future examinations. These pretest items are scattered randomly throughout the examination.
- All questions are multiple choice with 4 possible answers. Some questions are brief, while some are longer vignettes.
- In NYS, passing score is 75. This is a scaled, not an absolute, score.
- There is no penalty for guessing so don't skip questions.
- There are two important aspects to passing the exam: Knowing content for questions & practicing exam taking skills
- Special accommodations are available for candidates with disabilities.

Exam Preparation Resources

- NASW NY Chapter
<http://www.naswnys.org/swprep.htm>
http://www.naswnys.org/licensurre_faqs.htm
- NASW-NJ Chapter
<http://www.naswnj.org/displaycommon.cfm?an=1&subarticlenbr=11>
- NASW-CT Chapter
<http://www.naswct.org/displaycommon.cfm?an=1&subarticlenbr=9>
- JBFCS offers a fairly comprehensive course:
http://www.seliginstitute.org/course_swelss.html
- LEAP: Licensing Exam Preparation Services: www.licensingprep.com
- Social Work Examination Services: www.swes.net
- Social Work Exam: <http://socialworkexam.com/>
- AATBS (for CA): <http://www.aatbs.com/>
- Ventajas Publication, L.L.C. (for Northern CT. VA & GA):
<http://www.socialworkinfo.com/index.html>
- Private tutoring by CUSSW alum: Rebecca Hanus: becca62@gmail.com
- Private LCSW tutoring by CUSSW alum: Meg Batterson,
meb2120@columbia.edu or 917.239.2391

Limited Permits

NYSED may approve a Limited Permit application if all the requirements are satisfied except the exam. If you have met the education requirement for licensure as an LMSW but are waiting to pass the examination, you must apply for a limited permit (Form 5) and pay the fee (\$70), in addition to the application and fee for licensure, in order to practice licensed master social work prior to passing the examination. This permits candidate to perform the tasks of an “LMSW” or “LCSW” at an agency if all but the exam is missing, as long as appropriately supervised.

Please note that:

- The permit may only be issued for work in an authorized setting under a qualified supervisor. The supervisor is responsible for the services provided by the permit holder and limits a licensee to supervising no more than five permit holders at any one time.
- The limited permit is valid for one year and may not be renewed.
- Can only apply for a limited permit one time in your career
- It is specific to the site you are working at
- You must complete the two-hour Department approved course in the identification and reporting of suspected child abuse and neglect or file an exemption using Form 1CE (available on the web) before a permit or license will be issued.
- You must be under the general supervision of an LMSW or LCSW, who is in the same facility and accessible to you.
- You can take the ASWB examination every 90 days if you do not pass the first time. If you are at risk of losing your job, the ASWB will waive the 90-day waiting period upon written request.
- If you have not passed the exam when the limited permit expires you may not practice as a licensed master social worker unless you work in an exempt setting.

Important Contact Information

National Association of Social Workers - New York City Chapter

- www.naswnyc.org
- www.socialworkers.org

Association of Social Work Boards - Information about requirements for licensure in other states can be found through links on the ASWB Web site:

<http://www.aswb.org/SWL/statutesregulations.asp>

New York State Office of the Professions - Information and answers to frequent questions about applying for Social Work Licensure in New York State can be found at:

<http://www.op.nysed.gov/>.

Columbia University School of Social Work Office of Career & Leadership Development

- <http://www.socialwork.columbia.edu/careers/>
- Kim Barberich, Director, 212-851-2321, kcb2105@columbia.edu
- Michelle Kelly, Career Counselor, 212-851-2399, mtk12@columbia.edu
- Betty Gee, Registrar, 212-851-2362, byg3@columbia.edu

Columbia University School of Social Work
NEW YORK STATE LMSW & LCSW INFORMATION
QUESTIONS & FACTS

Are there activities that can be performed by an unlicensed social work?

The Education Law defines certain activities that are within the scope of practice of the Licensed Master Social Worker, but may also be performed by an individual who is not licensed. The unlicensed person can not imply that he or she is licensed. If the services are provided by an LMSW or LCSW, the licensee can only engage in those activities in which he or she is competent.

Services that are defined as not requiring licensure include but are not limited to:

- a. Serve as a community organizer, planner, or administrator for social service programs in any setting.
- b. Provide supervision and/or consultation to individuals, groups, institutions and agencies, other than the supervision of a LMSW or LCSW established under Title VIII of the Education Law.
- c. Serve as a faculty member or instructor in an educational setting.
- d. Plan and/or conduct research projects and program evaluation studies.
- e. Maintain familiarity with both professional and self-help systems in the community in order to assist the client in those services when necessary.
- f. Assist individuals or groups with difficult day to day problems such as finding employment, locating sources of assistance, organizing community groups to work on a specific problem.
- g. Consult with other agencies on problems and cases served in common and coordinating services among agencies or providing case management.
- h. Conduct data gathering on social problems.
- i. Serve as an advocate for those clients or groups of clients whose needs are not being met by available programs or by a specific agency.
- j. Assess, evaluate and formulate a plan of action based on client need.
- k. Provide training to community groups, agencies, and other professionals.
- l. Provide administrative supervision but not supervise or direct professional practice of an LMSW or LCSW.

What is the LMSW?

LMSW stands for Licensed Master Social Worker. In New York State, the practice of licensed master social work and the use of the title *Licensed Master Social Worker* or *LMSW* requires professional licensure. The law defines the practice of Licensed Master Social Work as the “professional application of social work theory, principles, and methods to address mental, social, emotional, behavioral, developmental and addictive disorders, conditions and disabilities and psychosocial aspects of illness and injury.” LMSW's engage in many various professional responsibilities including social work advocacy, case management, counseling, consultation, research, teaching, administration and management and the administration of tests and measures of psychosocial functioning.

What is the LCSW?

LCSW stands for Licensed Clinical Social Worker. The practice of licensed clinical social work encompasses the scope of practice of licensed master social work and, in addition, includes the diagnosis of mental, emotional, behavioral, addictive and developmental disorders and disabilities and of the psychosocial aspects of illness, injury, disability and impairment undertaken within a psychosocial framework; administration and interpretation of tests and measures of psychosocial functioning; development and implementation of appropriate assessment-based treatment plans; and the provision of crisis oriented psychotherapy and brief, short-term and long-term

psychotherapy and psychotherapeutic treatment to individuals, couples, families and groups, habilitation, psychoanalysis and behavior therapy; all undertaken for the purpose of preventing, assessing, treating, ameliorating and resolving psychosocial dysfunction with the goal of maintaining and enhancing the mental, emotional, behavioral and social functioning and well-being of individuals, couples, families, small groups, organizations, communities and society.

What is the difference between the LMSW and the LCSW?

The Education Law defines the practice as a Licensed Master Social Worker and as a Licensed Clinical Social Worker. A licensee may only engage in those activities that are within the scope of practice and in which the licensee is competent. The major difference between the two is that the LMSW may only provide "clinical social work" services (diagnosis, psychotherapy, and assessment-based treatment planning) under supervision; the LCSW may provide those services without supervision.

How does the Education Law define diagnosis, psychotherapy and assessment based treatment planning?

- **Diagnosis:** Diagnosis in the context of licensed clinical social work practice is the process of distinguishing, beyond general social work assessment, between similar mental, emotional, behavioral, developmental and addictive disorders, impairments and disabilities within a psychosocial framework on the basis of their similar and unique characteristics consistent with accepted classification systems.
- **Psychotherapy:** Psychotherapy in the context of licensed clinical social work practice is the use of verbal methods in interpersonal relationships with the intent of assisting a person or persons to modify attitudes and behavior which are intellectually, socially, or emotionally maladaptive.
- **Assessment-based treatment plans:** Development of assessment-based treatment plans in the context of licensed clinical social work practice refers to the development of an integrated plan of prioritized interventions, that is based on the diagnosis and psychosocial assessment of the client, to address mental, emotional, behavioral, developmental and addictive disorders, impairments and disabilities, reactions to illnesses, injuries, disabilities and impairments, and social problems.

If I am not going to providing psychotherapy, assessment-based treatment planning and diagnoses, should I still get my LMSW?

Yes, professional licensing is important because it confers privileges and carries with it responsibilities including

- **Consumer Protection:** Licensing enhances the quality of services to consumers by requiring specific education and supervised experience.
- **Legal Definition:** There is now in State law a legal definition of what professional social work is.
- **Almost all states have licensure:** NYS is the 49th state to license social work. Each state has its own licensure with its own requirements.
- **Private Practice Restriction:** Only those with qualifying education, experience, and supervision can do private practice without oversight supervision.
- **Provides greater clarity:** It is now defined in state law what are the practices of Licensed Master Social Work and Licensed Clinical Social Work.

Can a LMSW operate a private practice?

No, New York law does not allow an LMSW to establish a private practice or professional entity for the purpose of providing "clinical social work services". A LMSW may form a legal business entity, including a private practice and provide any

services defined as within the scope of practice of Licensed Master Social Work as outlined by Education Law Section 7701.

Do I have to be licensed as an LMSW in order to become an LCSW in New York?

Yes, in order to complete the supervised experience in diagnosis and psychotherapy required for licensure as an LCSW you must be licensed and registered to practice as a LMSW, or hold a limited permit to practice under supervision, or be practicing in an exempt setting, as defined in the Education Law.

What is acceptable clinical social work experience for licensure as an LCSW?

An applicant for licensure as an LCSW must complete 3 years of full-time or the part-time equivalent (in no more than six years) supervised, post-degree experience acceptable to the Department. Full-time experience is defined as no more than 20 client contact hours in psychotherapy each week; part time experience must not be less than 10 client contact hours in each setting per week. Part-time experience is pro-rated (e.g., $15/20 = 0.75$) so that the applicant will require more than three years to complete the equivalent of 36 months of supervised experience. Experience of less than 10 client contact hours per week is not acceptable for licensure.

During this 3-6 year period an applicant must have a minimum of 2,000 client contact hours in diagnosis, psychotherapy, and assessment-based treatment planning (not less than 36 months and not more than 72 months under a qualified supervisor). A client contact hour is a session of at least 45 minutes using verbal methods in interpersonal relationships to assist a person or persons to modify attitudes and behavior which are intellectually, socially, or emotionally maladaptive. The other 880 hours can include other social work experience including case management, advocacy, and testing.

Is there a list of LCSW-qualified settings?

There is no definitive list of LCSW-qualifying settings because final decision rests with NYSED. Keep in mind, that as frustrating as it is there are often inconsistencies in this qualifying process. Some preventative programs are qualified while others are not. In addition, some applicants have had their clinical experience accepted while colleagues working in the same agency have been denied. Also, the state will not tell a job seeker whether a position "counts" toward the clinical hours. They do however realize that this is a huge problem and are supposedly working on a solution.

What makes an agency or setting LCSW-qualified?

The work must comprise psychotherapy, assessment-based treatment planning, and differential diagnosis (using DMS differentials) provided in 30 or 45 minute sessions. The setting must be authorized to provide psychotherapy, assessment-based treatment planning, and differential diagnosis. These settings are usually authorized by the OHM (Office of Mental Health Professions), OASAS (Office of Alcoholism and Substance Abuse Services) or OMRDD (Office of Mental Retardation and Developmental Disabilities).

You can also ask the following "rule of thumb" questions:

1. If a client needs mental health services are they referred out or assigned to me? *If they are referred out then the agency is probably not LCSW qualifying*
2. If they are assigned to me if there an agency-hired LCSW, licensed psychologist or psychiatrist to supervise me? *It would be extremely unlikely for a LCSW qualifying job not to provide supervision.*
3. In any given week am I typically having at least 10 psychotherapy sessions?
The answer should be Yes

4. What is the rest of my non-psychotherapy time spent doing? *If you are hired to provide psychotherapy in an authorized setting, you will probably not be doing much else, such as case management, outreach, etc.*

If I provide case management, school social work, discharge planning, counseling, and client advocacy can I qualify for licensure as an LCSW?

No. These services constitute direct practice with clients but do not meet the experience requirements for the LCSW.

What is acceptable supervision in the practice of clinical social work?

Qualified supervisors are LCSWs, licensed psychologists and psychiatrists - no other professions are allowed to supervise. The supervisor must have been licensed before starting to supervise you. The supervising psychologist must be qualified in psychotherapy as determined by the State Board; the psychologist must submit Form 4Q to verify experience and training. The supervisor must be hired by the agency/organization you are working for.

The supervisor must provide the supervisee one hour per week or two hours every other week of individual or group supervision in diagnosis, psychotherapy and assessment-based treatment planning. At least two hours per month must be individual supervision. The supervisor must be apprised of the diagnosis and treatment of each client, discuss the applicant's cases, provide the applicant with oversight and guidance in diagnosing and treating clients, and regularly review and evaluate the applicant's professional work.

If the applicant is practicing less than full-time (10 client contact hours per week), the applicant must still receive one hour of supervision every week or two hours of supervision every other week for the entire period.

If my employer does not provide a qualified supervisor, can I contract with a qualified supervisor outside the agency for private supervision?

Yes, In order to ensure appropriate protection of client information under federal and state laws, there should be a 3-way agreement between you, the proposed supervisor, and your employer. Since your agency or employer is responsible for the services provided to each client, you may not share information-including patient records, diagnosis and treatment of the patient, or access to the patient-without the permission of your employer or agency. The minimum information in such a letter of agreement would include:

- Acknowledgement that third-party supervision will be provided to allow the applicant to develop skills and abilities in the practice of the profession;
- Acknowledgement that the supervisor will be provided with access to patient records and, if appropriate, to the patients to conduct joint intake or treatment sessions;
- Acknowledgement that the patient will be informed that the applicant is authorized to practice only under supervision and that patient-specific information is shared with a third-party supervisor;
- Acknowledgement that the patient will be informed of the supervisor's name and contact information or an agency contact to whom questions about the applicant's practice may be addressed;
- Assurance that supervision will be of the duration and frequency specified in regulations and continue until the applicant is licensed or ceases practice; and
- Arrangements for paying the supervisor that identify who is responsible for making the payment (i.e. the applicant, employer or both).

How can I verify my supervised experience in diagnosis and psychotherapy?

All post-degree experience must be submitted on Department forms and include:

- The beginning and ending dates of the supervised experience;
- The average weekly client contact hours in diagnosis and psychotherapy;
- The supervisor's qualifications to practice diagnosis and psychotherapy;
- The duration and frequency of individual and group supervision; and
- Notarized signature of the supervisor.

The forms must bear original signatures and must be submitted by the supervisor, not the applicant, directly to the Department. If you are changing supervisors or leaving an agency, you may wish to have the experience documented and submitted at that time.

If your supervisor is deceased or unavailable, you, a licensed colleague or the agency may provide the required information (beginning and ending dates; weekly client contact hours; supervisor's qualifications; and duration and frequency of supervision). A licensed colleague who is familiar with your supervised experience may attest that you met the requirements; the forms are available at <http://www.op.nysed.gov/lcswforms.htm>.

I have many years of experience in social work, including credentials and licensure in other states. Is there reciprocity or any way my qualifications can substitute for the requirements in New York?

There is no reciprocity for a professional license as an LMSW or LCSW. An applicant must meet the requirements for graduate education, including specific course work and internship and examination. And for the LCSW, the requirements for supervised experience in diagnosis and psychotherapy, as established in the Education Law.

In order to provide professional services in New York, you must be licensed and registered to practice in New York. Licensure in another state does not authorize you to practice in New York whether services are provided in-person, by telephone, over the Internet, or any other format. However, if you took the LMSW or LCSW exam given by the ASWB and passed you may not have to retake it.

How can I become a school social worker in New York?

An individual practicing licensed master social work in a public school or pre-school must be certified by the Office of Teaching (OT) in the Department. OT will issue a provisional school social worker certificate to an individual who has an acceptable MSW degree. The provisional certificate is valid for five years by which time the certificate holder must be licensed as an LMSW or LCSW to receive the permanent school social worker certificate. You can access more information about the school social worker certificate on-line at: www.highered.nysed.gov/tcert/contact.htm and can file an on-line application for the school certificate.

I have never done well on multiple-choice tests and want to know if I can be licensed without having to pass an examination?

No. The Education Law requires an applicant for the LMSW or the LCSW to pass an examination acceptable to the Department. It has been determined that an applicant can meet these requirements by passing the appropriate examination offered by the Association of Social Work Boards (ASWB). A candidate for the LMSW must pass the ASWB Masters examination and a candidate for the LCSW must pass the ASWB Clinical examination. Note: NY does not recognize the ASWB Advanced Generalist examination for licensure as an LMSW or LCSW.

I am licensed as an LMSW and as an LCSW. I received a renewal notice for my LMSW but my LCSW is still valid, what should I do?

If you were licensed as a Licensed Master Social Worker (LMSW) on or after September

1, 2004 and were later licensed as a Licensed Clinical Social Worker (LCSW), you hold separate licenses with different registration dates. Since the practice of Licensed Clinical Social Work encompasses the practice of Licensed Master Social Work, you do not need to maintain your registration as an LMSW. When you receive the LMSW registration form, you can respond "NO" on Question 1, which asks if you would like to register the LMSW license to practice for the upcoming period. You should then answer all other questions, sign and date the form, and return it with no fee to the Department in the envelope provided. The registration of your LMSW license will then be put in "Inactive" status and the Office of the Professions [online license verification](#) will reflect that status.

Who is exempt from licensure?

An MSW who was doing clinical work on September 1, 2004 may continue to so do unlicensed as long as s/he is performing the exact same functions at the exact same program.