

INSTRUCTIONS FOR LICENSURE THROUGH ENDORSEMENT

PLEASE REVIEW THESE INSTRUCTIONS AND READ THE SOCIAL WORK LAW BEFORE SUBMITTING YOUR APPLICATION FORM

1. Your license in the state in which you are requesting endorsement through must be active and in good standing. This information must be supplied to the Alabama Board on the “Verification of Licensure” form found on our website at www.socialwork.alabama.gov under “Applications”. The on-line application is titled “Application for Social Work Licensure/Exam” for the LBSW and LGSW will require pages 1-6 and 9-10, and for the LCSW pages 1-10.
2. A degree is required in Social Work from a school accredited through CSWE. (Counsel on Social Work Education) In order to establish academic credentials, it is necessary that you have your college or university send the Board the official transcript posting your degree directly to our office. We cannot accept a transcript issued to student.
3. You must have passed the ASWB (Association of Social Work Boards) national examination for the level in which you are requesting. You will need to order your score from ASWB and have it submitted directly to our office. If you did not pass the ASWB examination you cannot qualify for licensure through endorsement.
4. The application fee is \$75. The fee must be in the form of a Money Order or Cashier's Check made payable to: The Alabama State Board of Social Work Examiners. **PERSONAL CHECKS WILL NOT BE ACCEPTED!** If you complete the application on-line, the payment must be by credit card. For internet application the fee is still \$75 plus a \$3.50 convenience fee charged by Alabama Interactive for a total charge of \$78.50.
5. Please be advised that no fees are refundable according to Section 34-30-6 of the Social Work Licensing Act No. 652.
6. All paper applications must be notarized or you can apply on-line and use the sign statement to satisfy the notary requirement.
7. ***FOR THE LCSW LEVEL ONLY:*** If you are applying for the certified level of licensure, you must be sure that your employer(s) and your supervisor(s) complete their respective forms and mail them to the Board office. These forms titled: “Employment Verification” and “Proof of Supervision” pages 7 and 8 of the application must be printed from our website or you may call and request a copy to forward to you. This is an extremely important aspect of determining an applicant's eligibility for licensure at the certified level. If you are unable to forward the supervision form to your previous supervisor please check with the licensing board that granted you the certified or clinical level to see if they can supply us with a copy of the supervision documentation they have on file. If you are unemployed please return the Employment Verification form with this written on the form, otherwise this will delay the process of your application.

If you have any questions about your eligibility or the application process, please contact us by telephone before you send your application and fee! Thank you!