



Guide Sheet: How to apply for Licensed Certified Social Worker-Clinical (LCSW-C) by Endorsement - Advanced Practice Over 5 Years Experience

Please Note: Maryland no longer issues the LCSW (Advanced Generalist License). Maryland's clinical license is the LCSW-C. Do not apply for the LCSW if you are seeking clinical endorsement.

Step 1: Please be sure you are choosing the correct Endorsement Application. If you have held your CLINICAL LICENSE **greater** than 5 years, apply for the LCSW-C by Endorsement Advanced Practice - Over 5 Years Experience.

To determine, if you are making the correct selection, you must consider when you took the clinical examination and received your **first** clinical license (equivalent to the Maryland LCSW-C. Ex. LICSW, LCSW). A LMSW, LGSW, is not considered a clinical license in most states. If you have held your clinical license for 5 years or more, this is the correct application.

Step 2: Apply and pay the \$100 application fee. **Do not send any documents to the Board until you have applied and paid the fee.** [Link to Online Application](#)

Step 3: Request ASWB send your Clinical Score Report to Maryland [Score Report](#)

Step 4: Request that your University email your official Master's transcript with the conferral date to bswe.licensing@maryland.gov. You must have at least 12 credits in clinical social work (micro practice).

Step 5: Service Members, Veterans or Military Spouses may have their applications expedited by submitting proof of service. (e.g., DD214, Military ID)

Step 6: Have the Employment Certification Form (s) completed by an administrator, HR, or a colleague familiar with your practice. [Employment Certification](#). Please note you must meet the following statute:

§ 19-302.1. (4) Have performed at least 1,000 hours of compensated social work practice per year for 5 years out of the 10 years preceding application to the Board.

You must submit enough practice to meet the statute which may require multiple work experiences post clinical licensure. This will require the completion of multiple Employment Certification Forms.

Electronic stamp signatures must include either a time-stamp audit or a certificate of authority. If this documentation is missing, your application may be delayed while the Board verifies the signature.

Step 7: Prepare your resume. Any experience provided on the Employment Certification Forms must be accurately reflected and described. Please see: [Resume](#)

Step 8: In one packet, mail your Employment Certification Forms and your resume to: Maryland Board of Social Work Examiners, 4201 Patterson Avenue, Baltimore, MD 21215. These documents may not be submitted via email.

Step 9: Complete your **Criminal History Records Check**.

Important Information: PLEASE READ CAREFULLY

- Once the transcript is received, you will see an update in the portal.
- Once the packet is received, you will receive a message in the portal. Documents are **not** checked off until they are reviewed by the Board.
- Your application is considered complete only after all required documents are received. You will receive notification when your application is placed in the review queue. The Board has 60 days to review a **completed** application. Applicants will be notified of application status through the email address provided on the application.

TIPS FOR SUCCESS:

Per regulation, the Board may take up to 60 days to review a completed application after all required documents are received. Submit your documents promptly and avoid repeated calls or emails about your application status. If you have questions, contact only one staff member, as multiple inquiries can slow processing.

Ensure all steps and forms are complete. Incomplete forms cannot be accepted. Keep copies of documents for your records.

Check your spam/junk folder regularly to ensure you do not miss Board communication.