



Guide Sheet: How to apply for LCSW-C by Examination

Step 1: 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 2: 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). If you were an advanced standing student, you may also wish to have your BSW transcript sent.

Step 3: Service Members, Veterans or Military Spouses may have their applications expedited by submitting proof of service. (e.g., DD214, Military ID)

Step 4: Have the Supervision Verification Form (SVF) completed by your clinical social work supervisor(s) (in MD - Board Approved Supervisor). **Electronic stamp signatures must include a time-stamp audit or certificate of authority.**

[Supervision Verification Form and Supervision Verification Form Instructions](#)

Step 5: If your clinical practice occurred in Maryland, you must submit a completed Contract Agreement Form for each clinical social work experience. **The Contract must have been signed and dated prior to the beginning of employment and supervision.**

Step 6: Complete the Summary Sheet. It is intended to help you confirm that you meet Maryland's requirements to be approved to sit for the clinical examination. [Summary Sheet with Instructions](#)

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

Step 8: In one packet, mail all Supervision Verification Forms, Contractual Agreement 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: The Board recommends completing your [Criminal History Records Check](#) after passing the clinical examination. If you are unsure if you need a background check, email mdhsocialwork@maryland.gov to inquire.

Important Information: PLEASE READ CAREFULLY

Step 1: Once the transcript is received, you will see an update in the portal.

Step 2: 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.

Step 3: 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, once all documentation has been received, the Board has up to 60 days to approve an application. Make sure you send your documents promptly and be mindful about repeatedly calling or emailing to check your application status. For questions, contact only one staff member, as multiple calls or emails can slow the process.

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.