



Guide Sheet: How to apply for: LBSW & LMSW 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. Apply Here: [Link to Online Application](#)**

Step 2: You may apply to be approved to take the Bachelor or Master examination if you are in your last semester of your BSW or MSW program (you are a pre-grad) or have your BSW/MSW degree.

If you have completed your program, you must request that your University email your official BSW/MSW transcript with the conferral date (graduation) to bswe.licensing@maryland.gov. If you are a pre-grad, you do not need to send your transcript until you have graduated, and your school has an official transcript with a conferral date.

Step 3: The Board recommends completing your **[Criminal History Records Check](#)** after passing the Bachelor/Master examination.

Important Information: PLEASE READ CAREFULLY

Pre-grads- You are in your last semester of your BSW or MSW program

Step 1: If you are a pre-grad, you may be approved to take the exam prior to graduation. When you complete the online application be sure to select that you are in your last semester.

Step 2: Once you pass the examination, complete your **[Criminal History Records Check](#)**.

Step 3: Once you have graduated and your record has been closed, request your official transcript with your conferral date to be sent to bswe.licensing@maryland.gov

Step 4: After you pass the exam and the Board receives your official transcript with conferral date and criminal history records check, you will receive notification to pay the licensing fee.

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.

You will receive notices from the portal as documents are received.

Ensure all steps and forms are completed.

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

TIMELINES:

Please allow time for your transcript to be processed once you have it sent.

If you complete your criminal history records check in Maryland, please allow at least 2 weeks for CJIS to process and send it to the Board for review.

If you complete the criminal history records check **outside of Maryland**, the processing time varies. It can take CJIS up to 45 days to process a fingerprint card once it has been received.

Once you pass the examination, please allow 7 days for ASWB to process and notify the Board.

Once all requirements have been met (official transcript w/conferral date, criminal history records check results and a passing examination score and licensing fee), please allow 7 business days for your license to be issued.

License information is sent electronically; the Board no longer issues paper licenses.