APPLICATION PROCEDURE

➢ Please submit your application materials by mail or hand delivery to our offices. Submissions by fax or e-mail will not be accepted. The application will be reviewed in the order it was received.

➢ If there are deficiencies with your application, you will be notified by mail. Please note: Candidates whose applications have been incomplete for more than one (1) year will be required to submit new applications and fees if they still wish to be considered for licensure.

➢ Please do not call our office regarding the status of your application. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation’s website: http://www.maine.gov/professionallicensing. We appreciate your thoughtful attention to this request.

DESCRIPTION:

A “Licensed Master Social Worker” (LMSW) is a person who has received a license as a Master Social Worker from the Board and engages in a non-clinical social work practice. A LMSW may engage in private non-clinical social work practice; as well as provide consultation required by the LSW and LSW Conditional Licenses.

Note: A Maine LMSW license does not qualify as meeting the LCSW clinical social work practice and consultation requirements. You must apply for LMSW Conditional Clinical licensure in order to begin your clinical consultation towards LCSW licensure. No clinical consultation acquired outside LMSW Conditional Clinical licensure may be used towards LCSW licensure.

ADDITIONAL RESOURCES

- ASWB Social Work Licensing Examination Candidate Handbook

- Licensing Law for Social Workers
  Please read carefully and review periodically for changes. You are responsible for knowing and complying with all Maine Laws throughout your licensure.
  Available: http://www.mainelegislature.org/legis/statutes/32/title32ch83sec0.html

- Licensing Rules for Social Workers
  Please read carefully and review periodically for changes. You are responsible for knowing and complying with all Board Rules throughout your licensure.
  Available: http://www.maine.gov/sos/cec/rules/02/chaps02.htm#416

- National Association of Social Workers (NASW) Code of Ethics
  Available: http://www.naswdc.org/pubs/code/ or call 1-800-638-8799 ext. 238

- Statutory Authority, Titles 5 & 10
  Available: http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html
  http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html

- Statutory Authority, Titles 5 & 10
  Available: http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html
  http://www.mainelegislature.org/legis/statutes/5/title5ch341sec0.html
LMSW Licensure Applications Shall Include the Following:

- Completed and signed Application;
- Official Transcript of an earned MSW degree from a Council on Social Work Education (CSWE) accredited program;
- Request for Examination (Masters) or Official documentation of successful passage of the required examination (Masters);
- Payment of LCSW Licensure fee of $70.00; and
- Payment of a non-refundable Criminal History Check fee of $21.00.

Note: All fees can be in one payment.

For Applicants Currently Licensed in Another State:

If you are currently licensed in another state and are applying for licensure in Maine, you must submit the following in addition to the items mentioned above:

- A copy of the state laws and rules under which the applicant is licensed;
- A copy of the applicant’s social work license;
- A completed Verification of Licensure form.

Reciprocity applicants who submit documentation of clinical licensure obtained prior to 1984 are not required to submit proof of having passed the examination. At its discretion, the Board may waive the requirement of Conditional licensure if the applicant has met the conditions for Conditional licensure in another state.
Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035.

- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.

- **What hours are you open?** 8:00 a.m. to 5:00 p.m. weekdays.

- **Can I come to Gardiner to drop off my application?** Yes.

- **Can I come to Gardiner to pick up my license?** No. Your license will be emailed to you.

- **How can I check the status of my application?** You can check our website: [http://pfr.informe.org/almsonline/aimsquery/welcome.aspx](http://pfr.informe.org/almsonline/aimsquery/welcome.aspx).

- **Can I fax my application?** No.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant’s criminal history record. The Office of Professional and Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application.
- Sign and date your application.
- Include the required fee(s). Make checks payable to “Maine State Treasurer” or complete the credit card section on the application. DO NOT SEND CASH.
- Make a copy of your application to keep for your records.
APPLICANT INFORMATION (please print)

FULL LEGAL NAME
FIRST   MIDDLE INITIAL   LAST

ANY OTHER NAMES EVER USED

DATE OF BIRTH   mm / dd / yyyy
SOCIAL SECURITY NUMBER

MAILING ADDRESS
CITY      STATE      ZIP CODE      COUNTY

PHONE ( )       FAX ( )       E-MAIL

Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)  NO            YES
If yes, enclose a detailed explanation and copies of all documents.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE
DATE

Board of Social Worker Licensure

Please Select License Type:

☐ Licensed Master Social Worker (LM1421)

Required Fee: $91
(includes Criminal History Records Check Fee)

Office Use Only:
1421 - $70.00
2619 - $21.00

Office Use Only:
Check #_____________
Amount:_____________
Cash #_____________
Lic. #_____________

PAYMENT OPTIONS:

Make checks payable to “Maine State Treasurer” – if you wish to pay by Mastercard or Visa, fill out the following:

NAME OF CARDHOLDER (please print)
FIRST   MIDDLE INITIAL   LAST

I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my ☐ VISA ☐ MASTERCARD the following amount: $_____________

☐ I understand that fees are non-refundable

Card number:   XXXX-XXXX-XXXX-XXXX   Expiration Date   mm / yyyy

SIGNATURE
DATE
### Undergraduate Education

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<tr>
<th>Name of Academic Institution:</th>
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<td>City:</td>
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<td>State:</td>
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<td>Zip Code:</td>
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<tr>
<td>Major:</td>
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<td>Degree Granted:</td>
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<td>Date Conferred:</td>
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### Graduate Education

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<th>Name of Academic Institution:</th>
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<td>□ Non-Clinical Track</td>
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<tr>
<td>Degree Granted:</td>
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<tr>
<td>Date Conferred:</td>
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### Credentialing History

Have you ever held a professional license/certification/registration in this or any other state/country? 

[ ] YES [ ] NO

If yes:

<table>
<thead>
<tr>
<th>Profession</th>
<th>License #</th>
<th>State/Country</th>
<th>Date Issued</th>
<th>Expiration Date</th>
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Have you ever taken a social work examination? 

[ ] YES [ ] NO

If yes:

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<thead>
<tr>
<th>Which Exam &amp; Level?</th>
<th>Date Taken:</th>
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## Disciplinary History

1. Do you have pending against you any complaints from a regulatory board or professional organization? If yes, please enclose a detailed explanation.  
   [ ] YES [ ] NO

2. Have you ever been or are you currently a defendant in a civil proceeding related to your professional activities? If yes, please enclose a detailed explanation.  
   [ ] YES [ ] NO

## Affirmation

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE: ________________________________  DATE: ______________________
REQUEST FOR EXAMINATION

To qualify for licensure as a licensed social worker, a licensed master social worker, a licensed master social worker – conditional clinical or a licensed clinical social worker, applicants must achieve a passing score on the required examination.

ASWB now requires applicants to be approved to sit for the examination. To request examination, please fill in the information requested below and return this form with all other required application materials to the Board at the above address. Once your application is complete and approved, you will receive notification of eligibility to sit for the exam. You will register with ASWB directly at that time.

You may register for the examination by telephone at 1-888-579-3926 or by going to ASWB’s website: http://www.aswb.org.

Check Appropriate Category

- Bachelors Examination  (applicants for LSW)
- Masters Examination  (applicants for LMSW or LMSW – Conditional Clinical)
- Clinical Examination  (applicants for LCSW)

Applicant Information (please print)

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
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<tbody>
<tr>
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<td>City:</td>
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<tr>
<td>Telephone:</td>
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Printed on recycled paper

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
Board of Social Worker Licensure
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035