

## DC Board of Social Work

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before mailing your application package. **It is important to send in all the required supporting documents listed below based on the method by which you are applying:**

### Licensed Independent Social Work (LISW) Examination

and

### Licensed Independent Clinical Social Work (LICSW) Examination

Checklist of Supporting Documents required:

**You must apply for a Social Work license in the District of Columbia before you take the national examination. Upon Board approval, please contact ASWB at 1-888-579-3926 to schedule and make payment for the Exam.**

A complete signed application for DC License.

Two (2) recent passport photos (2" X 2")

Social Security Number or a Sworn Affidavit

Name Change Documents

Applicant Work Experience Form

Three character reference forms

Degree in Social Work Transcript (in sealed envelope from issuing institution for school listed in #6A of application) or an official written request to the board from the university or school indicating the degree the student is expected to receive and the date that the student is expected to receive the degree.

Supervision Verification Form(s) (for at least one Company or Agency identified on the Post Graduate Work Experience Form)

Certification of education from Foreign Equivalency Determination Service of the Council on Social Work Education, if applicable

**Completed Supervision Calculation Worksheet**

**Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer**

**\$230 for Application and License Fee**

### Licensed Independent Clinical Social Work (LICSW)

and

### Licensed Independent Social Work (LISW) Re-Examination

Checklist of Supporting Documents required:

A complete signed application for DC License.

Two (2) recent passport photos (2" X 2")

Social Security Number or a Sworn Affidavit

Name Change Documents

Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

\$85 for Re-examination Fee

#### ATTENTION ALL SOCIAL WORK APPLICANTS

#### **CRIMINAL BACKGROUND CHECK**

Criminal Background Check (CBC) – CBC is paid  
**Separately to**

<https://dchealth.dc.gov/node/120532>.

For questions, call **877-614-4364**.