

### LGSW Summary and Timeline for Washington DC

Congratulations MSW degree candidates! Below you will find a brief summary of important steps and associated dates if you are planning to seek licensure in the District of Columbia. This is meant as a general overview; please contact the DC Board of Social Work or the Office of Student Services with specific questions.

1. MSW students are eligible to apply for licensure at the LGSW level (Licensed Graduate Social Worker) 90 days prior to your graduation date.
2. Download the LGSW application <https://doh.dc.gov/node/161562>, complete all parts
3. Submit your *Application for Diploma* through SURFS (Check the Daily Bulletin or <http://www.ssw.umaryland.edu/academics/office-of-registration/> for the deadline)
4. Submit a licensing letter request for DC: <http://www.ssw.umaryland.edu/forms/license-letter-request/>
5. Pick up your official letter from SSW Office of Records and Registration during the distribution dates (as noted in the Daily Bulletin). After those dates, students may come to the SSW Office of Records & Registration to receive their letter. Unclaimed letters will be mailed to the address listed in SURFS.
6. Submit your completed application to the DC BOSW (allow 2-4 weeks for the board to process your application).
7. Complete your Criminal Background Check (CBC)
8. Schedule your licensure exam once you receive your notification from the DC BOSW. Exams are scheduled at a testing center based on availability and your schedule.
9. You will receive your score immediately; scores are sent to the DC BOSW weekly.
10. It is your responsibility to have your official transcript (noting your degree) sent to the BOSW. You may request this online at the UMB Office of the Registrar and should note "Hold for degree". There is no charge for transcripts.
11. The DC BOSW will issue your license upon receipt of your passing exam score, transcript and background check clearance.

#### Associated Fees

1. LGSW application fee \$230
2. Criminal Background Fee \$50(DC and MD residents)
3. Examination fee \$230

#### Continuing Education Units (CEUs)

In DC, LGSWs are required to obtain 40 CEUs per licensing cycle (2 years). This expectation begins upon receipt of your license.

#### Important Contacts:

##### DC Board of Social Work:

<https://doh.dc.gov/node/161562>

##### Association of Social Work Boards:

<https://www.aswb.org/exam-candidates/exam-registration/>

##### UMB SSW Office of Student Services:

<http://www.ssw.umaryland.edu/student-services/>