

## LGSW Summary and Timeline for Maryland

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 Maryland. This is meant as a general overview; please contact the Maryland Board of Social Workers (BSWE) 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) and examination once you have started your final semester.
2. Download the LGSW application, 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) Doing so will automatically generate the required official SSW letter for the LGSW application packet.
4. 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. Letters will be mailed to the address listed in SURFS.
5. Submit your completed application to the BSWE (allow up to 60 days for the board to process your application).
6. Complete your Criminal History Records Check (CHRC)
7. Schedule your licensure exam once you receive your notification from the BSWE. Exams are scheduled at a testing center based on availability and your schedule.
8. You will receive your score immediately; scores are sent to the BSWE weekly.
9. Once the BSWE notifies you that you are license eligible, submit the licensing fee.
10. It is your responsibility to have your official transcript (noting your degree) sent to the BSWE. You may request this online at the UMB Office of the Registrar and should note "Hold for degree". There is no charge for transcripts.

### Associated Fees

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|----------------------------|-------|
| 1. LGSW application fee    | \$100 |
| 2. Criminal Background Fee | \$55  |
| 3. Examination fee         | \$230 |
| 4. License fee             | \$75  |

### Continuing Education Units (CEUs)

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

### Important Contacts:

#### MD Board of Social Work Examiners:

<http://dhmh.maryland.gov/bswe/SitePages/Home.aspx>

#### 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/>