

Getting your LMSW in Texas: Licensing Step-by-Step

For University of Houston – Main Campus Social Work Graduate Students

1. **Apply for License Online (\$91)**
 - a. To apply for your license online go to http://www.dshs.state.tx.us/socialwork/sw_aonline.shtm.
 - i. Follow the link to the [Regulatory Services Online Licensing System](#)
 1. Once you submit an online application, your fees and information will be processed immediately and routed electronically to the Texas State Board of Social Worker Examiners Program.
2. **Take Jurisprudence Exam (\$40)**
 - a. Go to http://www.dshs.state.tx.us/socialwork/sw_Jurisprudence.shtm.
 - b. Sign up and pay for your Jurisprudence Exam. Take the exam. Print out two copies of your certificate of completion. Put one with your application materials to send to the board and keep the other for your records.
3. **Send in additional required materials**
 - a. After double checking the application check list, mail in your forms, proof of completion of Jurisprudence Exam, and official transcript from the Graduate College of Social Work to the Texas State Board of Social Work Examiners.
 - b. *You should postmark the other required documents and/or forms listed below on or shortly after the date you submit the online application, to avoid a delay in processing time.*
 - i. The department recommends that you attach a copy of the "Receipt Page" (the final page you are able to print out when you complete the online application) to any documents you submit to our office.
 - c. *Note for current students:* Exam approval will be given without a transcript if accompanied with a Dean's letter from your college or university during your final semester.
 - i. Get letter from Dean Colby by e-mailing Sonia Ewing, sewing@uh.edu
 1. This should include your name (official name you are applying for your license with) and that you are in your semester of graduation.
 2. Once the letter is completed, Jamie Parker will email you an electronic copy. You can pick up the original from her office or request to have it placed in your mailbox.
4. **Wait for approval to sit for the licensure exam**
 - a. Approval to sit for the licensure exam is communicated to the Association of Social Work Boards (ASWB) and the applicant (you) in writing when all qualifying information has been received and approved by the board. This will take *3-4 weeks*.
5. **Register for the licensure exam and pay your exam fee (\$230)**
 - a. You can call ASWB or register online at <http://www.aswb.org/Main/registeronline.asp>.
6. **Schedule your testing appointment**
 - a. You must wait for your official ASWB Authorization Letter to come via mail before scheduling an appointment to test. This will take *at least seven days*.
 - b. Go to <http://www.act.org/actcenters/locate/index.html> to locate a testing center and set up an appointment.
7. **Study**
 - a. The GCSW is offering each social work student *in their final semester* a free 8 hour prep course for the LMSW exam. The course will be held in all 3 semesters (Fall/Spring/Summer). Contact Jamie Parker, jparker@uh.edu or Jan Leger, jeleger@uh.edu with questions.
8. **Pass and Receive license from state board**
 - a. You will receive your score immediately upon completion of the exam. The state board will receive your score from ASWB *approximately 14 days* after your exam.
 - b. After graduation, submit an official copy of your UH transcript that indicates your MSW degree has been conferred to the state board. Upon receipt of verification of a passing score and your official transcript indicating your MSW degree (and as long as the applicant has met all other qualifications and paid all applicable fees), the board can issue the license. Applicants are also required to submit the 'Social Work Employment History' form. Applicants should include their field experience on this form.

Total length of time (approximately): 3 months

Total Cost: \$361.00 (\$40 for Jurisprudence, \$91 for Texas Application, \$230 for Licensing Exam)