

Your Journey to: Social Work Licensure (Minnesota)

Winona State University Master of Social Work Field Office



APPLICATION

Begin your application for licensure. The MN Board of SW recommends applying within 6 months of graduating with your MSW. Apply online at <https://mn.gov/boards/social-work/>

The application costs \$60 and there is a \$33.25 criminal background check fee.

BACKGROUND CHECK

Complete a fingerprint-based criminal background check (CBC), unless you already hold a MN license.

The CBC Program Office will email you instructions to complete fingerprinting after they receive your payment.

REGISTER FOR EXAM

The Association of Social Work Boards (ASWB) will send you a letter formally approving you to take the Licensed Graduate Social Worker (LGSW) exam.

Next, you must contact the ASWB to register for the exam. There is a \$230 exam fee paid directly to the ASWB.

TAKE EXAM

After paying the exam fee, register for an exam date through Pearson VUE and take the exam! You may take the exam up to 6 months prior to graduating with your MSW.

Unofficial results are received immediately.* Official results are sent to ASWB about two weeks after your exam date.**

TRANSCRIPT & FEE

Wait until you have completed ALL degree requirements and contact the Registrar to submit your official transcript to ASWB.

ASWB will send you a letter when your application is approved. Lastly, pay the LGSW licensure fee of \$167.75.***

WHEN YOUR LICENSE FEE IS RECEIVED...

YOU ARE A LICENSED GRADUATE SOCIAL WORKER!

CONGRATULATIONS!

FUTURE STEPS

LISW

You may apply to take the LISW exam after completing 100 hours of supervision over 4,000 hours of nonclinical practice. You must meet all prerequisite requirements and be a LGSW.

or

LICSW

You may apply to take the LICSW exam after completing 200 hours of supervision over 4,000 hours of clinical practice, including 1,800 hours of direct client contact and 360 documented clinical clock hours. You must meet all prerequisite requirements and be a LGSW.

*if you do not pass, you must wait 90 days to retest and pay an additional exam fee.

**If you hope to start practicing immediately after graduation, you may apply for a temporary license while your permanent license application processes. Temp licenses are approved in 3-5 days. You must have a permanent license application on file, completed your MSW, passed the LGSW exam and CBC, and no ethical standard violations.

***LGSW total cost with no retesting: \$491. LGSW licensure must be renewed every 2 years.

