

Montana Board of Behavioral Health

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Licensing Requirements and Application Checklist Social Worker

License Requirements for Social Worker

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. A doctorate or master's degree in social work from a program accredited by the Council on Social Work Education,
2. Application for and receipt of a Social Worker Licensure Candidate, SWLC prior to earning supervised work experience, [[37.22.102\(6\)](#) MCA, [37.22.313](#) MCA, ARM [24.219.505](#)],
3. Twenty-four (24) months of supervised post master's degree work experience in psychotherapy, which includes 3,000 hours of social work experience, of which at least 1,500 hours are in direct client contact, within the past 5 years; [[37.22.301\(2\)\(a\)](#) MCA] and ARM [24.219.505](#) and ARM [24.219.504](#)
4. Three letters of reference from licensed social workers, licensed clinical social workers, psychiatrists, or psychologists who have knowledge of the applicant's professional performance [[37.22.301\(2\)](#) MCA],
5. A passing score on the Association of Social Work Boards, (ASWB) clinical exam, [[37.22.301\(1\)](#) MCA and ARM [24.219.501\(5\)\(6\)\(7\)](#)],
6. Applicants must have passed a Montana approved background check [[37.22.301\(5\)](#) MCA and ARM [24.219.505\(4\)](#)].

Checklist of Required Documents to Submit for Application for Social Worker

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type;
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.), [[37.22.301\(6\)](#) MCA];
- Official transcripts sent directly to the Department from the college or university, [[37.22.301\(2\)\(a\)](#) MCA and ARM [24.219.505\(1\)\(b\)](#)],
- Applications must include submission of a Supervisor Agreement that includes qualified supervisor(s) [[37.22.301\(2\)\(a\)](#) MCA and ARM [24.219.421](#)],
- Completion of a Supervision Training and Work Plan, [[37.22.301\(2\)\(b\)](#) MCA, ARM [24.219.505\(2\)\(c\)](#), and ARM [24.219.505\(3\)](#) (c-e)],
- Completed background check results sent directly from State of Montana, Department of Justice to the board office, [[37.22.301\(5\)](#) MCA and ARM [24.219.505\(4\)](#)].
- Completion of a non-criminal justice application of rights form, [[37.22.301\(5\)](#) MCA and ARM [24.219.505\(4\)](#)],



- Post-Candidate Credentialing, completion and submission of the Clinical Supervision Logs, [[ARM 24.219.505\(3\)\(d\)](#)],
- Three (3) letters of reference from licensed social workers, licensed clinical social workers, psychiatrists, or psychologists who have knowledge of the applicant's professional performance., one letter must be from a supervisor, [[37-22-301\(2\)](#) MCA and ARM [24.219.501\(2\)\(c\)\(i-vi\)](#)],
- Results from the approved exam sent directly from the testing agency. [[37.22.301\(1\)](#) MCA and ARM [24.219.501\(6-7\)](#)]

Application Fee(s) for Licensed Clinical Social Worker

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$200 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.