Licensing Requirements and Application Checklist
Licensed Clinical Social Worker (LCSW)

This checklist is for applicants who are currently licensed in another state OR have already completed 3000 hours of supervised work experience. Applicants who have not completed 3000 hours of supervised work experience should reference the LCSW candidate application checklist for candidate licensing requirements.

License Requirements for Licensed Clinical Social Worker
Below are the minimum requirements you must meet to be licensed in the state of Montana.

1. Minimum of a master's degree in social work from a program accredited by the Council on Social Work Education (CSWE) [MCA 37-22-301(1)(a)]
2. Proof of completion of 3,000 hours post-graduate supervised work experience over a minimum of 24 months per the requirements in MCA 37-22-301(2)(b)
3. Submit fingerprints to the Montana Department of Justice for a fingerprint background check. [MCA 37-22-301(3)]
4. Three letters of reference from licensed clinical social worker, licensed clinical professional counselor, licensed marriage and family therapist, licensed addiction counselor, certified behavioral health peer support specialist, or academic professors with knowledge of your professional performance. [MCA 37-22-301]
5. Pass the Association of Social Work Boards' (ASWB) clinical licensing exam
   - Note: Exams other than the ASWB exam are reviewed by the board on a case-by-case basis when submitted as part of an application

Checklist of Required Documents to Submit for Application for LCSW
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 you hold or has ever held a professional license of any type. Montana accepts
- If you answered yes to the personal history 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.),
- Certified education transcript(s) sent directly to the department from the college or university,
- Completed fingerprint and background check results sent directly to the department from the Montana Department of Justice (click here to access the forms you will need to submit to the Department of Justice)
- Noncriminal Justice Applicant's Rights form
- Proof of passage of the ASWB exam directly to the department from the ASWB
Proof of completion of 3000 hours of supervised experience which meets the requirements in MCA 37-22-301(2)(b)

- Applicants who earned hours in another jurisdiction may submit that jurisdiction’s documentation for proof or may choose to complete the Montana Evaluation of Supervisory Experience form if that jurisdiction’s supervisor is available to sign the form.
  - Note: If you are currently licensed as an LCSW candidate in Montana and have completed your hours under that license you do not need to start a new application for an LCSW license. Contact staff if you have questions on how to proceed.

Three letters of reference from licensed clinical social worker, licensed clinical professional counselor, licensed marriage and family therapist, licensed addiction counselor, certified behavioral health peer support specialist, or academic professors with knowledge of your professional performance which can be submitted on Verification of Moral/Professional Character form or as a letter/email from the reference.

Application Fee(s) for LCSW
The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. 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.