Licensed Clinical Social Worker Candidate Checklist

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

License Requirements for Licensed Clinical Social Worker Candidate
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). [ARM 24.219.505]
2. Supervision by a supervisor who meets the requirements in ARM 24.219.421.
3. Submit fingerprints to the Montana Department of Justice for a fingerprint and background check. [MCA 37-23-202(3)]
4. Three moral character references from licensed social workers, licensed clinical social workers, psychiatrists, or psychologists who have professional knowledge of you [MCA 37-22-301(2)]

Checklist of Required Documents to Submit for Application for LCSW Candidate
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 whatever official form of verification is offered by other states or jurisdictions.
☐ 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.),
☐ 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
☐ Training and Supervision Plan form
☐ Three moral/professional character references which may be submitted on Verification of Moral/Professional Character form

Application Fee(s) for LCSW Candidate
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.