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

This checklist is for applicants who have not already completed the required 3000 hours of supervised work experience. Applicants who have completed 3000 hours of supervised work experience should reference the LCSW application checklist for licensing requirements.

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). [37-22-301, MCA]
2. Supervision by a supervisor who meets the following criteria:
   - has an active license in good standing in Montana as an LCSW, LCPC, LMFT, licensed psychologist, or licensed and board-certified psychiatrist; AND
   - has been licensed for a minimum of three years (not including candidate licensure) or has taken a minimum of 20 hours of board approved supervision training
3. Submit fingerprints to the Montana Department of Justice for a fingerprint background check. [MCA 37-23-202(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]

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 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
☐ Training and Supervision Plan form
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 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.