



Montana Department of LABOR & INDUSTRY

Montana Board of Behavioral Health

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Licensing Requirements and Application Checklist Licensed Baccalaureate Social Worker (LBSW)

- This checklist is for applicants who **HAVE** already completed 2000 hours of supervised work experience.
- If you have **NOT** already completed 2000 hours of supervised work experience and/or are **NOT** licensed as an LBSW in another jurisdiction you may qualify for licensure as an LBSW candidate. See the LBSW candidate application checklist.

License Requirements for LBSW

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

1. Minimum of a baccalaureate degree in social work from a program accredited by the Council on Social Work Education (CSWE) [[MCA 37-22-307\(1\)\(a\)](#), [ARM 24.219.501\(4\)](#)]
2. Proof of completion of 2,000 hours post-graduate supervised work experience over a minimum of 18 months per the requirements in [MCA 37-22-307](#) and [ARM 24.219.504](#)
3. Submit fingerprints to the Montana Department of Justice for a fingerprint and background check. [[MCA 37-22-307](#)]
4. Three moral character references from professionals licensed by the board or academic professors who have knowledge of your professional performance [[MCA 37-22-307](#)]
5. Pass the Association of Social Work Boards' (ASWB) bachelor's licensing exam [[ARM 24.219.502\(3\)](#)]

Checklist of Required Documents to Submit for Application for LBSW

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 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
- ☐ Three [moral character references](#)
- ☐ Proof of passage of the ASWB exam directly to the department from the ASWB



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- ☐ Proof of completion of 2000 hours of supervised experience which meets the requirements in [ARM 24.219.504](#)
 - **Applicants currently licensed in another jurisdiction** may submit that jurisdiction's documentation showing completion of those hours; or complete the Montana [Evaluation of Supervisory Experience](#) form if that jurisdiction's supervisor(s) is available to sign the form.
 - **Applicants not currently licensed in another jurisdiction who previously obtained hours in another jurisdiction** may submit that jurisdiction's documentation showing completion of those hours; or complete the Montana [Evaluation of Supervisory Experience](#) form if that jurisdiction's supervisor(s) is available to sign the form.

Application Fee(s) for LBSW

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.