General Overview of the Licensing Process

* Illinois licensure requires that your degree be conferred prior to submission of your application materials. However, some states may allow the submission of some application materials prior to degree conferral. Follow the steps below to determine how other states go about this process.

**Professor Educator License (PEL)**

Students in the Schools specialization who plan on applying for the PEL will complete a separate licensure process. Please note: LSW licensure is not required for most school social worker positions, but it is recommended for a multitude of reasons.

The PEL process is mostly completed during your time at LUC (creation ELIS account, internship, content exam). Following the completion of the program, you will complete your “Entitlement Form”. You will submit this form, with a copy of your unofficial transcript, to Amy Greenberg c/o School of Social Work, in room 850 of Lewis Towers. The form will be processed by the School of Social Work and the School of Education to ensure you have satisfied all requirements of the program. You will then proceed to ISBE to view proof of issuance.

Upon completion of both the issuance and registration process, you can direct prospective employers to www.isbe.net/ Administrator’s Portal to check on the status of your license. Please visit this website for step-by-step instructions, and the Entitlement Form (http://www.luc.edu/media/lucedu/education/forms/il-licensure/SUBMIT_entitle-form_swk.pdf).
If you are applying for a license outside of Illinois...

- Visit the National Association of Social Workers website, [http://socialworkers.org/chapters/default.asp](http://socialworkers.org/chapters/default.asp). Here you will find an interactive map of the US and the 56 chapters that the NASW serves.
- Select the state from which you wish to get your license.
- Once you have selected the state, follow the pop-up window.
- At the website for your particular state, search for the licensure information that best serves your needs.
- Please locate the education verification forms that Loyola will have to complete on your behalf, and submit them to our office.

Important Phone Numbers and Websites:

Loyola University Chicago Office of Financial Aid: [http://www.luc.edu/finaid/](http://www.luc.edu/finaid/)
Sullivan Center · 6339 N. Sheridan Rd., Chicago, IL 60660 · 773.508.7704

Loyola University Chicago Office of the Bursar: [http://www.luc.edu/bursar/](http://www.luc.edu/bursar/)
25 E. Pearson, Lobby, Water Tower Campus. Chicago, IL 60611 Phone: 773.508.7705

Loyola University Chicago Office of Registration and Records: [http://www.luc.edu/regrec/index.shtml](http://www.luc.edu/regrec/index.shtml)
- Forms: [http://www.luc.edu/regrec/Requests_and_Forms.shtml](http://www.luc.edu/regrec/Requests_and_Forms.shtml)
- Transcript Requests: [http://transcriptrequest.luc.edu/alumni/pages/jsp/](http://transcriptrequest.luc.edu/alumni/pages/jsp/)
- Address Change: [http://www.luc.edu/regrec/pdfs/Address_Change.pdf](http://www.luc.edu/regrec/pdfs/Address_Change.pdf)

This Packet Includes:

- Important Application Information for IL Licensed Social Worker
- Sample Application Materials to be used as your reference for completing your own materials
- Exam information, guides, practice tests, and review course information
- LCSW information
- Blank Application Materials for you to use
Important Application Information

The Illinois Department of Financial & Professional Regulation (www.idfpr.com) is the licensing body for all Illinois licensed persons, including social workers. They provide a packet of information for Social Work, generally, which includes application materials and information for all steps of the licensing process for LSW, LCSW, and restoration. In total, the packet is 25 pages long, and many of the pages are not important at this time. However, you will need to reference this packet for future licensure purposes.

Cost

Similar to being charged a fee for applying to a university, the state charges a fee for applying to take the exam. Please refer to the Reference Sheet for more information on costs.

The application fee is $50 and should be mailed with your application and supporting documents as a check or money order.

Note: There are two additional costs in the licensure process in Illinois. There is a required payment when accepting dates for the examination, as well as a required payment for the license, following the passing of the examination. The material you receive from both the ASWB and the State, will indicate how much these fees are.

Important Application Notes

When filling out the application for examination materials, there are three recurring notes:

- For this step, the “Profession Name” is Licensed Social Worker, and the “Profession Code” is 150. This will come up on many of your documents, so please take note.
- The “License Method” is Examination.
- On Part VII: Examination Coding Methods on page 4 of the Application, please mark this “N/A” as this does not apply to you. Reminder: these forms are used for various other processes, so not everything will apply for a LSW application.
The first step of the licensure process: Applying for Examination

Essentially, this is to say that you’ve completed a Social Work program, and that you’re eligible and ready to take the licensing exam. See process cycle on page 1.

There are 3 forms to complete and submit for this process:

- **APPLICATION FOR LICENSURE AND/OR EXAMINATION** (4 pages);
- **HEALTH CARE WORKERS CHARGED WITH OR CONVICTED OF CRIMINAL ACTS** (CCA form, for short); and
- **CERTIFICATION OF EDUCATION** (2 pages; filled out by you, completed by Loyola)

The forms required are pictured in the following pages.
Loyola fills out the second half of page 1 and all of page 2.
**Exam Information**

The exam consists of 170 multiple choice questions (only 150 are scored, while the other 20 are being field tested). The exam covers 10 areas, including theories of human development; assessment, diagnosis, and treatment; psychopathology; psychopharmacology; communication; professional ethics; management and administration; research; and diversity. The breakdown looks like this: direct/indirect practice (22%), HBSW (18%), assessment/treatment planning (11%), and professional ethics (11%).

You will have up to 1 year from the date you passed your exam to submit the paperwork for your license. If you do not pass the exam, follow-up information will be mailed to you. You will have to wait 90 days before you can retake the exam and you will have to pay the examination fee again.

**ASWB Exam Registration and Guides:**

ASWB is the social work regulatory body responsible for issuing your social work license. All candidates should download a copy of the ASWB Candidate Handbook (https://www.aswb.org/wp-content/uploads/2013/12/Candidate-Handbook.pdf), which will guide you through the registration process.

After you have received notification that you may take the ASWB examination, you must register with ASWB and pay the required exam fee ($230 for the Bachelors or Masters exam; $260 for the Advanced Generalist or Clinical exam). Note: ASWB’s fees are separate from any fees payable to your jurisdiction’s licensing board.

**Guides and Practice Tests.**

New for 2015, the *ASWB Guide to the Social Work Exams* (print edition $20 and the e-book edition $15) is the only guide published by the creators of the social work examinations.

The new exam guide is a unique resource that goes beyond tips on choosing the right answer—it helps you understand the exam itself and how the exam questions work. This guide can help:

- **Reduce exam anxiety** by helping you understand exam construction as well as exam content areas and the structure of questions
- **Demystify this high-stakes exam** with a reassuring inside look at how the exams are created—complete with an in-depth look at example questions, how they work, and how you can apply your knowledge to the exam
- **Assist you with your exam preparation** by guiding you through the process of creating your own customized study plan

For hands-on practice, order the *ASWB online practice test* for $85. Another tool for exam candidates is the ASWB online practice tests for the Bachelors, Masters, and Clinical exams (https://www.aswb.org/exam-candidates/exam-materials/online-practice-tests/). These full-scale, 170-question practice tests use retired test questions from past exams and are designed to simulate the actual testing experience.

**Review Course.**

NASW Illinois Chapter offers a LSW/LCSW review course, which is presented in an intensive eight-hour lecture from 8:00 AM – 5:00 PM and offered approximately 10 times throughout the year. The course provides a 186-page manual, as well as practice questions, group discussion, and test-taking strategies.

The course costs $149 for NASW-IL members, $189 for nonmembers. 8 CEUs are available for an additional $10 for nonmembers; CEUs are free for members.
LCSW Information

BSW

If you graduate with a BSW, you cannot practice unsupervised, and the LSW is your highest eligible level of licensure (You cannot practice independently).

Supervision for the LSW/ LCSW:

- BSWs must work for three (3) years under the supervision of an LCSW, LSW, or social worker with a similar certification (granted they are licensed in another state).
- BSWs are ineligible for the LCSW

MSW

If you graduate with an MSW, you cannot practice unsupervised until becoming an LCSW (see clinical experience requirements below).

Supervision for the LSW/ LCSW:

- MSW’s do not need post-graduate supervised experience and may apply to sit for the LSW master’s exam immediately upon graduation.
- MSW’s must work for 3,000 hours under the supervision of an LCSW to be eligible for the LCSW license.

LCSW (minimum of 2 years post Masters with 3,000 hours of supervision):

- Review the page titled “Examination - Clinical Social Worker” for instructions
- Complete the four page “Application for Licensure and/or Examination”
  - The profession name is Licensed Clinical Social Worker
  - The profession code is 149
- Complete supporting document CCA
- Supporting document CT only needs to be filled out if you have ever held a social work license in another state
- Complete supporting document ED as described above
- Complete supporting document VE-SW
  - You need to verify completion of 3,000 hours post-MSW
  - If you have had more than one supervisor, complete a separate form for each supervisor
  - The supervisor must have a LCSW
- Be sure to make copies of all forms for your records!
- Submit the complete application by mail to IDFPR with the required documentation for approval.
- After you have been approved by the department, you will receive an examination approval letter with the instructions on how to register to sit for the examination with the Association of Social Work Boards (ASWB), and a Candidate Handbook.
Next Steps:

Before leaving today:

1. Fill out the top of the Certification of Education form before leaving the meeting today.
   a. Leave your social security number blank. For security reasons, we do not need/want this information when you submit your form to us. Please fill it in after you receive the form after it has been completed.
   b. Leave #8 blank. This refers to the date your degree was conferred, and you do not yet have that information. We will complete this section for you, after your degree has been conferred.

2. Write your return address on the envelope we have provided. If you plan on moving within 45 days of commencement, please use a permanent address of a trusted loved one. Do not seal the envelope.

After today’s meeting:

- Complete Graduate Checklist.
- Complete other application materials. Complete the rest of the appropriate application forms.
- Finish your ED Form. After your degree is conferred, we will process the form for you and send it to you at the address provided. When you receive your Loyola-processed ED form, open the envelope and fill in your social security number. This form does not have to be sealed upon receipt by the state. It is to be included with the other application materials you are going to submit.
- Submit your application. Add the ED form to your other two completed forms and send the whole packet and $50 check or money order to:
  
  Illinois Department of Financial and Professional Regulation  
  Attn: Division of Profession Regulation  
  P.O. Box 7007  
  Springfield, Illinois 62791

  PLEASE NOTE: The State of Illinois has made no indication in their application materials that official transcripts are required. You may request them and submit them with your application, at your own discretion.

Once you have received confirmation in the mail...

- Once you have sent your payment of $50, your application, CCA, and Loyola-processed ED form, the state will send you a confirmation.
- At this point, please proceed with the licensure process by following the instructions sent by the state.