



LCSW Frequently Asked Questions

- 1. How do I become a school social worker?**

You will need to contact the Division of Professional Standards located within the Department of Education. There website is located at <http://www.doe.in.gov/licensing/about-office-educator-licensing-and-development>.
- 2. How do I become a licensed clinical social worker?**

You will need to download the LCSW application and instructions above.
- 3. How much is the application fee?**

The application fee is \$50
- 4. Do you have temporary permits?**

Yes. Temporary permit are issued after your application is approved for the exam or after the Board receives verification that you hold a license in another state.
- 5. How long are temporary permit valid?**

Temporary licenses are valid for 180 days or until the Board receives notification that you have passed or failed the exam.
- 6. Are temporary permit renewable?**

No, but you can re-apply for a temporary permit a maximum of three (3) times. You can only re-apply for a temporary permit after exam attempts.
- 7. I am finished with my course requirements and have graduated however my transcript will not show my degree until a later date, what should I do?**

You will need to wait until your degree is conferred on your transcript.
- 8. Can I submit a transcript that I received in the mail from my school with my application?**

No, you must request that your school mail the transcript to our office. We will not accept transcripts that do not come directly from the school.
- 9. Can I hand deliver my application to your agency?**

Yes. However, your supervision forms and transcripts must be in sealed envelopes.
- 10. Does my supervisor have to be a licensed clinical social worker?**

Yes, if you are applying for a LCSW your supervision must have been performed by a LCSW, unless your supervision began prior to November 1, 2003.
- 11. I am in the middle of my supervision and have decided to change jobs, should I have my current supervisor fill out a supervision form now?**

Yes, have your supervisor fill out the form and place it a sealed envelope and keep it in a safe place until you are ready to apply for your license?
- 12. What do I do if I cannot locate my supervisor or my supervisor is deceased?**

You will need to fill out the supervision form to the best of your ability and attach a notarized statement explaining the reasons that you are unable to locate your supervisor.
- 13. After I am approved to take the exam, how long does the Board hold my application?**

One (1) year.
- 14. Does the Board give exam extensions?**

No.
- 15. I failed my licensure exam, how long do I have to wait to re-take it?**

90 days.
- 16. How do I purchase a study guide for the exam?**

For information regarding study guides please visit the following website: <http://www.aswb.org/>
- 17. Is a degree in social work required?**

Yes. In order to become a LCSW in the State of Indiana you must have a MSW from a CSWE approved university.
- 18. How do I find out if a university is CSWE approved?**

You can visit the CSWE website located at <http://www.cswe.org/>.