Objective

1. NASW/NASW Indiana Chapter and the benefits of membership.
2. Overview of SW licensing and the process in Indiana:
   - Steps for licensing and information on the Behavioral Health and Human Services Licensing Board;
   - Association of Social Work Boards.
3. Other questions.
NASW

- Began in 1955 with the merger of 7 organizations
- Currently have 55 chapters
- NASW works to enhance the professional growth and development of its members, to create and maintain professional standards for social workers, and to advance sound social policies.

NASW is your Professional Association

- Largest organization of professional social workers
- 120,000 members
- 18,000 student members

Joining NASW provides benefits throughout your career

- News and information
- Advocacy efforts
- Career resources
- Training and education
- Ethics and legal guidance
- Practice resources
- Malpractice insurance
- Building a professional network
- Building a professional network
- Building a professional network
Reasons to Join NASW

NASW is YOUR Membership Association

We advocate on behalf of our members and the clients served to help support:

- A network of licensed, well-trained social workers (LBSW, LSW, LCSW)
- Opportunities to network
- Job opportunities
- Learning opportunities & professional development
- Leadership opportunities

Next Section – Overview of the Licensing Process in Indiana

***Please note information contained in this presentation is based on Indiana Social Work licensing statute and rules. NASW-Indiana does NOT speak for the BHHS licensing board.

3 Levels of Licensing in Indiana

1. LBSW – Licensed Bachelor of Social Work – Requires a BSW from a CSWE accredited program, an approved application and passing the ASWB level exam.
2. LSW – Licensed Social Worker – Master’s level license requires an MSW from a CSWE accredited program, an approved application and passing the ASWB level exam.
3. LCSW – Licensed Clinical Social Worker – Requires an LSW + experience and supervision. Must have an approved application and pass the ASWB level exam.
Licensing Oversight

• The Behavioral Health and Human Services Licensing Board provides oversight for:
  – Social Work
  – Marriage and Family Therapists
  – Mental Health Counselors
  – Addictions

https://www.in.gov/pla/professions/behavioral-health-and-human-services/

BHHS Licensing Board

• Establishes rules, regulations and scope of practice for the profession and the standard for licensure in Indiana.
• Issues licenses to social workers who meet the set professional standards.
• Sets the requirements for continuing education requirements.
• Provides oversight and is an avenue to seek help if there are concerns that the care provided does NOT meet the standards.
• Complaints are filed through the Indiana Attorney General’s office -- the BHHS Board holds the hearing and makes determinations on complaints.

How do I Start My Application

https://www.in.gov/pla/
Where Do I Start?

Review the BHHS Licensing Board Website
https://www.in.gov/pla/professions/behavioral-health-and-human-services/

Review the information in these sections:
• Application instructions;
• Renewal instructions;
• Exams & Testing;
• Fee Schedule

Licensing Steps – Application Checklist

• The same information is available for each type of license – LBSW/LSW/LCSW
• Each section starts with a checklist of the required steps and under the “Checklist” is more detailed information about each area.
• Please read the information provided carefully so you know how to complete each section for your license.
• You can apply online or via a paper application – we encourage you to use the online application.
Licensing Steps in Indiana

Make sure you read all of the questions and instructions on the application carefully. If you make a mistake or don’t provide the right information, your application may be delayed.

- Don’t forget to request your official conferred transcript. It should be sent directly to the licensing board.
  - Confirmed transcript may not be available until a few weeks after graduation.
  - An unpaid parking ticket or bill on your account may delay your transcripts being sent.
- Once your application has been approved you will get confirmation by email from the licensing board and then you can register with ASWB.
- For $25 you can request a temporary permit – once your application is approved the permit will be good for 12 months or until you pass the test. Only one permit.

Licensing Steps – Reminders

- Your application and Temporary Permit are good for 12 months. (LCSW temporary permit is good for 180 days)
- You must have a temporary permit to legally work in Indiana. There are limited exemptions for licensing.
- ASWB requires you to wait 90 days between testing attempts.
- ADA Accommodations must be requested when you register on the ASWB website.
Licensing Reminders

Everything you need to know about the application is on the BHHS website.

Please remember once your application is approved you will receive an email from the Board explaining how to register for the exam. It is your responsibility to register for the correct exam and complete the exam in a timely manner.

You must take the examination within one (1) year from the date of the Board’s approval. If you don’t take the exam within one (1) year, the approval will be invalid and you must submit a new repeat examination application with the required documentation. No extensions will be granted.

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Licensing via Test

- Testing for all three levels of licensing is through Association of Social Work Boards [www.aswb.org](http://www.aswb.org).
- You cannot register with ASWB until your application is approved by the Indiana licensing board.
- Make sure you carefully review the information on the ASWB website prior to completing the registration process with ASWB.
- ADA Accommodations must be requested through ASWB.
- Once you’ve completed your registration and it’s been approved, you can schedule your test via Pearson|VUE.

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Requirements for LCSW application

- Full-time paid experience of at least 1,500 hours/year for a total of 3,000.
- Part-time experience will be considered if the applicant can verify a total of 4,500 hours, and that 3,000 hours have taken place after receiving the graduate degree.
- Supervision must be face-to-face contact for a minimum of 4 hours/month.
- Up to 50% of supervision can be virtual, but still must be face-to-face.
Reciprocity for LBSW, LSW, LCSW

- Have a valid license to practice from another state or jurisdiction;
- Passed an exam substantially equivalent to the exam required for Indiana licensure;
- Do NOT have a pending disciplinary action in another state and pass criminal history/background check; and
- Submit your completed application with the $50 application fee and all required documents.

Questions about the steps for licensing in Indiana?

Next Section – Licensing Prep Two Options Sponsored by NASW-IN

Live/Virtual 6.5-Hour Class

- Learn the content & strategies to pass the Bachelor's, Master's or Clinical level exam for social work licensing!
- Appropriate for all levels of licensing – LBSW, LSW, LCSW.
- Strategies for reducing test anxiety.
- Cost includes a comprehensive study guide ($95 value), 6-month access to an online community and more.
PassItPro - [https://www.passitpro.com/](https://www.passitpro.com/)

PassItPro is 100% virtual, allowing you to personalize the learning experience. It includes:

1. Access to five 1-hour videos to learn the essential exam content at your convenience, 24/7 for 90 days.
2. An extra 90-minute video teaches how to identify the concept being tested in the question.
3. Option to connect with one of the expert teachers for more personalized training.
4. Access to a 170-question practice exam, plus 50 bonus practice questions.

Other Options/Resources

- Check with your local university or alumni program to see if they have licensing prep resources available.
- Check online for resources including study groups, flashcards and more.
- NASW members can find numerous resources and conversations in the MyNASW online community.

Continuing Education & Renewals

- License renewal is March 31st on even years. $50 for renewal.
- Required to have 20 hours of continuing education each year (40 for the two years) to maintain your license. Must include at least one hour of Ethics each year.
- Minimum of 10 Category I CEs and a maximum of 10 Category II CEs each year.
Continuing Education & Renewals

• Category I is defined as formal programming including seminars, workshops and more.
• Category II CEs are self-directed and can include case conferences, inservices and more.
• If you’ve been licensed less than 2 years at the time of renewal, the CE requirement is less.
• Review the statute for more details.

A Few Things to Remember

• You can apply for your license online – and we encourage you to use the digital system. A digital application will allow you to track items as they are submitted.

Please note the following information that is posted on the PLA Website and applies to all boards/all licenses.

• NOTICE: We do not confirm receipt of items as they are received.
• Please allow 4-6 weeks for review of applications and documentation. Upon review of application and additional documentation, you will be notified by email of any missing items.
• You may also log onto your MyLicense account to view updates as they are processed. Allow 4-6 weeks for processing of submitted items. Items are processed in the order they are received.
• Applicants are responsible for reviewing the application information for their license type for a full list of requirements. Application information for all licenses can be found in the Board’s Licensing Information section. Status updates for new applications will not be provided over the phone.

Resources:

• Professional Licensing Agency:
  https://www.in.gov/pla/
• Behavioral Health and Human Services Licensing Board website can provide on Indiana Statute, rules, criminal background checks and more. Online at:

Scroll down the page to the appropriate license – LBSW – LSW – LCSW
Questions/Comments

• A copy of the recording, slides and the FAQ page will be available in approximately 48 hours on our website – www.naswin.org

• NASW members can contact us via email at info.naswin@socialworkers.org