Step by Step Guide to Licensure in Texas

**Step 1 –**
Go to the Texas State Board of Social Work Examiners website, http://www.dshs.state.tx.us/socialwork/default.shtm

**Step 2 –**
Click on **Apply for a New License.**
You must fill out and/or submit the following:
- Application for licensure - Form A (can be done online)
- Submit fee ($91.00)
- Official college transcript verifying MSW from a CSWE accredited program *(You won’t have this if you are in your final semester of study. Instead you will have to submit an official letter from the SSW confirming your expected graduation date. The MSSW Academic Advisor (Marian) handles this, so contact her for this letter.)*
- Proof of completion of Jurisprudence Exam *(You will also have to apply for the Jurisprudence Exam. This is a $40, 126 questions, no fail exam that you take online. All new applicants for licensing must take this exam to get their license! Go to the following website: http://www.dshs.state.tx.us/socialwork/sw_Jurisprudence.shtm.)*
- Verification of Licensure in Other Jurisdiction - Form II (if previously licensed in another jurisdiction)
- Examination Security Information Form – Form VII *(this form essentially states that you are not taking the exam for someone else)*
- Social Work Employment History Form – Form I

***Apply early as it takes a several weeks to get all paperwork processed. But remember - you can only apply if you are in your final semester of study.

**Step 3 –**
The Texas State Board of Social Work Examiners sends you a letter saying you may sit for the LMSW exam.

**Step 4 –**
You apply to take the exam from ASWB, Association of Social Work Boards. Go to www.aswb.org and click on “Register for Social Work Licensing Exam.” This will cost you $230 – nonrefundable.

**Step 5 –**
ASWB sends you an email confirming your registration to take the exam as well as information on how to schedule your exam at a Pearson VUE testing site.

**Step 6 –**
Pass the exam and breathe a sigh of relief. Be sure to mail a copy of your final transcript to the TX Licensing Board if you take the exam early or you won’t get your license!

**Other important information:**
The DiNitto Center for Career Services has your study resources! They have the official study guides (multiple copies) and a computerized practice test. Utilize their resources! Contact them with questions regarding licensing resources at dccs@austin.utexas.edu or at (512) 232-7362.