Reset Form

APPLICATION FOR LICENSURE AS A CLINICAL SOCIAL WORKER (LCSW)

State Form 50325 (R9 / 9-17)
Approved by State Board of Accounts, 2017

BEHAVIORAL HEALTH AND HUMAN SERVICES LICENSING BOARD
PROFESSIONAL LICENSING AGENCY
402 West Washington Street, Room 072
Indianapolis, Indiana 46204
Telephone: (317) 234-2054
E-mail: pla8@pla.IN.gov
www.pla.IN.gov

INSTRUCTIONS:
1. *The fee for this application is $50.00, payable to the Indiana Professional Licensing Agency, in accordance with 839 IAC 1-2-5.*
2. *If applying for a temporary permit, please include your fee of $25.00 in accordance with 839 IAC 1-2-5.*
3. *Completed application and fees should be mailed to the address listed in the upper right hand corner of this form.*
4. *All fees are non-refundable and non-transferable.*
5. *Please refer to the instructions on our website, www.pla.in.gov, for the licensing requirements.*

* This agency is requesting disclosure of your Social Security Number in accordance with IC 4-1-8-1; disclosure is mandatory and this record cannot be processed without it.
** This information is being requested for workforce statistical purposes only; disclosure is voluntary.

Application fee
Date fee paid *(month, day, year)*
Receipt number
License number issued
License issuance date *(month, day, year)*

Temporary fee
Date fee paid (*month, day, year*)
Receipt number
Temporary number issued
Temporary permit issuance date *(month, day, year)*

APPLICANT

Attach one (1) passport type quality photographs of yourself taken within the last eight (8) weeks.

DO NOT WRITE ABOVE THIS LINE

What date (*month, day, year*) did you begin taking classes to complete your MSW degree?	I am applying for a temporary permit: ☐ Yes ☐ No
I have previously made application for this profession in the State of Indiana under the name of:	

APPLICANT INFORMATION

Name of applicant (*last, first, middle*)		Social Security number *
Date of birth (*month, day, year*)	Place of birth (*city and state or country*)	
Address of applicant (*number and street or rural route*)	City, state, and ZIP code	
Telephone number (*daytime*) ( )	E-mail address	
Gender ** ☐ Male ☐ Female	Ethnicity **	Race **

Pursuant to IC 12-32-1-5 and IC 12-32-1-6, I swear under the penalty of perjury that: *(Please select one of the following.)*
☐ I am a United States Citizen. ☐ I am a qualified alien (as defined under 8 U.S.C. § 1641).

Are you the spouse of a member of the military who is assigned to a duty station in Indiana? *(Optional)* ☐ Yes ☐ No	Are you an active duty member of the military? *(Optional)* ☐ Yes ☐ No

Please check all that apply:

☐ I am applying for licensure by examination.

☐ I am applying for licensure by exemption from the examination (ENDORSEMENT).

☐ I am currently licensed / certified in another state.
Type of licensure / certification: _____
Issued by: _____

☐ I successfully passed the ASWB examination.
Date *(month, day, year)*: _____ State: _____
Level of Examination: _____

UNDERGRADUATE AND GRADUATE EDUCATION

Name of academic institution:	Department	Program title
Location *(city and state)*	Dates attended (*month, year to month, year*)	Degree earned
Name of academic institution:	Department	Program title
Location *(city and state)*	Dates attended (*month, year to month, year*)	Degree earned
Name of academic institution:	Department	Program title
Location *(city and state)*	Dates attended (*month, year to month, year*)	Degree earned
Name of academic institution:	Department	Program title
Location *(city and state)*	Dates attended (*month, year to month, year*)	Degree earned
Name of academic institution:	Department	Program title
Location *(city and state)*	Dates attended (*month, year to month, year*)	Degree earned
Name of academic institution:	Department	Program title
Location *(city and state)*	Dates attended (*month, year to month, year*)	Degree earned

EMPLOYMENT HISTORY FOR THE PAST FIVE (5) YEARS

Please list all places of professional employment, including self-employment. You may add an additional sheet listing employment if more space is needed.

Name of employer	Position or title	Name of supervisor
Location *(city and state)*	Dates employed (*month, year to month, year*)	Average hours per week
Duties or responsibilities		
Name of employer	Position or title	Name of supervisor
Location *(city and state)*	Dates employed (*month, year to month, year*)	Average hours per week
Duties or responsibilities		
Name of employer	Position or title	Name of supervisor
Location *(city and state)*	Dates employed (*month, year to month, year*)	Average hours per week
Duties or responsibilities		
Name of employer	Position or title	Name of supervisor
Location *(city and state)*	Dates employed (*month, year to month, year*)	Average hours per week
Duties or responsibilities		
Name of employer	Position or title	Name of supervisor
Location *(city and state)*	Dates employed (*month, year to month, year*)	Average hours per week
Duties or responsibilities		

OTHER STATE LICENSURE / CERTIFICATION

Do you now hold, or have you ever held, a license / certification / registration / permit to practice any regulated health profession by a state licensing board? ☐ Yes ☐ No

(*If yes, list all states below, including Indiana, in which you have held a license / certification / registration / permit to practice any state regulated health occupation*.)

TYPE OF LICENSE / CERTIFICATE / REGISTRATION / PERMIT	STATE	LICENSE NUMBER	DATE ISSUED *(month, day, year)*	STATUS
1.				
2.				
3.				
4.				
5.				

If your answer is "Yes" to any of the following, explain fully in a sworn affidavit, including all related details, and provide copies of all relevant arrest or court documents. Describe the event including the location, date and disposition. Falsification of any of the following is grounds for permanent revocation of the license or permit issued pursuant to this application.

1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held? ☐ Yes ☐ No
2. Have you ever been denied a license, certificate, registration or permit to practice social work, clinical social work, or any regulated health occupation in any state *(including Indiana) or country*? ☐ Yes ☐ No
3. Do you have any condition or impairment *(including a history of alcohol or substance abuse)* that currently interferes, or if left untreated may interfere, with your ability to practice in a competent and professional manner? ☐ Yes ☐ No
4. *Except for minor violations of traffic laws resulting in fines, and arrests or convictions that have been expunged by a court,*
   (1) have you ever been arrested; ☐ Yes ☐ No
   (2) have you ever entered into a prosecutorial diversion or deferment agreement regarding any offense, misdemeanor, or felony in any state; ☐ Yes ☐ No
   (3) have you ever been convicted of any offense, misdemeanor, or felony in any state; ☐ Yes ☐ No
   (4) have you ever pled guilty to any offense, misdemeanor, or felony in any state; or ☐ Yes ☐ No
   (5) have you ever pled *nolo contendre* to any offense, misdemeanor, or felony in any state? ☐ Yes ☐ No
5. Have you ever been denied staff membership or privileges in any hospital or health care facility or had such membership or privileges revoked, suspended or subjected to any restrictions, probation or other type of discipline or limitations? ☐ Yes ☐ No
6. Have you ever been admonished, censured, reprimanded or requested to withdraw, resign or retire from any hospital or health care facility in which you have trained, held staff membership or privileges or acted as a consultant? ☐ Yes ☐ No
7. Have you ever had a malpractice judgment against you or settled any malpractice action? ☐ Yes ☐ No

APPLICATION AFFIRMATION

I hereby swear or affirm, under the penalties of perjury, that the statements made in this application are true, complete and correct.

Signature of applicant	Date signed (*month, day, year*)

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize, request and direct any person, firm, corporation, association, organization or institution to release to the Professional Licensing Agency, or the Behavioral Health and Human Services Licensing Board, any files, documents, records or other information pertaining to the undersigned requested by the Agency, or the Board, or any of their authorized representatives in connection with processing my application for licensure.

I hereby release the aforementioned persons, firms, officers, corporations, associations, organizations and institutions from any liability with regard to such inspection or furnishing of any such information.

I further authorize the Professional Licensing Agency, or the Behavioral Health and Human Services Licensing Board, to disclose to the aforementioned persons, firms, officers, corporations, associations, organizations, and institutions any information which is material to my application, and I hereby specifically release the Agency, and the Board from any and all liability in connection with such disclosures.

A photostatic copy of this authorization has the same force and effect as the original.

AFFIRMATION

I hereby swear or affirm, that I have read the above statements and agree to same.

Signature of applicant	Date signed (*month, day, year*)

FORM I - VERIFICATION OF SUPERVISION FOR LSW / LCSW LICENSURE APPLICANTS

Part of State Form 50325 (R9 / 9-17)

INSTRUCTIONS: All information on this form must be typed or clearly printed.

APPLICANT: Complete the top section of this form, then forward it to your supervisor. You are authorized to photocopy this form as necessary.

Name of applicant (*last, first, middle*)	Maiden or given surname

Address (*number and street or rural route, city, state, and ZIP code*)

Social Security number *	Date of birth (*month, day, year*)	Telephone number (*daytime*)
		( )

Name of supervisor	Name of business / institution

Supervisor title	Address (*number and street, or rural route, city, state, and ZIP code*)

I hereby authorize, _____ to furnish to the Professional Licensing Agency with the information below.
(*Name of Supervisor*)

Signature of applicant	Date (*month, day, year*)

SUPERVISOR: Complete the remainder of this form, have the form notarized and return it directly to the Professional Licensing Agency, 402 West Washington Street, Room 072, Indianapolis, IN 46204.

SUPERVISOR INFORMATION

Name of supervisor (*last, first, middle*)	Name of business / institution

State license / certificate number / type of license / certificate	License / certificate issued by	Business telephone number (*include area code*)
		( )

Business address (*number and street or rural route, city, state, and ZIP code*)

Number of years of experience in Social Work or Clinical Social Work	E-mail address

APPLICANT EMPLOYMENT INFORMATION

Applicant's job title during the time of your supervision	Applicant's employer during the time of your supervision

Date supervision began (*month, day, year*)	Date supervision ended (*month, day, year*)

Number of hours applicant worked per week	Number of hours you supervised applicant per week face to face
Number of face to face client contact hours per week	

Brief description of how supervision was conducted:

I was present at the applicant's place of work. ☐ True ☐ False

The applicant's work requirement was at a different site but:

(1) There was an equivalent supervisor on site. ☐ True ☐ False

(2) The applicant was not engaged in independent private practice. ☐ True ☐ False

The above indicated supervision was performed by me pursuant to my order, control, and full professional and legal responsibility as a supervisor. **I do hereby declare that the information contained herein is true and correct.**

SEAL OF NOTARY PUBLIC

Signature: _____

Title: _____

Date *(month, day, year)*: _____

FORM II - VERIFICATION OF EMPLOYMENT / EXPERIENCE FOR LSW / LCSW LICENSURE APPLICANTS

Part of State Form 50325 (R9 / 9-17)

INSTRUCTIONS: All information on this form must be typed or clearly printed.

APPLICANT: Complete the top section of this form, then forward it to your employer. You are authorized to photocopy this form as necessary.

Name of applicant (*last, first, middle*)	Maiden or given surname

Address (*number and street or rural route, city, state, and ZIP code*)

Social Security number *	Date of birth (*month, day, year*)	Telephone number (*daytime*)
		( )

Name of business / institution	Address (*number and street, or rural route, city, state, and ZIP code*)

Date you began taking classes to complete your MSW degree: (*month, day, year*)	Date your MSW degree was granted: (*month, day, year)*

I hereby authorize, _____ to furnish to the Professional Licensing Agency with the information below.
(*Name if Employer*)

Signature of applicant	Date (*month, day, year*)

EMPLOYER: Complete the remainder of this form, have the form notarized and return it directly to the Professional Licensing Agency, 402 West Washington Street, Room 072, Indianapolis, IN 46204.

EMPLOYER INFORMATION

Name of employer

Name of business / institution where employed	E-mail address

Business address (*number and street or rural route, city, state,and ZIP code*)

Business / Institute telephone number	Date employment began (*month, day, year*)	Date employment ended (*month, day, year*) (*if currently employed, please indicate*)
( )		

Position held	Number of hours applicant worked per week

Brief description of the responsibilities that the applicant had while in your employment:

The applicant pursuant to my order, control, and full professional and legal responsibility as an employer has performed the above-indicated experience.
I do hereby declare that the information contained herein is true and correct.

SEAL OF
NOTARY PUBLIC

Signature: _____

Title and Printed Name: _____

Date *(month, day, year):* _____

FORM III - MSW CLINICAL COURSEWORK

Part of State Form 50325 (R9 / 9-17)

To be completed by all applicants for LCSW licensure who began taking classes to complete a MSW degree after July 1, 1997

Please list the course titles in the areas indicated below, of the graduate courses, exactly as they appear on your transcript, that in your opinion, meet the following requirements. If the title of the course you are wishing to apply towards these requirements does not clearly reflect these content areas, you should also submit additional supporting documentation, such as course descriptions from your college or university's catalog. A total of twenty four (24) semester hours or thirty seven (37) quarter hours of graduate coursework is required and must include at least three (3) credit hours in each of the following seven (7) content areas. A course may only be credited once in identifying courses taken in the seven (7) content areas.

Psychopathology

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

Clinical Practice with Diverse Populations

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

Clinical Theory and Practice

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

Family Practice

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

Group Practice

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

Human Behavior in the Social Environment

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

Practice Evaluation (Research)

Educational Institution	Course Number	Course Title	Semester / Quarter Hours	Year

I, the undersigned applicant for Clinical Social Worker's licensure, do hereby certify that I have also completed the following

A supervised field placement that was a part of my advanced concentration in direct practice during which I provided clinical services directly to clients.

Signature of applicant	Date (*month, day, year*)

Printed name of applicant