

Getting your LMSW for Graduating Students in Texas: Step-by-Step

For online instructions step by step, go to: <https://www.bhec.texas.gov/how-to-user-guides/index.html>

1. Apply for Exam Preapproval online (\$60)
 - a. To apply for exam preapproval from the Association of Social Work Boards (ASWB) go to <https://www.aswb.org/texas>
 - i. Create an Account, and Apply for exam preapproval
 - ii. Take a look at the Examination Guidebook here <https://www.aswb.org/wp-content/uploads/2023/10/ASWB-Exam-Guidebook.pdf> (This includes information should you need to request nonstandard testing arrangements)
 - b. Follow the instructions regarding documentation for exam preapproval. You will need either:
 - i. An official transcript showing a **master's degree in social work** from an accredited program, or a letter from the dean (if in your last semester) stating that you are eligible to sit for the exam, which will be sent by the school automatically after you apply for graduation through your myUH account.
2. Register for the exam (\$230)
 - a. ASWB will send an Authorization to Test email within 2 days stating whether you are approved or not approved to sit for the exam, and upon receiving your approval letter (which includes an expiration date for your approval), you can schedule a time to take your exam at a PSI location.
 - b. Register here <https://examregistration.aswb.org/>
 - i. Here you can register and pay for the exam, order exam materials, and take an online practice test.
3. Study
 - a. The GCSW is offering each social work student *in their final semester* a free 6-hour prep course for the LMSW exam. The course will be held in all 3 semesters (Fall/Spring/Summer). You must apply for graduation before signing up for one of these courses. Contact swadvise@cougarnet.uh.edu for more information.
4. Take Jurisprudence Exam (\$39)
 - a. A passing jurisprudence exam score is necessary to be eligible to apply for Licensure.
 - b. Go to <https://www.bhec.texas.gov/texas-state-board-of-social-worker-examiners/jurisprudence-examination/index.html>
 - c. Sign up and pay for your Jurisprudence Exam. Take the exam. Print out two copies of your certificate of completion. Put one with your application materials to send to the board and keep the other for your records.
5. Take and pass exam
 - a. The day of your exam you will receive your score immediately upon completion. The state board will receive your score from ASWB *approximately 14 days* after your exam.
6. Apply and receive license from state board (\$113) (Do not apply for the license prior to graduation and exam passage)
 - a. Go here <https://vo.licensing.hpc.texas.gov/datamart/login.do;jsessionid=QWkNzREHp37oKtleGmA-Wh.i-0827df4277e7f522c> and register in order to submit your application and supporting documents, which will include:
 - i. A complete application and fee (\$109)
 - ii. Passing scores from the ASWB (which will be sent by ASWB to the board following your exam)
 - iii. An official transcript that includes the conferral date of your social work degree (post-graduation) must be emailed to Board by UH to transcripts@bhec.texas.gov
 - iv. Passing Jurisprudence Exam score/upload a copy of exam passing certificate
 - v. Self-Query report: <https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp> (\$4) (must be mailed/transmitted unopened)
 - vi. Submission of electronic fingerprints, which can be done electronically at locations around the country (fee depending on location)
 - vii. FAQs on this process can be found here: <https://www.bhec.texas.gov/texas-state-board-of-social-worker-examiners/faqs/index.html>

Scroll down here <https://www.aswb.org/exam-candidates/> for a broad video overview of these steps.

Total Cost: \$442.00 (\$60 for Exam Preapproval, \$230 for Licensing Exam, \$39 for Jurisprudence Exam, and \$113 for License Application)
*An additional \$150 fee is involved for those applying with a criminal history to complete a Criminal History Evaluation.