

## Reciprocity Requirements

Your license in the state in which you are requesting reciprocity through must be active and in good standing. This information must be supplied to the Alabama Board on the "Verification of Licensure" form found on our website at [www.socialwork.alabama.gov](http://www.socialwork.alabama.gov) under "Applications". The on-line application is titled "Application for Social Work Licensure/Exam;" the LBSW and LMSW will require pages 1-7 and 9-10, and the LICSW, pages 1-10.

1. A degree is required in Social Work from a school accredited through CSWE. (Counsel on Social Work Education) In order to establish academic credentials, it is necessary that you have your college or university send the official transcript posting of your degree directly to the Board. We cannot accept a transcript issued to a student.
2. You must have passed the ASWB (Association of Social Work Boards) national examination for the level in which you are requesting. You will need to order your score from ASWB and have it submitted directly to our office. If you did not pass the ASWB examination you cannot qualify for licensure through reciprocity.
3. The application fee is \$75. The fee must be in the form of a Money Order or Cashier's Check made payable to: The Alabama State Board of Social Work Examiners. PERSONAL CHECKS WILL NOT BE ACCEPTED! If you complete the application on-line, the payment must be by credit card. For internet application the fee is \$75 plus a \$3.50 convenience fee charged by Alabama Interactive for a total charge of \$78.50.
4. Please be advised that fees are not refundable according to Section 34-30-6 of the Social Work Licensing Act No. 652.
5. *FOR THE LICSW LEVEL ONLY:* If you are applying for the certified level of licensure, you must be sure that your employer(s) and your supervisor(s) complete their respective forms and mail them to the Board office. This form titled: "Proof of Supervision" must be printed from our website or you may call and request a copy be forwarded to you. This is an extremely important aspect of determining an applicant's eligibility for licensure at the certified level. If you are unable to forward the supervision form to your previous supervisor please check with the licensing board that granted you the certified or clinical level to see if they can supply us with a copy of the supervision documentation they have on file.

9/28/2016