

## Licensed Certified Social Worker (LCSW) Application Phases and Timelines

<p><b>Phase I</b></p> <p>Current Average Timeframe: Approximately 4-6 weeks</p>	<p><b>Phase I</b> is the estimated time between receipt of a completed online application and the Board’s initial review of that application and any supplemental documentation that has arrived at the time of review. This includes documentation of supervised clinical experience and for reciprocity applicants, an updated resume.</p> <p>At the conclusion of Phase 1, the Board will email you a deficiency letter that explains the items that are incomplete or under board review. You will receive a letter with instructions to complete your criminal history background check, as well as exam approval (if all required documentation for preapproval has been received by the Board), including transcript. <i>Please note, automated emails are sent from a “no-reply” email address. Please check your spam and junk mail folders often.</i></p> <p><i>*Please note Phase I is contingent on properly documented work experience submission(s). The estimated timeframe assumes the applicant presents work experience information that can be immediately approved and takes immediate action when notified of application deficiencies, following directions on the proper way to complete outstanding items.</i></p>
<p><b>Phase II</b></p> <p>Current Average Timeframe: Approximately 4-6 weeks</p>	<p><b>Phase II</b> is the estimated time for review of additional documentation received in response to a deficiency notice. It commences upon the receipt of your background check results, and any remaining application deficiencies, including but not limited to, official third-party proof of full transcript showing a master’s degree conferral and your ASWB clinical score report.</p> <p>Background check results are provided to the board by our vendor an average 1-3 weeks from the date of your fingerprint appointment. If you were previously fingerprinted by the NJ Division of Consumer Affairs you will be invoiced for a fingerprint rescan, upon review of your application.</p> <p><i>*Please note Phase II is contingent on applicant action and third-party processing times. The estimated timeframe assumes the applicant has work experience supervision forms that are complete and clearly meet regulatory requirements. It assumes the applicant then schedules and passes the clinical exam shortly after approval, if applicable, follows instructions, and takes immediate action when notified of application deficiencies.</i></p>

<p><b>Phase III</b></p> <p>Current Average Timeframe: Approximately 1-2 weeks</p>	<p><b>Phase III</b> is the final review process once the Board has received all necessary documentation, including but limited to, the results of your criminal history background check. Final review should be minimal, approximately 1-2 weeks.</p> <p>Applications requiring further Board review will be placed on the Board's next available agenda. Timelines for Board review generally will be no longer than 4-8 weeks based upon when documentation is received and the scheduling of the next Board meeting. A letter will be sent to the applicant, via email, regarding a Board decision generally within 10-15 days after the conclusion of a Board meeting. <i>Information will not be available prior to receipt of the letter.</i></p> <p>Upon approval of your application, a congratulations letter and license fee invoice will be emailed to you. Once the license fee is paid, your license number will be issued and you should receive your hard copy license in the mail within 10-15 business days. To verify the status of your license and to view your license number, please visit our <a href="#">verification website</a>.</p> <p>These are estimated timelines. The actual duration may vary depending on the complexity of your application, time of the year, and other factors.</p>
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