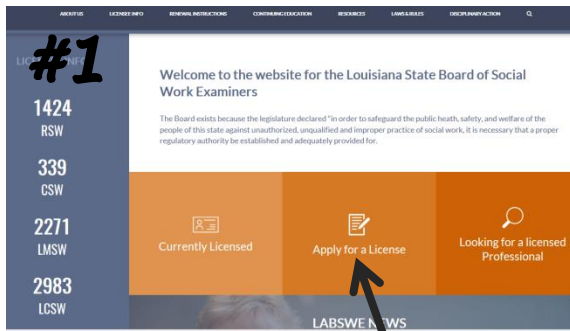


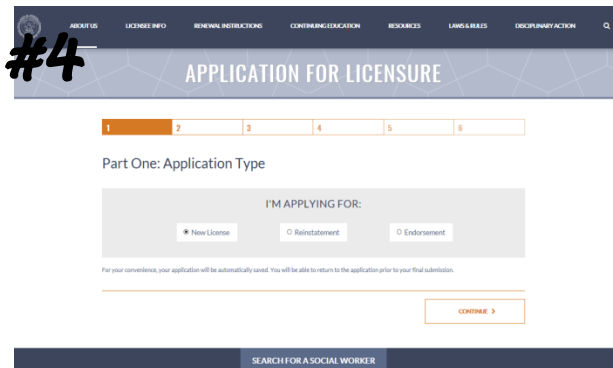
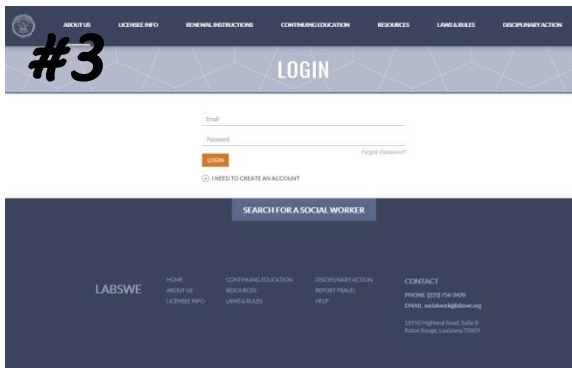
# HOW TO COMPLETE THE LABSWE ONLINE APPLICATION

1. Go to the Board's website, [www.labswe.org](http://www.labswe.org). Once on the homepage, scroll down until you see the gold box that says "Apply for a License." Click the box to begin.



2. Then you need to select which credential you will be applying for-RSW, CSW/LMSW, LCSW or LCSW-BACS. Click on the "Apply" button under the credential you are eligible to apply for.

3. You will then be asked to login to the Dashboard. If you held a license or have a current license, you will need to use the email address that the Board has on file for you so that your new application matches your current profile. If you have never applied before, you will create a login using your email address and create a password. This Dashboard will be used to check the status of your application and renew your credential once it's issued.



4. Once you are logged in, it will ask you to select if you are applying as a "new license" (never held a credential with the Board or previously applied for a credential, or currently holds a different credential other than what you are currently applying for), "reinstatement" (previously held this license that is now lapsed), or "endorsement" (transferring a credential from another jurisdiction to Louisiana). You will need to select the one that applies to you and this will begin the online application.

5. The online application will require that you upload a current, head and shoulder picture. This picture will need to be a clear. Pictures with other individuals will not be accepted. In order to upload the picture, it must be a picture file such as jpeg or gif. WORD and PDF files will not upload.

6. At the end of the application, you will be required to pay the application fee. (Application fees are: RSW-\$53, CSW & LMSW-\$78, LCSW-\$103)

7. Once the application is submitted, you will receive a confirmation email confirming that Board is in receipt of your application and explaining the application process. Applications will be processed within 10-15 business days from the date received. Your Dashboard will be updated once the application is processed and as documents are received for your application. All application requirements must be received by the Board office 7 days prior to each meeting in order for the Board to review your file at the next Board meeting.