Office of Field Education
Social Worker Trainee (SWT) License

The College of Social Work requires that all MSW students apply for, and receive, the Social Work Trainee License. The Ohio Counselor, Social Worker, Marriage & Family Therapist (CSWMFT) Board has approved the registration of masters level social work students as Social Worker Trainees (SWT). Per Ohio Administrative Code (OAC) 4757-3-01(AA), a Social Worker Trainee is an individual who is a graduate student seeking licensure as a social worker who is currently enrolled in a practicum, internship, or field work course in a social work education program accredited by the Council on Social Work Education (CSWE). Students must apply for the SWT through Board.

Note: Students with an LSW do not need to apply for the SWT.

Online Social Worker Trainee Application Instructions

The instructions for applying for the SWT are below. There is no charge for obtaining the SWT. However, the student is responsible for all costs associated with the required criminal records check.

1. Go to the Board’s eLicense website at https://license.ohio.gov/Applications/default.asp.
2. Under Select a Board, choose Counselor, Social Worker, & Marriage & Family Therapist Board.
3. Under Select an Application, choose S. Social Worker Trainee.
4. Click on the Start Application button and complete your application.
5. Ohio State’s MSW program office will send the list of students enrolled in field to the Board. This is sent prior to each semester in field to show proof of enrollment.
7. Direct questions about the status of the SWT registration to Andy Miller, SWA/SWT Licensure Coordinator, andy.miller@cswb.state.oh.us.

The student will be notified, via email, of their registration status. Once registered, the student can use the initials SWT, and they have the same scope of practice as an LSW. The SWT can only be used during field placement and should never be used for work purposes. Trainee status is active only within the dates displayed on the online verification system at https://license.ohio.gov. The dates of that registration will be up to four weeks past the end of the term enrolled.

Note: Applicants enrolling for a subsequent field education course need not re-apply.