

Steps for SSSW Alumni to Fulfill LCSW Education Requirements

1. Start your LCSW application process by submitting Form 1 and \$294 fee. Additionally, you may submit Form 2 to Leslie Casanova (leslie.casanova@hunter.cuny.edu) for processing. Please expect 6-12 weeks for your application to be processed. The application does not expire. (You may need to resubmit the papers after 5 years, but you will not need to resubmit the fee). Here is the contact information for the NY State Office of the Professions:

NY State Education Department
Office of the Professions
Division of Professional Licensing Services
Social Work Unit
518-474-3817, Press 1 then ext. 592 (voice)

2. NY State will review your application, including your transcript. ****If your education requirements are not fulfilled, you will receive an email from the Comparative Education Department specifying the required content area and number of credit hours you are missing to count towards the 12 credits to fulfill your application.*
3. If you have additional Educational requirements, please forward your email from NY State with the abovementioned educational needs to the Director of Continuing Education, Patricia Grey (pg202@hunter.cuny.edu) and inquire about required classes and your next steps. If approved, you will be referred to connect with Enrollment Management.
4. You will apply as a non-matriculated student by reaching out to Michelle Desir, Director of Enrollment Management (md1244@hunter.cuny.edu). You will need to complete the application and wait for an email of approval.
5. Once approved as a non-matriculated student, you will coordinate registration with Michelle Desir and the assistance of the Registrar, Marit Sadaka (msadaka@hunter.cuny.edu), who will provide special permission to enter required courses.
6. After courses are confirmed and permission entered, you must enroll in approved classes on CUNY first.
7. When classes are completed with a passing grade, you may resubmit your transcript to NY State for review.
8. *Please refer to the Applicant Checklist to stay organized.*