

Robert Doar  
Commissioner

**M E M O R A N D U M**

Kathleen Carlson  
Chief Administrative  
Officer

**DATE:** June 29, 2012  
**TO:** HRA Social Workers  
**FROM:** Rachel Levine  
**SUBJECT:** **HRA/CUNY Social Work Licensing Prep Course**

Rachel Levine  
Executive Deputy  
Commissioner

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Per Article 154 of New York State (NYS) Education Law, the practice of social work is defined as restricted to individuals who are licensed, under a limited permit, or authorized under the law. It is imperative that any HRA staff who are currently serving in social work titles without a license take the NYS Social Work Licensure Exam. To this end, the Office of Staff Resources (OSR) in collaboration with the Hunter College Silberman School of Social Work, have arranged a Licensing Prep Course for all HRA staff who are serving in social work titles and have not yet attained their NYS Social Work Licensure.

The HRA Social Work Licensing Prep Course will be offered at no cost to qualified HRA staff. Participants will be required to attend all eight workshops of their selected session. The workshops will be held at 180 Water Street, New York, NY, and employees will be granted release time to attend.

The eight-week course will begin on July 24, 2012, and will be held every Tuesday, through to September 11, 2012. Two sessions will be offered each week:

Session A: 10:00am – 12:00pm  
Session B: 1:30pm – 3:30pm

Staff must complete the attached *LMSW Test Prep Application Form*, and receive approval from their supervisor to participate. Completed forms must be submitted to Michelle Lee at [leemi@hra.nyc.gov](mailto:leemi@hra.nyc.gov) **no later than July 17, 2012.**

Participants will receive a response from OSR/HRA Staff Development & Training Operations, confirming that they have been registered and informing them of the session to which they have been assigned.

Please keep in mind that enrollment in this course does not preclude you from registration for the exam. Participants must register with the NYS Department of

Education Social Work Licensing Division to take the examination. For further information about the LMSW exam or to register online, click here: <http://www.aswb.org/Main/registeronline.asp>

Participants **must** register with the NYS Department of Education Social Work Licensing Division to take the examination, prior to beginning the prep course. Each participant will be obliged to submit copies of the required cash drafts (money order, certified bank check, personal check, etc.) for the indicated fees covering the costs of:

1. The registration application fee with New York State Department of Education Social Work Licensing Division for \$294  
  
and;
2. The test application fee of \$230

HRA staff who are currently serving in social work titles without a license who do not register for and pass the licensing exam may jeopardize their employment with the agency.

For detailed information on educational requirements, fees, examination requisites, and other related matters, please go to [www.nysed.gov](http://www.nysed.gov) or [www.aswb.org](http://www.aswb.org). Staff may contact Naomi Mark at (212) 331-3318 or [markn@hra.nyc.gov](mailto:markn@hra.nyc.gov) or Peter Avitabile at (212) 331-3319 or [avitabilep@hra.nyc.gov](mailto:avitabilep@hra.nyc.gov), for additional information.

c:     HRPBs  
       RA/RC Heads