

FOR CANDIDATES TESTING IN 2011

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ASWB Examination Candidate Handbook

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Introduction

This handbook was designed to help you register for and take the ASWB social work licensing examinations. This is not a complicated process, but it is important that you follow the registration steps carefully. Missing a step, or making a mistake during registration, can delay your examination, or prevent you from taking it entirely.

Take the time to read through this handbook before you start to register—it will make the examination process easier for you and for the people who will be helping you along the way. If you have any additional questions, you can call the Association of Social Work Boards at 1-888-579-3926 or 1-800-225-6880. You may also find it useful to visit our website, www.aswb.org.

Finally, congratulations on your efforts to become a licensed social worker. In the midst of the paperwork involved in applying for and receiving your jurisdiction's license, it's easy to forget that what you're doing is very important—not only to you, but to the people you will be serving.

About ASWB

You will be taking one of the examinations developed by the Association of Social Work Boards (ASWB). Incorporated in 1979, ASWB is the association of regulatory boards that oversee social work. The association owns and maintains the social work examinations used across the U.S. and in some Canadian provinces, and is a central resource for information on the legal regulation of the social work profession.

ASWB is an organization devoted to consumer protection, which is the purpose of licensing and professional regulation. Licensing exists to provide state and provincial governments with a way to verify that a social worker has the skills and knowledge necessary to provide a safe level of practice. Licensing also establishes social work practice as a separate and distinct branch of mental health services, and gives governments a way to monitor the professional conduct of social workers.

About the examinations

The ASWB examinations are one of the elements used by boards in making licensing decisions (other factors, such as education, and often, supervised experience, are also included in licensing requirements). The examinations themselves were developed from surveys of social work practitioners conducted by ASWB in 1979, 1988, 1996, 2003 and 2010. The results of those surveys shape not only the actual questions that appear on the examinations, but the very need for a particular examination within a specific scope of practice.

The examinations are carefully developed and maintained by ASWB and its Examination Committee, following standards developed jointly by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education. There are five categories of examination—Associate, Bachelors, Masters, Advanced Generalist, and Clinical—based on education and practice experience. Complete content outlines and sample questions for four examinations (the Associate and Bachelors exam share the same content outline) can be found beginning on page 14.

Each ASWB examination contains 170 multiple choice questions; 20 of these questions are non-scored items that are being pretested for possible inclusion as a scored question on a future ASWB examination. Your performance on the pretest items will not affect your score on the examination—only the 150 remaining items will count toward your score. The pretest and scored items will be mixed together on the examination. You should try to answer all 170 questions.

You will have four hours to complete the examination, which is administered through a networked personal computer. This testing program will allow you to move freely through the test, change answers, mark questions for later attention, skip questions, and review questions. Taking the examination requires little or no computer experience, and you will receive a brief tutorial to help you become comfortable with the testing equipment. The tutorial will not affect the amount of time you have to take the test—your four hours will begin when you actually start the ASWB examination.

Some boards require additional examinations as part of the licensure process. Check with your jurisdiction's social work board if you are unsure whether the ASWB examination is the only examination you need to take. To find your board's phone number, visit our website at www.aswb.org or call ASWB at 1-888-579-3926 or 1-800-225-6880.

Exam content

The ASWB examinations are multiple-choice tests designed to measure the minimum competency acceptable to practice social work within a given scope of practice. They are developed from a regularly updated survey of the actual practice of social workers across North America, in a variety of settings and representing demographic variables. Test questions are written by item writers who have been selected to reflect racial, ethnic, gender, geographic, and practice setting diversity. An Examination Committee, composed of content experts from a variety of practice settings and balanced for diversity, reviews and selects questions to be placed on the ASWB examinations.

The Association of Social Work Boards also works to ensure that the examinations are fair measures of competency regardless of the race or gender of the test-taker. As part of this effort, every test item undergoes a statistical and sensitivity analysis by a group of expert social work professionals. If such analysis demonstrates any race or gender bias, the item is deleted. Results over several years have shown that ASWB exams are statistically free from race and gender bias.

A special note on the Associate Examination: A small number of jurisdictions license social workers at an Associate level, and require the ASWB Associate examination. The content outline for the Associate examination is identical to the ASWB Bachelors examination, but the Associate examination requires that a lower score be achieved in order to pass.

OVERVIEW

First, keep in mind that there is some variation in the ways jurisdictions handle licensing applications. The procedures outlined here serve as a general guideline only.

- Contact social work regulatory board to request license application.
- Submit application to social work board.
- Submit requests for special testing arrangements to ASWB or jurisdiction board (if applicable).
- Receive approval to register for ASWB examination from social work board.
- Register for the appropriate ASWB examination (Associate, Bachelors, Masters, Advanced Generalist, Clinical) by calling 1-888-579-3926, by fax, mail or online. Pay exam fee, notify the ASWB representative of any special testing arrangements you may have requested.

- Receive ASWB Authorization to Test via email. If no email address is provided when registering with ASWB, Authorization to Test will be mailed.
- Contact Pearson VUE, ASWB’s testing contractor, to make an examination appointment. You can schedule your appointment online at www.pearsonvue.com/aswb or by contacting the Pearson VUE reservation call center at 1-877-884-9537. You will receive a confirmation of your reservation via email within 24 hours. Write down or print out all appointment information and make sure you understand where the test center is located. Reservations for candidates with special testing arrangements must be made by calling Pearson VUE at 1-800-466-0450. Call center hours are 8 a.m. to 7 p.m. Eastern time, Monday-Friday. Please be prepared to leave a message that you are calling to schedule an ASWB social work licensing exam.
- Bring two valid forms of identification to the test center. One ID must be a valid, non-expired, government issued ID with your photo and signature. The second ID must be valid, non-expired and have your signature. Effective January 1, 2011, you are no longer required to bring your ASWB Authorization to Test to the test center. You will not be permitted to test and your registration fee will be forfeited if you do not have the proper ID.
- Take the ASWB examination, and receive unofficial score (this is the only document you will receive regarding your score). Your official score is automatically forwarded to the jurisdiction in which you are seeking licensure within two weeks.
- Receive your license from the social work board in the jurisdiction in which you applied, and pay any other fees required by the board, if applicable (NOTE: this may not be the case in jurisdictions that allow students to take an ASWB examination in their last semester of study).

Preparing to take the ASWB Examination

From a “big picture” perspective, arranging to take an ASWB examination will involve three general steps: (1) obtaining your social work board’s approval to sit for the exam; (2) registering to take the examination with ASWB; and (3) choosing a time and place—in other words, making an appointment—to actually take the test.

The registration and appointment processes are fairly simple, provided you get yourself organized before making the necessary calls or going online. Your registration experience will go much more smoothly if you are prepared to supply the information needed. The registration form included at the end of this handbook mirrors the phone and online registration process. You may find it extremely helpful to fill out this form to use as a reference during your registration call, or for reference when you register online.

Following is a more detailed description of the entire process, from beginning to test day.

Make sure you are eligible

The first thing you need to know is whether you are eligible to take the social work licensing examination. In all jurisdictions, your board will inform you of your eligibility to sit for the ASWB examination after you have submitted your licensing application. There may be variations in how eligibility to take the exam is established. This is why communication with your board is essential.

Please note that if you have a disability and require special testing accommodations, you must request and receive approval of special accommodations from your board and ASWB before registering to take the examination.

Exam categories

The ASWB examinations are administered in five categories—Associate, Bachelors, Masters, Advanced Generalist, and Clinical. Each is designed to measure entry-level competence at a specific level of

education and experience. Usually, the board in your jurisdiction will inform you of the category required, but you should be clear about this before you register for the exam. Refunds will not be given to candidates who register for the wrong ASWB examination. In addition, payment of a \$30 processing fee will be required from all candidates who change examination categories after initial registration with ASWB.

Disability Accommodations

If you have a disability, you may be eligible to receive testing accommodations. To arrange for special accommodations, you must first receive approval of the accommodation request. Most boards include the necessary forms in their application materials; forms have also been included at the end of this candidate handbook and are available at www.aswb.org. See the instructions for proper submission of the application. Please note: the forms included here may be in addition to disability accommodation forms required by your jurisdiction. If you do not have information from your jurisdiction on how to request special accommodations, you should contact the board for more information. You must be approved for disability accommodations by your board and ASWB before registering with ASWB for an examination.

ESL Arrangements

Some jurisdictions allow special arrangements for people whose first language is not English. Check with your board to see if such arrangements are allowed. You must be approved for ESL arrangements by your board and ASWB before you register to take an examination.

Register for the exam

There are four ways to register for the ASWB examinations: by phone, fax, mail, or online. Regardless of how you register, you will need to pay your examination fee at the time you register. The fee for the examinations is **non-refundable**. We accept Mastercard, Visa, and Discover cards, as well as money order and certified check for mail-in registrations. Cash and personal checks are not accepted.

By phone: Call the ASWB Candidate Registration Center toll free at 1-888-579-3926. Hours of operation are 8:30 a.m. - 6:30 p.m. Eastern time Monday through Thursday, 8:30 a.m. - 5:30 p.m. on Fridays. Hearing impaired candidates may contact the Candidate Registration Center through their local Relay Service by calling 1-888-332-EXAM (toll free).

When you call, you will be asked a series of questions. The information you provide helps ASWB verify your eligibility, and supplies the association with important demographic data that will assist in the continued maintenance and improvement of the examinations and other ASWB programs.

FEES (all fees are in U.S. Dollars):

- Bachelors or Masters exam registration: \$230
- Advanced Generalist or Clinical exam registration: \$260
- Changes to exam registration: \$30

Optional items available when you register:

- Printed Study Guide: \$30 (plus shipping)
- Online practice test: \$75

You should be prepared to supply the following information when registering:

- Name as it appears on a valid, government-issued, non-expired, photo-bearing ID—this is the name that appears on your Authorization to Test (see ID chart on page 6)
- Address
- Phone number, email address
- Social Security (US)/Social Insurance (CANADA) number
- Jurisdiction in which you are applying for licensure

- Examination requested (Associate, Bachelors, Masters, Advanced Generalist, Clinical)
- Method of payment (including credit card and CID number, expiration, cardholder name, billing zip code)
- Race (optional)
- Primary language
- Gender
- Birth date
- Academic major
- Degrees earned
- Years degrees were earned
- Schools from which degrees were earned, including school codes (see p. 20 of this handbook)
- Years in practice since highest social work degree earned
- Present position
- Special testing arrangements, if applicable (you MUST state whether you have been approved for any disability accommodations or ESL arrangements. Failure to do this may result in forfeiture of your exam fee. Any special testing arrangements must be approved before you register to take the examination.)

Use the examination registration form included at the end of this handbook to help you get organized. This form contains all the questions, and space for you to fill in your responses. Having this information ready in advance will speed up your registration. Further, be sure you select the correct ASWB examination (Associate, Bachelors, Masters, Advanced Generalist, Clinical) for your level of licensure. Registration staff cannot tell you which examination you need to take, and changing your examination registration will result in a \$30 processing fee.

Providing all the required information has been supplied, at the end of the call you will be informed that your registration has been accepted.

Online: Visit www.aswb.org to register for an examination online (credit card payment only). As with phone registrations, using the enclosed form to gather information will make the process faster.

Mail or Fax: Complete the examination registration form included in this handbook and fax it to (540) 829-0142, or send it by mail to ASWB Candidate Registration Center, P.O. Box 1508, Culpeper, VA 22701. Payment for mailed registrations may be made by credit card, certified check or money order—payment for faxed registrations may be made only by credit card. Certified checks and money orders should be made out to ASWB. Cash and personal checks are not accepted.

Authorization to Test

Once your registration is complete, ASWB will e-mail you an authorization to test to the e-mail address you provided. The e-mail will contain information you need to schedule a test appointment.

If you have applied for and been approved for special testing arrangements, the special arrangements will be included in the authorization to test. Information about scheduling an appointment with Pearson VUE will also be in the e-mail.

You must present two IDs to test—one from the primary list and one from the secondary list, or two from the primary list. The name on both IDs must match the name on the Authorization to Test from ASWB..

Primary ID must contain your name, a permanently affixed photo, signature, and cannot be expired.	Secondary ID must contain your name, signature and cannot be expired.
Driver's license Passport Military ID Permanent Resident Visa/Green Card Government issued ID	Any form of ID on the primary list Credit or debit card Social Security card (US) Social Insurance card (Canada) Professional license ID card Work ID Student ID
For name changes: a marriage certificate, divorce decree, or court order document must be presented with the primary ID.	

If you do not have an email address and one is not provided when registering, the above information will be sent to you by U.S. Mail.

If you do not receive your authorization to test e-mail or letter, please notify ASWB immediately.

Registering and scheduling tips

Read this handbook. It isn't the most exciting thing you will ever read, but all the rules are clearly laid out—especially the rules about canceling or changing test appointments.

Know which exam you're taking. ASWB offers five different examinations, and it is your responsibility to know which examination you must take for the level of licensure you are seeking. If you don't know, call your jurisdiction's regulatory board before you register. The jurisdiction submits the exam category that you are approved to take to ASWB. Be sure you are approved for the correct exam category.

Write down or print out information. When you call to register, and later, when you contact Pearson VUE to make a testing appointment, keep some paper and a pen or pencil handy. Make note of who you talk to, telephone numbers, directions, or website addresses they may give you. If you schedule your testing appointment online or if you have provided a valid e-mail address, make sure to print out your reservation confirmation for reference. Be sure to get an order number. Do not hang up the phone or close your internet browser until you have an order number.

Keep your registration materials together in one place. You will be receiving an Authorization to Test from ASWB, as well as other materials from your regulatory board. Make sure these documents are well-organized, and easily retrieved.

Have an email address handy. Email allows Pearson VUE to send you an appointment confirmation, which will include detailed directions to your test center. Remember to check your email and any spam filters for this information—you are responsible for keeping track of this material. If you do not receive your appointment e-mail, contact Pearson VUE and request that it be sent.

Schedule your exam

After you receive your Authorization to Test e-mail or letter, follow the directions to schedule an appointment to take the ASWB examination. If you provide an e-mail address you will receive an e-mail confirmation of your test reservation from Pearson VUE. If you do not provide an e-mail address Pearson VUE will mail the reservation information. If you do not receive the test reservation information, please contact Pearson VUE.

Currently, Pearson VUE offers ASWB examination candidates testing sites across the United States and Canada. Most test centers are open Monday - Friday during customary business hours, with many centers open on Saturdays. You can view available test centers by going online to www.pearsonvue.com/aswb.

You must wait for the official ASWB Authorization to Test to arrive, via e-mail or mail, before scheduling an appointment to test. Because of the volume of examinations administered through the test centers, it is wise to schedule your examination date as far in advance as possible. This will help to ensure that you get the location, date, and time that you want, and to make certain that you will be able to take the test within the time limits of your authorization (exam fees are forfeited if you do not schedule an appointment that is within the authorization period). Your authorization is good for one examination only, and will be valid for up to one year. Please note, however, that your Authorization to Test may also contain an earlier expiration date, if required by your jurisdiction (any discrepancies between jurisdictional deadlines and the authorization expirations should be reported to ASWB). You cannot schedule an examination after this expiration date without first contacting your jurisdiction's board and ASWB. Changes will result in a change fee of \$30.

When you call to make your appointment, you will need to supply the following information:

- Your name as it appears on your Authorization to Test, the mailing address you provided at the time of registration, and date of birth. Providing the candidate ID number or authorization number from the Authorization to Test is not required, however it is helpful in scheduling your test appointment.
- Name of the examination—ASWB Associate, Bachelors, Masters, Advanced Generalist, or Clinical
- The test center you've chosen or the city and state in which you would like to test.
- Telephone numbers (and email address, if available) where you can be reached, or where a message can be left

When you make a testing appointment, you will be given an order number (not the same as your Authorization Number). Your reservation confirmation will contain the test center address, test center phone number, general information about testing procedures, and cancellation policies. If you schedule by contacting the Pearson VUE Call Center, write down this information, along with the name of the person you spoke to, and confirm your appointment before your actual test date. If you provide an email address when making your test appointment you will receive an email confirmation with this information and directions to the test center. It is your responsibility to check this email confirmation. If you schedule online, be sure to print your reservation confirmation. Do not hang up the phone or close your internet browser until you get an order number.

Cancelling or changing an appointment

You may cancel or change your appointment by contacting Pearson VUE 24 hours prior to the appointment time at www.pearsonvue.com/aswb or by phone at 1-877-884-9537 between the hours of 8 a.m. and 11 p.m. Eastern time, Monday through Friday; between the hours of 8 a.m. and 5 p.m. Eastern time on Saturday; and 10 a.m. to 4 p.m. Eastern time on Sunday. It is your responsibility to cancel or change the appointment within the cancellation/change guidelines. It is also your responsibility to keep the email you receive from Pearson VUE or keep a record of the date, time, and the name of the representative if you cancelled or changed your appointment by phone. Be aware that while your authorization to test may be valid for one year, your authorization to test may contain an expiration date as required by a particular jurisdiction. If your authorization to test contains a board-imposed expiration

date, you cannot take an examination after this expiration date without first contacting your jurisdiction board and ASWB.

If your reservation was made with special testing arrangements you may cancel or change your appointment by contacting Pearson VUE 24 hours prior to the appointment time at 1-800-466-0450 between the hours of 8 a.m. and 7 p.m. Eastern time, Monday thru Friday. If you are scheduled to test on a Monday or Tuesday, you must call before 7 p.m. Eastern time on the Friday before your appointment.

Changes to registration

Changes made to the ASWB examination registration will result in a \$30 processing fee.

Refunds

Examination fees will not be refunded. You may reschedule your examination date within the applicable guidelines (see cancelling/changing an appointment, above) without additional charge. Cancellations will not result in a refund.

No-shows, late arrivals and late cancellations

If you do not show up for your examination at the scheduled time and have not canceled 24 hours prior to the appointment, you will forfeit your examination fee and authorization to test. You will not be permitted to schedule another examination date until you have first re-registered with ASWB and paid for another examination.

You will not be seated if you arrive late for your appointment. Late arrivals are treated as no-shows.

Test reservations not cancelled at least 24 hours in advance of your appointment will be treated as no-shows.

Excused absences

It is possible to have your absence or late arrival excused by ASWB if circumstances beyond your control made it impossible for you to keep your examination appointment. ASWB may excuse absences due to illness (either you or an immediate family member), death in the immediate family, or disabling traffic accident.

All requests for excused absences must be in writing, accompanied by supporting documentation, and submitted to ASWB within 30 days after the missed examination appointment. Where applicable, excuses must contain the original signature of the health care practitioner and be on official letterhead. Stamped signatures will not be accepted. Copies and faxes will not be accepted. If you think your absence might qualify as an excused absence, you should call ASWB at 1-888-579-3926 IMMEDIATELY after the missed examination appointment for further details.

If you are excused by ASWB, you may reschedule your examination after payment of \$150. If your absence is not excused by ASWB, you will be required to reregister and pay the full examination fee (see explanation of fees on page 4) before you will be allowed to take the examination.

Inclement weather/natural disasters

Test centers may be closed or may experience delays during severe weather, natural disasters, or other emergencies. For information on test center closings, call Pearson VUE at 1-877-884-9537. Examination appointments that the test center cancels in such circumstances may be rescheduled at no cost. Contact ASWB for rescheduling information. If the test center is open and you do not arrive on time for your appointment, your exam will be forfeited.

Take the exam

The Association of Social Work Boards has contracted with Pearson VUE for test administration and delivery. Through Pearson VUE, candidates for the ASWB examination are allowed access to a network of testing centers. Most test centers are open Monday through Friday during customary business hours, with many centers open on Saturdays.

You will not be seated if you arrive late for your examination. Late arrivals will be treated as no-shows.

It is a good idea to locate—and, if possible, drive to—your testing center a few days before the actual examination to minimize unwelcome surprises on test day. Remember, it is YOUR responsibility to locate the test center and arrive on time—late arrivals are treated as “no shows,” and exam fees are forfeited. One of the surest ways to locate your test center is to supply Pearson VUE with an email address when you schedule your appointment. You will be sent a confirmation email with your appointment information and detailed directions to the test center.

Bring two IDs to the test center—one primary and one secondary. The name on your ID must match your name as it appears on your Authorization to Test from ASWB. You will need to keep your photo ID with you at all times during your testing session. See list of accepted IDs on page 6.

On the day of your scheduled test, you should arrive 30 minutes early to allow yourself plenty of time to check in and become familiar with the surroundings. You must supply center personnel with the proper identification and sign in. Because you have already paid for the examination when you registered with ASWB, no further payments will be required when you check in. Your photo will be taken, the palm of your hand(s) will be scanned and you will be required to electronically sign a Candidate Rules Agreement—testing can be denied if this form is not signed, or if you refuse to be photographed or have your palm scanned. The content of this rules agreement can be found at www.aswb.org, under Exam Security. A video tour of what to expect during your testing experience at one of the Pearson Professional Centers can be viewed at www.pearsonvue.com/aswb.

You will not be allowed to test and will forfeit your examination fee without proper identification.

After you have checked in, you will be escorted into the testing room at your reserved time. This room will contain several stations with a computer monitor, keyboard, mouse and headphones at each station. Testing center staff will seat you. There will probably be other people in the examination room with you, and they may enter and leave the center as you are taking your test. These people may or may not be taking the ASWB examinations. If you would like ear plugs, they are available by request from test center personnel. Test center personnel may monitor the testing room by walking through the room while you are taking the test. Testing sessions are also audio and video recorded.

You will begin by receiving a brief on-screen tutorial on the operation of the testing equipment. This tutorial is not a part of your four hour-testing time. The testing clock does not start until you begin the actual test.

The sign-in and seating process may take additional time, but this will not be counted against the time allowed for taking the test. Short breaks may be taken during the four-hour test at your discretion, but testing time does not stop for breaks. If you need to take a break, you must raise your hand for assistance from the proctor who will escort you out of the testing room. You will need to take your photo ID with you on breaks. Your palm will be scanned each time you leave the testing room or return from a break. You may not leave the test center during breaks except to use the closest restroom.

About computer testing

Candidates who are completely unfamiliar with computers may also want to visit a local library or computer lab to become acquainted with computer hardware. Although taking the ASWB examination requires no previous computer experience, gaining some familiarity with computers may help relieve some pre-test anxiety.

Test-day tips

Arrive early. Arrive **30 minutes before** your scheduled appointment time. Appointment times are scheduled for 30 minutes more than the test time of four hours, to allow check-in, tutorial, survey and check-out. If you are late, you will not be allowed to test and will forfeit the exam fee.

Bring the RIGHT IDs. You will be asked to provide a non-expired government issued photo identification (for example, a driver's license)—but the name on the ID must match the name on the Authorization to Test you received from ASWB. Bring a non-expired secondary ID that has the same name and signature as well. ID problems can result in the forfeiture of your examination fee.

Get some rest. Cramming for a licensure examination the night before test-day probably won't help your performance; in fact, you may be too tired to do your best. Instead, get a good night's sleep.

Know where the test site is. You can greatly reduce your level of stress on test-day by knowing exactly where your test site is located. Directions to the test center will be provided in your e-mail reservation confirmation, or you can call the test center number provided when you scheduled your appointment for directions. It is always a good idea to visit the test site before your test-day, to get a better idea of where the site is, and how long it will take you to get there. Don't forget that rush-hour traffic, road construction, or weather conditions can increase travel time.

Wear comfortable clothes, and dress in layers. Test site temperatures can vary, sometimes even while you are taking your test. It's always a good idea to dress in layers so that you can keep yourself as comfortable as possible.

Watches are not permitted in the testing room. Test center staff may ask you to remove other large jewelry and have you store that in your locker as well.

Be prepared to stay at the test site. Although you are allowed to take short breaks (remember, the clock continues to run), you will not be allowed to leave the test site. Trips to your car, another floor, or another building are not allowed. This behavior will be reported to ASWB and your licensing board, and could result in the shutdown of your exam or invalidation of your test score. Eating is not allowed unless you have received prior approval as part of a disability accommodation.

Pay attention to the on-screen tutorial. Before you begin your test, you will receive a tutorial on the operation of the testing program. This tutorial will not affect the amount of time you have to take the actual test. Make sure you are familiar with the computer before you begin the actual examination.

Report problems when they happen. If you experience problems with the computer hardware or software, have problems with the facility, or experience other difficulties, tell test center staff immediately. You must allow test center staff at least 30 minutes to correct any problems. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled. The Association of Social Work Boards cannot help to resolve a problem that has not been reported to the test center staff at the time it occurs.

REMEMBER:

- Take two IDs—primary and secondary—with you to the testing center
- Arrive at least 30 minutes early for your appointment at the test center
- The examination has a four-hour time limit
- The pre-examination tutorial does not count against your 4-hour time limit
- You may take short breaks without leaving the test center, but once your 4 hours of testing time has begun, it won't be paused for breaks
- Pay attention to the Candidate Rules Agreement at the test center. This document is an important security measure that helps keep ASWB's examinations secure and reliable

Examination security

The ASWB social work examinations are high-stakes licensure tests that can dramatically affect a person's ability to practice social work. Violating exam security is a serious offense and ASWB strictly enforces security measures at its examination sites. Many of the rules—from the identification requirements to not being able to take personal items in and out of the testing room—exist to protect the content and administration of the social work licensing exams. By enforcing these guidelines, ASWB can provide a secure testing environment and a reliable examination program.

You will not be allowed to eat, drink, chew gum, or smoke in the testing room. Short breaks are allowed, but the exam clock will not stop. You may eat in the waiting area of the testing center **only** if you have been approved for this accommodation.

You will not be allowed to bring material into or take materials from the testing room. Test center staff will supply you with an erasable note board booklet and marker; earplugs are available upon request. The erasable note board booklet and marker you receive from the test center staff must be returned when you complete the exam. If it is not returned, ASWB will be notified and your actions will be reported to your jurisdiction's board. Your exam score will be invalidated.

You will not be allowed to consult any study materials at any point during the test, even if these materials are outside the testing room. Surveillance cameras run continuously in the testing room, as well as other areas of the center. Test center staff monitor security by walking through the testing room.

You will not be allowed to leave the test center after you begin your exam.

Access to the testing room is restricted to test center personnel and examinees.

These rules are stated in the Candidate Rules Agreement you will be required to sign before taking the exam. Be sure to read the Candidate Rules Agreement before signing it. You can find a link to the Candidate Rules Agreement at www.aswb.org, under Exam Security

Test security is taken very seriously, and your behavior at the test center will be monitored. If you take breaks, keep them short. Do not leave the test center. Keep restroom visits brief. Be courteous to other test-takers at the test site. Do not discuss examination questions with others, including study groups, email, internet forums, etc., as these actions violate the Candidate Rules Agreement you must sign before taking the exam.

Any violations of these rules, as well as other irregularities, are reported to Pearson VUE, ASWB, and your jurisdiction's social work board. Candidates who violate security will have their examination scores invalidated, will be reported to their board, and will be prosecuted to the fullest extent of the law. Candidates found guilty of a violation could face a range of administrative, civil, and criminal charges.

Candidates who suspect examination security has been violated should contact ASWB or PearsonVUE (www.pearsonvue.com/contact/security).

After the exam

When you have completed your examination and the brief exit survey that follows, your examination will be scored. **You will receive a printed unofficial score report before you leave the testing center. This is the only document you will receive regarding your score.** Your official test results will be forwarded to ASWB and the social work board in the jurisdiction in which you are applying for licensure. Allow two to three weeks for transfer of your score to your board.

Exam Scoring

All of the ASWB examinations reported as are pass/fail, with the number of questions needed to pass the examination and the number of questions answered correctly. If you have passed the ASWB examination, you have achieved a passing score in all jurisdictions for the same examination category. The same applies to failing scores.

Because the ASWB examinations are national examinations with national passing scores, and because test questions change from one administration to the next, statistical adjustments must be made to account for small differences in the overall difficulty of individual examinations.

Examination scores cannot be altered by ASWB, its contractor, or a social work board. You must wait at least 90 days between taking any ASWB examinations, regardless of whether you have passed or failed.

If You Fail the Exam

Candidates who fail the ASWB examination will be supplied with diagnostic information outlining their performance on the test. Please note that some jurisdictions limit the number of times a candidate may retake an ASWB examination. In all cases, you must wait 90 days before taking another ASWB examination. You will need to register and pay the full examination fee again to re-take the examination.

Difficulties and remedies

Although rare, software problems and power outages do occur. Candidates must allow test center staff at least 30 minutes to correct any test delivery, administration or environmental difficulties. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled. Difficulties must be reported to ASWB within TWO business days of the occurrence.

If you experience a problem with the testing software, computer equipment, test facility, or other equipment during the test, or fail to receive a printout of your unofficial score, the problem must be reported to Pearson VUE test center staff at the time it occurs. Test center staff must confirm the problem and have the opportunity to solve it. If you do not notify the test center staff of a problem at the time it occurs, ASWB will not be able to verify the problem. In addition to reporting the problem to Pearson VUE staff, notify the ASWB Candidate Registration Center at 1-888-579-3926 within TWO business days of the occurrence.

ANY problems you experience—registration, appointment scheduling, testing, scoring, facility, etc.—must also be reported to ASWB at 1-888-579-3926 within TWO business days of the occurrence.

ASWB and its testing vendor make every effort to ensure that all aspects of examination registration and administration are handled properly and that the results of each examination reflect the performance of the candidate. In the unlikely event that an error occurs in registration, administration (including

disruptions at the test center that lead to delays), or reporting, ASWB and/or its testing vendor will correct the error, if possible, within 30 minutes. If the problem cannot be corrected within this time period, ASWB and/or its testing vendor may permit the impacted candidate to retest at no additional fee. In the event that a retest is determined to be the most appropriate remedy, the examination will be administered in its entirety and no credit will be given for any portion of the previous examination administration. These are the exclusive remedies that will be available to candidates.

Duplicate score reports and score transfers

You may receive a duplicate score report of your exam results by sending a completed Duplicate Score Request Form to ASWB. The duplicate score report will not contain any diagnostic information. The fee for a duplicate score report is \$30. A copy of the request form is included at the end of this handbook. Duplicate score reports may also be requested by calling 1-888-579-3926.

Your official score report may be transferred to another jurisdiction at any time in the future by sending a completed Official Score Transfer Request form to ASWB. The fee for a score transfer is \$30. A copy of this form is included at the end of this handbook. Score transfers may also be requested online at www.aswb.org or by calling 1-888-579-3926.

Exam preparation

Because the ASWB examinations are designed to measure minimum practice competencies, test content reflects what you are expected to know, and what professional social workers within a given scope of practice are already doing. This does not mean that preparation is unnecessary, but most candidates find that preparation for the ASWB examinations involves reviewing areas of practice that they might not use frequently, rather than learning something completely unfamiliar. Content outlines for each examination are listed beginning on page 14.

Study Guides & Practice Tests

The Association of Social Work Boards offers Study Guides for each ASWB examination and online practice tests for the Bachelors, Masters and Clinical exams. The Study Guides are designed to help you prepare for the examinations. They contain a sample test with answer rationales, references arranged by examination content area, and information on how the examinations are constructed and the kinds of questions you can expect to find on the tests. You may order a Study Guide at the time you register for the test, through the Study Guide Order Form included at the end of this handbook, online at www.aswb.org, or over the phone by calling 1-800-225-6880. Study Guides are \$30 each, plus \$3 shipping and handling. The practice tests are available for purchase at a cost of \$75 by registered candidates only. More information is available at www.aswb.org.

Content outlines

Bachelors Examination Content Outline sample questions on page 18

	Percent of content
I. Human Development, Diversity, and Behavior in the Environment	27%
Models of human growth and development	
Models of human behavior in the social environment	
Diversity	
Effects of the environment on client system behavior	
II. Assessment	28%
Social history and collateral data	
Problem identification	
Assessment of client system's strengths and challenges	
Assessment of addictive behaviors	
Assessment of mental and behavioral disorders	
Dynamics and indicators of abuse and neglect	
III. Direct and Indirect Practice	26%
Indicators and effects of crisis and change	
Intervention processes and techniques	
Matching intervention with client system needs	
Use of collaborative relationships	
Documentation	
Interviewing	
Evidence based practice	
IV. Professional Relationships, Values, and Ethics	19%
Ethical responsibility to the client system and profession	
Confidentiality	
Client's right to self-determination	
Professional use of self	
Methods of professional development	

Masters Examination Content Outline sample questions on page 18

	Percent of content
I. Human Development, Diversity, and Behavior in the Environment	28%
Theories and models	
Concepts of abuse and neglect	
Diversity social/economic justice and oppression	
II. Assessment and Intervention Planning	24%
Biopsychosocial history and collateral data	
Use of assessment methods and techniques	
Intervention planning	
III. Direct and Indirect Practice	21%
Direct/micro	
Indirect/macro	
IV. Professional Relationships, Values and Ethics	27%
Professional values and ethical issues	
Confidentiality	
Social worker roles and relationships	

Advanced Generalist Examination Content Outline sample questions on page 18

	Percent of content
I. Human Development and Behavior in the Environment	10%
Theories and models	
Human growth and development	
Family functioning	
II. Issues of Diversity	5%
III. Assessment, Diagnosis, and Intervention Planning	24%
Social history	
Use of assessment instruments	
Problem identification	
Effects of the environment on client behavior	
Impact of life stressors on systems	
Evaluation of client strengths and weaknesses	
Evaluation of mental and behavioral disorders	
Abuse and neglect	
Indicators of danger to self and others	
General assessment issues	
Intervention planning	
IV. Direct and Indirect Practice	16%
Theories	
Methods and processes	
Intervention techniques	
Intervention with couples and families	
Intervention with groups	
Intervention with communities	
V. Communication	7%
Communication principles	
Communication techniques	
VI. Relationship Issues	5%
Concepts of social worker - client relationship	
Effects of social and psychological factors	
VII. Professional Values and Ethics	12%
Values and ethics	
Confidentiality	
Self-determination	
VIII. Supervision and Professional Development	3%
IX. Practice Evaluation and the Utilization of Research	4%
Data collection	
Data analysis and utilization	
X. Service Delivery	11%
Service delivery systems and processes	
Effects of policies, procedures, and legislation	
Methods of social work advocacy	
Interdisciplinary collaboration	
XI. Administration	3%
Management	
Human resource management	
Financial management	

Clinical Examination Content Outline sample questions on page 19

	Percent of content
I. Human Development, Diversity and Behavior in the Environment	31%
Human development in the life cycle	
Human behavior in the environment	
Effects of diversity	
Addictions	
II. Assessment, Diagnosis and Treatment Planning	26%
Information gathering	
Assessment and diagnosis	
Treatment planning	
III. Psychotherapy, Clinical Interventions and Case Management	25%
Therapeutic relationship	
The intervention process	
Case management	
Consultation and interdisciplinary collaboration	
IV. Professional Ethics and Values	18%
Ethical issues	
Confidentiality and its limits	
Value issues	

Sample Questions

All answers appear at the end of this section.

Bachelors Exam

1. A client is referred to a social worker for sexual addiction issues. The social worker has limited experience with this issue and is the only social worker in the rural area. What should the social worker do FIRST?
 - (A) Refuse the case due to having inadequate experience
 - (B) Use substance addiction as a model for intervention
 - (C) Advise the client to travel to the nearest city for service
 - (D) Obtain consultation in this area of practice
2. A social worker is working with an unemployed family. When the mother gets a job, the father decides to stay at home with the children to save on day care expenses. The mother is upset about the father not wanting to be the primary financial provider. What is the social worker's BEST course of action?
 - (A) Focus the mother on the need for someone to work
 - (B) Help the family work through this internal conflict
 - (C) Encourage the father to continue job hunting
 - (D) Refer the family to marital counseling

Masters Exam

1. A social worker is receiving repeated telephone calls from a previous client who has completed treatment and resolved the targeted problem. What should the social worker do?
 - (A) Inform the client that the therapeutic relationship is finished
 - (B) Refer the client to another social worker in the agency
 - (C) Limit the number of calls that the social worker will accept
 - (D) Schedule a session to assess the client for further problems
2. How can a social worker BEST establish rapport with a client in the first interview?
 - (A) Understand the client's view of the problem
 - (B) Ask only factual information about the problem
 - (C) Conduct the interview on a first-name basis
 - (D) Allow time for informal, personal conversation

Advanced Generalist Exam

1. In order for staff performance evaluations to be useful and meaningful, which of the following conditions MUST be met?
 - (A) The evaluator must be able to perform the duties that are being evaluated.
 - (B) The staff members must have a clear understanding of their duties.
 - (C) The staff members must understand how performance evaluations are conducted.
 - (D) The evaluator must adhere strictly to the assessment tool.
2. A social worker is working with a same-sex couple. One partner is applying for public assistance and encountering difficulty in securing coverage. The social worker has reason to believe that discrimination based on sexual orientation may be slowing down the application process. What should the social worker do?
 - (A) Advocate for the client with the appropriate agency personnel
 - (B) Recommend that the client file a lawsuit based on discrimination
 - (C) Discuss other sources of financial assistance with the client
 - (D) Explore the client's reasons for seeking public assistance

Clinical Exam

1. A six-year-old child lives with a foster family. His father is in prison and his mother is in residential treatment for alcohol dependence. The child is small for his age, often has temper outbursts, and has difficulty completing schoolwork. The social worker notes that his speech is immature. What should the social worker do FIRST?
 - (A) Work with the foster parents on a behavior modification plan
 - (B) Suggest that the child's teacher refer him for special education placement
 - (C) Refer the child for assessment for fetal alcohol syndrome
 - (D) Work with the child's biological mother toward reunification

2. A social worker is conducting a first interview with a client who attempts to dominate the interview from the beginning. The client complains that his telephone is tapped, and says that his house is watched by the police. How can the social worker BEST establish a beginning level of rapport with the client?
 - (A) Interrupt the client to ask factual questions about his background
 - (B) Ask the client about the ways in which the social worker can be helpful with these problems
 - (C) Question the client about when he first believed that his house was being watched
 - (D) Ask the client to describe the evidence he has that his phone is being tapped

Answers:

Bachelors:	1, D 2, B
Masters:	1, D 2, A
Advanced Generalist:	1, B 2, B
Clinical:	1, C 2, B

School codes

The following list of social work schools and programs includes those in candidacy and accredited by the Council on Social Work Education (CSWE), as well as programs accredited by the Canadian Association for Social Work Education (CASWE). When you register for the ASWB examination, **you will need to supply the six-digit school code for all schools from which you received a degree.** If you earned a social work degree from a U.S. or Canadian school not included on this list, or from a school outside the U.S. or Canada, please include the appropriate codes as listed on page 24.

United States & Canada: Alabama through Hawaii

Alabama

101000 Alabama A&M University
101100 Alabama State University
101200 Auburn University
101300 Jacksonville State University
101350 Miles College
101400 Oakwood University
101500 Talladega College
101600 Troy University
101700 Tuskegee University
101800 University of Alabama
101900 University of Alabama-Birmingham
102100 University of Montevallo
102200 University of North Alabama
102300 University of South Alabama
999999 Other schools not listed

Alaska

111000 University of Alaska-Anchorage
111100 University of Alaska-Fairbanks
999999 Other schools not listed

Alberta

621000 University of Calgary
999999 Other schools not listed

Arizona

121000 Arizona State University-Downtown
Phoenix
121000 Arizona State University-Tempe
121200 Arizona State University-West
121100 Northern Arizona University
999999 Other schools not listed

Arkansas

131000 Arkansas College
131100 Arkansas State University
131200 Harding University
131000 Lyon College
131250 Philander Smith College
131275 Southern Arkansas University
131300 University of Arkansas at Fayetteville
131400 University of Arkansas at Little Rock
131450 University of Arkansas at Monticello
131500 University of Arkansas at Pine Bluff
999999 Other schools not listed

British Columbia

631050 Nicola Valley Institute of Technology
631000 Okanagan University College
631200 Thompson Rivers University
631200 University College of the Cariboo
631300 University College of the Fraser Valley
631100 University of British Columbia

631000 University of British Columbia
Okanagan
631400 University of Northern British Columbia
631500 University of Victoria
999999 Other schools not listed

California

141000 Azusa Pacific University
141100 California State Polytechnic University
141150 California State University-Bakersfield
141200 California State University-Chico
141250 California State University-Dominguez
Hills
141350 California State University-East Bay
141300 California State University-Fresno
141325 California State University-Fullerton
141350 California State University-Hayward
141400 California State University-Long Beach
141500 California State University-Los Angeles
141550 California State University-Northridge
141600 California State University-Sacramento
141650 California State University-San
Bernardino
141660 California State University-Stanislaus
141700 Humboldt State University
141800 La Sierra University
141850 Loma Linda University
141900 Pacific Union College
141950 Point Loma Nazarene University
142000 San Diego State University
142100 San Francisco State University
142200 San Jose State University
142400 University of California-Berkeley
142500 University of California-Los Angeles
142600 University of Southern California
142300 Whittier College
999999 Other schools not listed

Colorado

151000 Colorado State University
151050 Colorado State University-Pueblo
151150 Metropolitan State College of Denver
151100 University of Denver
151050 University of Southern Colorado
999999 Other schools not listed

Connecticut

161000 Central Connecticut State University
161050 Eastern Connecticut State University
161100 Sacred Heart University
161200 Saint Joseph College
161300 Southern Connecticut State University
161400 University of Connecticut

161500 Western Connecticut State University
999999 Other schools not listed

Delaware

171100 Delaware State University
999999 Other schools not listed

District of Columbia

181000 Catholic University of America
181100 Gallaudet University
181200 Howard University
181300 University of The District of Columbia
999999 Other schools not listed

Florida

191000 Barry University
191100 Florida A&M University
191200 Florida Atlantic University-Boca Raton
191250 Florida Gulf Coast University
191300 Florida International University
191350 Florida Memorial University
191400 Florida State University
191500 Saint Leo University
191550 Southeastern University
191600 University of Central Florida
191700 University of South Florida
191800 University of West Florida
999999 Other schools not listed

Georgia

200900 Albany State University
200950 Augusta State University
201000 Clark Atlanta University
201050 Dalton State College
201100 Georgia State University
201150 Kennesaw State University
201200 Savannah State University
201250 Thomas University
201300 University of Georgia
201400 Valdosta State University
999999 Other schools not listed

Guam

201900 University of Guam
999999 Other schools not listed

Hawaii

211000 Brigham Young University-Hawaii
Campus
211050 Hawaii Pacific University
211100 University of Hawaii-Manoa
999999 Other schools not listed

Idaho to Michigan

Idaho

221000 Boise State University
221050 Brigham Young University-Idaho
221100 Idaho State University
221200 Lewis-Clark State College
221300 Northwest Nazarene University
999999 Other schools not listed

Illinois

231000 Augustana College
231100 Aurora University
231150 Bradley University
231175 Chicago State University
231200 DePaul University
231250 Dominican University
231100 George Williams College
231300 Governors State University
231400 Illinois State University
231500 Lewis University
231600 Loyola University of Chicago
231700 MacMurray College
231800 Northeastern Illinois University
231900 Olivet Nazarene University
232000 Southern Illinois University-Carbondale
232100 Southern Illinois University-Edwardsville
232130 St. Augustine College
232150 Trinity Christian College
232200 University of Chicago
232300 University of Illinois-Chicago
232450 University of Illinois-Springfield
232400 University of Illinois-Urbana-Champaign
232475 University of St. Francis
232500 Western Illinois University
999999 Other schools not listed

Indiana

241000 Anderson University
241100 Ball State University
241200 Goshen College
241250 Grace College
241270 Huntington University
241300 Indiana State University
241400 Indiana University
241500 Indiana Wesleyan University
241600 Manchester College
241700 Purdue University
241900 Saint Mary's College
242000 Taylor University
242100 University of Indianapolis
241800 University of Saint Francis
242200 University of Southern Indiana
242300 Valparaiso University
999999 Other schools not listed

Iowa

251000 Briar Cliff University
251100 Buena Vista University
251200 Clarke University
251300 Dordt College
251400 Iowa State University
251500 Loras College

251600 Luther College
251550 Marycrest International University
251700 Mount Mercy College
251800 Northwestern College
251850 St. Ambrose University
251550 Teikyo Marycrest University
252000 University of Dubuque
252100 University of Iowa
252200 University of Northern Iowa
252300 Wartburg College
999999 Other schools not listed

Kansas

261000 Bethany College
261100 Bethel College
261150 Fort Hays State University
261200 Kansas State University-Manhattan
261350 Pittsman University
261250 Pittsburg State University
261300 Saint Mary of the Plains College
261400 Southwestern College in Kansas
261500 Tabor College
261600 University of Kansas
261700 Washburn University
261800 Wichita State University
999999 Other schools not listed

Kentucky

270000 Asbury University
270900 Brescia University
270950 Campbellsville University
271000 Eastern Kentucky University
271100 Kentucky Christian University
271200 Kentucky State University
271300 Morehead State University
271400 Murray State University
271500 Northern Kentucky University
271550 Pikeville College
271600 Spalding University
271700 Thomas More College
271750 Union College
271800 University of Kentucky
271900 University of Louisville
272000 Western Kentucky University
999999 Other schools not listed

Louisiana

281000 Grambling State University
281100 Louisiana College
281200 Louisiana State University
281800 Northeast Louisiana University
281400 Northwestern State University
281500 Southeastern Louisiana University
281600 Southern University-New Orleans
281650 Southern University and A&M College-Baton Rouge
281700 Tulane University
281800 University of Louisiana-Monroe
999999 Other schools not listed

Maine

291000 University of Maine
291100 University of Maine at Presque Isle
291200 University of New England

291300 University of Southern Maine
999999 Other schools not listed

Manitoba

641000 University of Manitoba
999999 Other schools not listed

Maryland

301000 Bowie State University
301100 Coppin State University
301200 Frostburg State University
301300 Hood College
301350 McDaniel College
301400 Morgan State University
301500 Salisbury University
301700 University of Maryland (BSW)
301600 University of Maryland (MSW)
301350 Western Maryland College
999999 Other schools not listed

Massachusetts

311000 Anna Maria College
311100 Atlantic Union College
311200 Boston College
311300 Boston University
311300 Boston University-Metropolitan College
311500 Bridgewater State College
311600 Eastern Nazarene College
311700 Elms College
311800 Gordon College
311900 Regis College
312000 Salem State College
312100 Simmons College
312200 Smith College
312300 Springfield College
312400 Western New England College
312450 Westfield State College
312500 Wheelock College
999999 Other schools not listed

Michigan

321050 Adrian College
321000 Andrews University
321100 Calvin College
321150 Central Michigan University
321175 Cornerstone University
321200 Eastern Michigan University
321300 Ferris State University
321400 Grand Valley State University
321500 Hope College
321950 Kuyper College
321600 Madonna University
321700 Marygrove College
321800 Michigan State University
321900 Northern Michigan University
321925 Oakland University
321950 Reformed Bible College
322000 Saginaw Valley State University
321975 Siena Heights University
322100 Spring Arbor University
322300 University of Detroit-Mercy/Univ. of Detroit
322400 University of Michigan
322450 University of Michigan-Flint

Michigan to North Carolina

322500 Wayne State University
322600 Western Michigan University
999999 Other schools not listed

Minnesota

331000 Augsburg College
331100 Bemidji State University
331200 Bethel University
331300 College of St. Benedict/St. John's University
331500 College of St. Scholastica
331600 Concordia College
331700 Mankato State University
331800 Metropolitan State University
331700 Minnesota State University-Mankato
331900 Minnesota State University-Moorhead
331900 Moorhead State University
332000 Southwest Minnesota State University
331400 St. Catherine University/University of St. Thomas
332100 St. Cloud State University
332300 St. Olaf College
332400 University of Minnesota-Duluth
332500 University of Minnesota-Twin Cities
332700 Winona State University
999999 Other schools not listed

Mississippi

340900 Alcorn State University
341000 Delta State University
341100 Jackson State University
341200 Mississippi College
341350 Mississippi State University-Meridian
341300 Mississippi State University-Starkville
341400 Mississippi Valley State University
341450 Rust College
341500 University of Mississippi
341600 University of Southern Mississippi
999999 Other schools not listed

Missouri

351000 Avila University
351100 Central Missouri State University
351200 Columbia College
351250 Evangel University
352100 Fontbonne University
351270 Lindenwood University
351600 Missouri State University
351300 Missouri Western State University
351350 Park University
351400 Saint Louis University
351500 Southeast Missouri State University
351600 Southwest Missouri State University
351100 University of Central Missouri
351700 University of Missouri-Columbia
351750 University of Missouri-Kansas City
351800 University of Missouri-St. Louis
351900 Washington University
352000 William Woods University
999999 Other schools not listed

Montana

361000 Carroll College
361050 Salish Kootenai College

361100 University of Montana
999999 Other schools not listed

Nebraska

371000 Chadron State College
371100 Creighton University
371200 Dana College
371300 Nebraska Wesleyan University
371400 Union College
371500 University of Nebraska-Kearney
371600 University of Nebraska-Omaha
999999 Other schools not listed

Nevada

381100 University of Nevada-Las Vegas
381000 University of Nevada-Reno
999999 Other schools not listed

New Brunswick

651000 St. Thomas University
651200 Universite de Moncton
999999 Other schools not listed

New Hampshire

391000 Plymouth State University
391100 University of New Hampshire
999999 Other schools not listed

New Jersey

401050 Centenary College
401000 Georgian Court University
401100 Kean University
401200 Monmouth University
401300 Ramapo College
401350 Richard Stockton College of New Jersey
401400 Rutgers-Camden
401500 Rutgers-New Brunswick
401600 Rutgers-Newark
401700 Seton Hall University
401350 Stockton State College
401900 Upsala College
999999 Other schools not listed

New Mexico

410100 Eastern New Mexico University
411000 New Mexico Highlands University
411100 New Mexico State University
411200 Western New Mexico University
999999 Other schools not listed

New York

421000 Adelphi University
421100 Buffalo State College
421200 College of New Rochelle
421205 College of Saint Rose
421210 College of Staten Island
421300 Columbia University
421400 Concordia College
421500 Cornell University
421800 D'Youville College
421600 Daemen College
421700 Dominican College of Blauvelt
421900 Fordham University
421950 Greater Rochester Collaborative

422100 Hunter College of the City University of New York

422200 Iona College
422300 Keuka College
422305 Lehman College, City University of New York
422310 Long Island University-Brooklyn
422320 Long Island University-C.W. Post
422400 Marist College
422500 Marymount College of Fordham University
422550 Medgar Evers College, City University of New York
422600 Mercy College
422700 Molloy College
422800 Nazareth College of Rochester
422900 New York University
423000 Niagara University
423050 Nyack College
423750 Plattsburgh State University of New York
423100 Roberts Wesleyan College
423200 Rochester Institute of Technology
423300 Siena College
423400 Skidmore College
423600 State University of New York-Albany
423450 State University of New York-Binghamton
423700 State University of New York-Buffalo
423800 State University of New York-Stony Brook
423500 State University of New York College at Brockport
423725 State University of New York College at Fredonia
423900 Syracuse University
423950 Touro College Main Campus
424000 Yeshiva University
424100 York College of the City University of New York
999999 Other schools not listed

Newfoundland & Labrador

661000 Memorial University of Newfoundland
999999 Other schools not listed

North Carolina

431000 Appalachian State University
431100 Barton College
431200 Bennett College
431300 Campbell University
431400 East Carolina University
431425 Elizabeth City State University
431430 Fayetteville State University
431450 Johnson C. Smith University
431500 Livingstone College
431600 Mars Hill College
431700 Meredith College
431800 Methodist University
431900 North Carolina A&T State University
432000 North Carolina Central University
432100 North Carolina State University-Raleigh
432450 Pembroke State University

North Carolina to Tennessee

432470 Shaw University
432700 University of North Carolina-Chapel Hill
432300 University of North Carolina-Charlotte
432400 University of North Carolina-Greensboro
432450 University of North Carolina-Pembroke
432750 University of North Carolina-Wilmington
432500 Warren Wilson College
432600 Western Carolina University
432800 Winston Salem State University
999999 Other schools not listed

North Dakota

441000 Minot State University
441200 University of Mary
441100 University of North Dakota
999999 Other schools not listed

Nova Scotia

671000 Dalhousie University
999999 Other schools not listed

Ohio

451000 Ashland University
451100 Bluffton University
451200 Bowling Green State University
451300 Capital University
451400 Case Western Reserve University
451450 Cedarville University
451500 Cleveland State University
451600 College of Mount Saint Joseph
451700 Defiance College
451750 Franciscan University of Steubenville
451800 Lourdes College
451900 Malone University
451950 Miami University
451925 Mount Vernon Nazarene University
451975 Ohio Dominican University
452000 Ohio State University
452100 Ohio University
452200 University of Akron
452300 University of Cincinnati
452400 University of Dayton
452500 University of Findlay
452600 University of Rio Grande
452700 University of Toledo
452800 Ursuline College
452900 Wright State University
453000 Xavier University
453100 Youngstown State University
999999 Other schools not listed

Oklahoma

461000 East Central University
461100 Northeastern State University
461150 Northwestern Oklahoma State University
461200 Oral Roberts University
461250 Southwestern Oklahoma State University
461300 University of Oklahoma
999999 Other schools not listed

Ontario

681000 Carleton University
681200 King's University College/Univ. of Western Ontario
681300 Lakehead University
681400 McMaster University
681500 Renison College/University of Waterloo
681600 Ryerson University
681800 Universite d'Ottawa
681700 Universite Laurentienne/Laurentian University
681900 University of Toronto
682000 University of Windsor
682100 Wilfrid Laurier University
682200 York University
999999 Other schools not listed

Oregon

471050 Concordia University
471100 George Fox University
471150 Pacific University
471000 Portland State University
471200 University of Portland
999999 Other schools not listed

Pennsylvania

481000 Albright College
481050 Alvernia University
481100 Bloomsburg University
481200 Bryn Mawr College
481250 Cabrini College
481300 California University of Pennsylvania
481350 Carlow University
481400 Cedar Crest College
481450 Chatham University
481500 College Misericordia
483000 College of Bible
481600 Eastern University
481700 Edinboro University of Pennsylvania
481800 Elizabethtown College
481900 Gannon University
482000 Juniata College
482100 Kutztown University
482200 LaSalle University
482300 Lock Haven University of Pennsylvania
482400 Mansfield University of Pennsylvania
482500 Marywood University
482600 Mercyhurst College
482700 Messiah College
482800 Millersville University of Pennsylvania
481500 Misericordia University
482900 Pennsylvania State University
483000 Philadelphia Biblical University
483100 Saint Francis University
483050 Seton Hill University
483200 Shippensburg University
483300 Slippery Rock University of Pennsylvania
483400 Temple University
483500 University of Pennsylvania
483600 University of Pittsburgh
483650 Valley Forge Christian College
483700 West Chester University

483800 Widener University
999999 Other schools not listed

Puerto Rico

491200 Pontificia Univ Catolica de PR Ponce Campus
491600 Univ Interamericana de PR Recinto de Arecibo
491700 Univ Interamericana de PR Recinto Fajardo
491100 Univ Interamericana de PR Recinto Metropolitano
491500 Universidad del Sagrado Corazon
491400 University of Puerto Rico-Rio Piedras Campus
491300 University of Puerto Rico at Humacao
999999 Other schools not listed

Quebec

691000 McGill University
691200 Universite de Montreal
691300 Universite de Sherbrooke
691500 Universite du Quebec a Chicoutimi
691600 Universite du Quebec a Hull
691700 Universite du Quebec a Montreal
691400 Universite du Quebec en Abitibi-Temiscamingue
691600 Universite du Quebec en Outaouais
691100 Universite Laval
999999 Other schools not listed

Rhode Island

501000 Providence College
501100 Rhode Island College
501200 Salve Regina University
999999 Other schools not listed

Saskatchewan

701000 First Nations University of Canada
701000 Saskatchewan Indian Federated College
701100 University of Regina
999999 Other schools not listed

South Carolina

511000 Benedict College
511100 Coker College
511200 Columbia College
511250 Limestone College
511300 South Carolina State University
511400 University of South Carolina
511500 Winthrop University
999999 Other schools not listed

South Dakota

521000 Augustana College
521050 Oglala Lakota College
521100 Presentation College
521200 University of Sioux Falls
521300 University of South Dakota
999999 Other schools not listed

Tennessee

531000 Austin Peay State University
531050 Belmont University

Tennessee through foreign trained/not listed

531200 East Tennessee State University
531300 Freed-Hardeman University
531350 Lambuth University
531450 Lincoln Memorial University
531100 Lipscomb University
531500 Middle Tennessee State University
531550 Southern Adventist University
531600 Tennessee State University
531700 Trevecca Nazarene College
531750 Union University
531775 University of Memphis
531800 University of Tennessee-Chattanooga
532100 University of Tennessee-Knoxville
531900 University of Tennessee-Martin
531950 University of Tennessee-Memphis
532000 University of Tennessee-Nashville
999999 Other schools not listed

Texas

541000 Abilene Christian University
541100 Baylor University
542550 East Texas State University
541300 Hardin Simmons University
541400 Howard Payne University
541500 Lamar University
541600 Lubbock Christian University
541700 Midwestern State University
541800 Our Lady of the Lake University
541900 Paul Quinn College
542000 Prairie View A&M University
542200 Southwest Texas State University
542300 Southwestern Adventist University
542100 St. Edwards University
542400 Stephen F. Austin State University
542500 Tarleton State University
542525 Texas A&M International University
542550 Texas A&M University-Commerce
542575 Texas A&M University-Kingsville
542600 Texas Christian University
542700 Texas Lutheran University
542800 Texas Southern University
542200 Texas State University-San Marcos
542900 Texas Tech University
543000 Texas Woman's University
543100 University of Central Texas
543200 University of Houston
543250 University of Houston-Clear Lake

543275 University of Houston-Downtown
543300 University of Mary Hardin-Baylor
543400 University of North Texas
543500 University of Texas-Arlington
543600 University of Texas-Austin
543700 University of Texas-El Paso
543800 University of Texas-Pan American
543850 University of Texas-Permian Basin
543870 University of Texas-San Antonio
543900 West Texas A&M University
999999 Other schools not listed

Utah

551000 Brigham Young University
551200 University of Utah
551100 Utah State University
551300 Weber State University
999999 Other schools not listed

Vermont

561000 Castleton State College
561100 Champlain College
561200 Trinity College
561300 University of Vermont
999999 Other schools not listed

Virginia

571000 Christopher Newport University
571100 Eastern Mennonite University
571200 Ferrum College
571300 George Mason University
571400 Hampton University
571500 James Madison University
571600 Longwood University
571650 Mary Baldwin University
571700 Norfolk State University
571800 Radford University
571900 Virginia Commonwealth University
572000 Virginia Intermont College
572100 Virginia State University
572200 Virginia Union University
999999 Other schools not listed

Washington

581000 Eastern Washington University
581050 Heritage University
581100 Pacific Lutheran University
581150 Seattle University

581300 University of Washington
581200 Walla Walla University
999999 Other schools not listed

West Virginia

591000 Alderson-Broaddus College
591100 Bethany College
591350 College of West Virginia
591200 Concord University
591300 Marshall University
591350 Mountain State University
591400 Shepherd University
591500 West Virginia State University
591700 West Virginia University
591600 West Virginia Wesleyan College
999999 Other schools not listed

Wisconsin

601000 Carroll College
601100 Carthage College
601200 Concordia University of Wisconsin
601300 Marian College of Fond du Lac
601300 Marian University
601400 Marquette University
601500 Mount Mary College
601600 Mount Senario College
601700 University of Wisconsin-Eau Claire
601900 University of Wisconsin-Green Bay
602000 University of Wisconsin-La Crosse
602100 University of Wisconsin-Madison
602200 University of Wisconsin-Milwaukee
602300 University of Wisconsin-Oshkosh
601800 University of Wisconsin-River Falls
602400 University of Wisconsin-Superior
602500 University of Wisconsin-Whitewater
602600 Viterbo University
999999 Other schools not listed

Wyoming

611000 University of Wyoming
999999 Other schools not listed

888888 Foreign Trained
999999 Other Schools Not Listed

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Association of Social Work Boards
EXAM REGISTRATION

Registration options:

Regardless of the method of registration, the registration fee is \$230 for the Bachelors or Masters exams or \$260 for the Advanced Generalist or Clinical exams (all fees are in US dollars).

By phone: Use this form to collect and organize the information you will need to provide when you call. Fill out this form and call 1-888-579-3926 to register. Only credit card payments (Visa, Mastercard, Discover) will be accepted. **Payment must be made at time of registration.**

Online: Go to www.aswb.org and click on "Register Online" on the opening page. Only credit card payments (Visa, Mastercard, Discover) will be accepted when registering online

By mail: Fill out this form **completely** and mail to ASWB with a certified check, money order or credit card information (Visa, Mastercard, Discover). **No personal checks will be accepted.** Mail to: ASWB Candidate Registration Center, PO Box 1508, Culpeper, VA 22701.

By fax: Fill out this form **completely** and fax to ASWB at 1-540-829-0142. Be sure to fill out the credit card payment information. Only credit card payments (Visa, Mastercard, Discover) will be accepted when registering by fax.

Make sure all information is correct. There is a \$30.00 (US) fee for processing any changes to registration.

Name: <small>(as it appears on your government-issued photo ID)</small>	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%; text-align: center;"><i>Last</i></td> <td style="border: none; width: 33%; text-align: center;"><i>First</i></td> <td style="border: none; width: 33%; text-align: center;"><i>Middle/Initial</i></td> </tr> </table>			<i>Last</i>	<i>First</i>	<i>Middle/Initial</i>																											
<i>Last</i>	<i>First</i>	<i>Middle/Initial</i>																															
Does the name above match the government-issued photo ID & secondary ID you will present at the testing center? <input type="checkbox"/> Yes <input type="checkbox"/> No																																	
Address:																																	
City:		State/Province:	ZIP/Postal Code:																														
Work phone: ()	Home phone: ()	Cell phone: ()																															
Email address:		Birth date: <table style="width: 100%; border: none; text-align: center;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> <tr> <td>Month</td> <td>Day</td> <td>Year</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>									Month	Day	Year																				
Month	Day	Year																															
Social Security Number (US)/Social Insurance Number (Canada)		State/Province/Territory to which you are applying for a license:																															
ASWB examination category requested (check ONLY one):																																	
<input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Advanced Generalist <input type="checkbox"/> Clinical																																	
Registration fee payment <input type="checkbox"/> \$230 for Bachelors/Masters <input type="checkbox"/> \$260 for Advanced Generalist/Clinical All fees are US dollars. <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> Certified check/money order (mail-in ONLY, payable to ASWB) Examination fees are not refundable.		Card Number: <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table> Card holder's name: _____ Card holder's signature: _____ Expiration date: <table style="width: 100%; border: none; text-align: center;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table> Card holder's billing Zip code: _____ CID number (last three digits from the signature panel on back of card): <table style="width: 100%; border: none; text-align: center;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table>																															
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race/Ethnicity (check one): <i>This information is optional</i> <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American/First Nations <input type="checkbox"/> Hispanic/Latin American <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Multiracial <input type="checkbox"/> Other _____																															

ASWB Exam Registration, page 2

What is your current primary position? (check only one)

<input type="checkbox"/> Administrator/manager	<input type="checkbox"/> Direct service provider	<input type="checkbox"/> Consultant
<input type="checkbox"/> Program planner	<input type="checkbox"/> Policy analyst/lobbyist	<input type="checkbox"/> Educator
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Evaluator/researcher	<input type="checkbox"/> Other
		<input type="checkbox"/> Not currently employed in social work

Total years in practice since receiving highest social work degree: _____

First Language:

English Spanish Other _____

Are you a U.S. Citizen?

Yes No

Education **PLEASE FILL OUT COMPLETELY**

Indicate ALL degrees earned or programs in which you are currently completing your last semester.

No secondary degree earned

Associate degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Bachelor's degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Master's degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Doctorate degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Special Testing Arrangements

For more information, see page 5 of the handbook. All disability accommodations and ESL arrangements must be approved by your board and ASWB **before** you submit this registration form.

Have you requested special accommodations for a disability?

Yes No

Have you requested special arrangements for English as a second language?

Yes No

ASWB and its testing vendor make every effort to ensure that all aspects of examination registration and administration are handled properly and that the results of each examination reflect the performance of the candidate. In the unlikely event that an error occurs in registration, administration (including disruptions at the test center that lead to delays), or reporting, ASWB and/or its testing vendor will correct the error, if possible, within a reasonable period of time. If the problem cannot be corrected within a reasonable period of time, ASWB and/or its testing vendor may permit the impacted candidate to retest at no additional fee. In the event that a retest is determined to be the most appropriate remedy, the examination will be administered in its entirety and no credit will be given for any portion of the previous examination administration. THESE ARE THE EXCLUSIVE REMEDIES THAT WILL BE AVAILABLE TO CANDIDATES.

The information provided by you will be used to generate an Authorization Number that allows you to take the ASWB social work licensure examination. The accuracy of this information must be assured to protect the integrity of the licensure process as well as the examination program. Please read and sign the following statement:

I attest that all the information provided in this registration is true and accurate; and further attest that I am taking the ASWB social work licensure examination for the purpose of submitting an application for licensure with one of the licensing jurisdictions of Canada, the United States, or its territories. I acknowledge the exclusive remedies available to candidates.

Signature: _____

Name (please print): _____

Date: _____

INSTRUCTIONS

APPLICATION FOR DISABILITY ACCOMMODATIONS

ASSOCIATION OF SOCIAL WORK BOARDS

The Application for Disability Accommodations is to help the social work board in your jurisdiction determine (1) whether you are a qualified disabled individual under applicable federal, state, provincial, or local legislation and (2) whether the accommodation you are requesting is reasonable. Consideration of all requests will be made under applicable laws.

PART I: The information requested on Part I of the form is self-explanatory. You are not required to furnish your Social Security Number (US)/Social Insurance Number (Canada), but this information would be most helpful in identifying you and relating this Application for Disability Accommodations to other parts of your examination application. After you have completed Part I, the application must be dated and signed by you and notarized by a Notary Public in your jurisdiction. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

PART II: Part II of this Application for Disability Accommodations should be completed by your health care practitioner or other appropriate professional and signed and dated where indicated. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

SUBMISSION OF THE FORM: The ASWB examinations are offered through the relevant jurisdictional board. Although each board's application process may differ slightly, this form must be submitted before the board can make a decision on any examination accommodations requested. Parts I and II of this Application for Disability Accommodations should be mailed directly to ASWB at the address below.

EXCEPTION: For Connecticut applicants only, Part I should be submitted to the Connecticut Department of Public Health by either the applicant or the health care practitioner. **The health care practitioner MUST submit Part II directly to the Connecticut Department of Public Health.**

You must receive approval from your board and ASWB before registering for an examination. Forms not fully completed will be returned to the applicant.

Please consult with your board to determine the appropriate application process and relevant deadlines.

A submitted Application for Disability Accommodations will remain valid for one year from the date when executed by the applicant. A valid application will be considered for any examination occurring within this one-year period provided the applicant makes a request at the time of registration.

Under any circumstances, it is recommended that you maintain a copy of this form for your records. Questions may be directed to your board or to ASWB (1-800-225-6880, extension 3003).

SUBMIT PARTS I AND II OF THE APPLICATION FOR DISABILITY ACCOMMODATIONS AT THE SAME TIME

(CT applicants, see exception above)

Applications for Disability Accommodations (except for CT applicants) should be mailed to:

ASWB Candidate Registration Center

P.O. Box 1508

Culpeper, VA 22701

APPLICATION FOR DISABILITY ACCOMMODATIONS
Social Work Licensure Examination

PART I

Name: _____
Last
First
Middle/M.I.

Address: _____

City, State/Province: _____

ZIP/Postal Code: _____

Email: _____

Work Phone Number: (_____) _____

Home Phone Number: (_____) _____

Cell Phone Number: (_____) _____

Social Security Number (US)/Social Insurance Number (Canada) (Optional—see instructions)

--	--	--	--	--	--	--	--	--	--

Birthdate: _____

--	--	--	--	--	--	--	--	--	--

Month Day Year

Examination to be taken (check one):

Bachelors Advanced Generalist

Masters Clinical

State/province/territory to which you are applying: _____

Major life activity impaired by disabling condition:

Physicians or Other Health Care Practitioners:

(a) Name: _____ (b) Name: _____

Office Address: _____ Office Address: _____

Length of time as patient: _____ Length of time as patient: _____

Release:

I authorize each health care practitioner listed above to release to the _____ (state/province/territory) board of social work, the Association of Social Work Boards (ASWB), or their designated representatives, information which will verify the current functional limitations imposed by my disability which affect my ability to perform under standard testing conditions; and describe the nature of the examination accommodation(s) being proposed and the rationale for those accommodation(s). I further understand that I may be asked to provide additional information about my functional limitation(s) and the requested accommodations and agree to cooperate with reasonable requests for such additional information.

I understand and agree that the information obtained by this authorization will be used solely for the purpose of determining my eligibility for reasonable accommodations in regard to the social work licensure process and the nature and extent of the accommodations which are reasonably necessary by reason of my disability. The information obtained by this authorization will not be released or disclosed to any person or organization except the referenced parties, and any other governmental agency that may be involved in acting upon my request for reasonable accommodations in connection with the social work licensure process.

I agree that this authorization shall be valid until canceled or revoked in writing by me.

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documents or statements are true. I understand that false information may be cause for denial or loss of a license. I hereby certify that I personally completed this application and that I may be asked to verify the above information at any time.

Signature: _____ Date: _____

Subscribed to and sworn to before me this _____ day of _____, 20____.

Notary Public: _____

This application is valid for a period of one (1) year from the date when first executed by the applicant. (See instructions.)

INSTRUCTIONS

APPLICATION FOR DISABILITY ACCOMMODATIONS

ASSOCIATION OF SOCIAL WORK BOARDS

The Application for Disability Accommodations is to help the social work board in your jurisdiction determine (1) whether you are a qualified disabled individual under applicable federal, state, provincial, or local legislation and (2) whether the accommodation you are requesting is reasonable. Consideration of all requests will be made under applicable laws.

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(CT applicants, see exception above)**

Applications for Disability Accommodations (except for CT applicants) should be mailed to:
ASWB Candidate Registration Center
P.O. Box 1508
Culpeper, VA 22701

APPLICATION FOR DISABILITY ACCOMMODATIONS
PRACTITIONER'S STATEMENT

(A copy of this form must be completed by each health care practitioner providing services to the patient.)

PART II

Practitioner Name: _____
Last First Middle/M.I.

Office Address: _____

Office Phone Number: (_____) _____

Patient's Name: _____

Patient's Address: _____

City, State/Province, ZIP/Postal Code: _____

Patient's Social Security Number (US)/Social Insurance
Number (Canada)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Patient's Birthdate:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month

Day

Year

1. Diagnosis and description of disabling condition: _____

Date patient first seen: _____ Date patient last seen: _____

2. Date of onset: _____

3. Major life activity(ies) limited by disabling condition (e.g., walking, seeing, breathing, etc.) _____

4. Circumstances under which previous accommodations were granted and dates of occurrences: _____

5. Accommodation(s) needed in this testing situation: _____

I hereby certify that the above information is true and is released pursuant to authorization by my patient.

Signature of Health Care Practitioner: _____ Date: _____

Professional Status (*physician, psychologist, etc.*): _____

License Number (if applicable): _____

**CONNECTICUT APPLICANTS: This form must be sent directly to the
Connecticut Department of Public Health by the practitioner.**

FOR BOARD USE

Board approval, if applicable: _____
Name Title Date

