



# Licensure and Career Services

Baylor University  
School of Social Work  
Office of Career Services

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# Social Work Licensing Basics

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***The purpose*** of licensing and certification in social work is to assist the public through identification of standards for the safe professional practice of social work. Each jurisdiction defines by law what is required for each level of social work licensure. Typically, there are four categories of practice that jurisdictions may legally regulate.

- **Bachelors:** Baccalaureate social work degree upon graduation;
- **Masters:** Master's degree in social work (MSW) with no post-degree experience;
- **Advanced Generalist:** MSW with two years post-master's supervised experience; and
- **Clinical:** MSW with two years post-master's direct clinical social work experience.

Within the profession it is important to note that there are additional designations and certifications available to practitioners. For more information regarding these designations consult with your state licensing board and NASW.

# TX Licensure Process & Timeline

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## Step 1: Complete Application Packet

Download here: [http://www.dshs.state.tx.us/socialwork/sw\\_forms.shtml](http://www.dshs.state.tx.us/socialwork/sw_forms.shtml)

## Step 2: Take Jurisprudence Exam Online (\$40.00)

[http://www.dshs.state.tx.us/socialwork/sw\\_Jurisprudence.shtml](http://www.dshs.state.tx.us/socialwork/sw_Jurisprudence.shtml)

## Step 3: Submit

- Application (see link above)
- Fee (\$91.00)
- Necessary documentation of qualifications
  - Prior to Graduation students must submit documentation of enrollment in his/her last semester in the form of a letter from the School (request for copy of this letter can be made to the degree program manager)
  - Official Transcript (requested from Academic records upon graduation)
  - Jurisprudence Exam: submit proof of completion
- Examination Security Information Form  
[http://www.dshs.state.tx.us/socialwork/sw\\_lbsw-lmsw.shtml](http://www.dshs.state.tx.us/socialwork/sw_lbsw-lmsw.shtml)
- Testing Accommodations
  - For more information please visit <http://www.aswb.org/SWLE/disabilityacc.asp>

Approval (approx. 3-4 weeks from submission) to sit for the examination is communicated to ASWB and the applicant in writing when all qualifying information has been received and approved by the Board.

# TX Licensure Process & Timeline

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## Step 4: Register with the Association of SW Boards (ASWB)

- Online: [www.aswb.org](http://www.aswb.org)
- Or by phone: 1.888.579.3926
- Exam Registration Fee: \$175.00

ASWB will send an authorization letter to applicants that includes an authorization # , list of approved testing sites and contact info.

## Additional Resources available @ [www.aswb.org](http://www.aswb.org)

- Frequently asked questions
- Candidate handbook
- Sample Exam questions

## Step 5: Schedule Test (Site and date)

## Step 6: Exam

- Bring ASWB authorization letter
- Government issued photo ID
- You will receive notice of your score immediately upon completion of the exam

Once ASWB receives your passing score from the exam site you will receive your certificate, 2 copies of your license card (approx. 14 days), and renewal information by mail. Complete process takes approximately 3 months.

# Waco's Testing Site

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Wells Fargo Bank Building  
1105 Wooded Acres Dr.  
Waco, TX 76710

Pearson Professional Center (testing company):  
254-751-0483

To find alternate testing sites, visit:

<http://www7.pearsonvue.com/vtclocator/>

Choose testing program: Association of Social  
Work Board

# Texas Exam Details: Format

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- Beginning in 2011 for the Bachelors, Masters, and Clinical examinations, and in 2012 for the Advanced Generalist examination, the tests will use 150 questions to measure competency across 4-5 content areas.
- Exam takers will have 4 hours to take the exam
- Exam taken on computer terminals at various locations (list sent to you once you qualify to take the exam)
- If special accommodations are needed to take the exam, the candidate may request them using the form in the candidate handbook.
- States and provinces will require a “70”, a “75” or a “pass” just as they do now.

# Texas Exam Details: Content

## 2011 BSW Content Breakdown

For more details visit:

<http://www.aswb.org/SWLE/examcomparison.asp>





# Texas Exam Details: Content

## 2011 MSW Content Breakdown

For more details visit:

<http://www.aswb.org/SWLE/examcomparison.asp>



# Sample Exam Questions

- **Bachelors Examination**

The primary purpose of a service plan is to:

- (A) establish goals
- (B) assess the home situation
- (C) monitor behavioral changes
- (D) evaluate client progress

- **Masters Examination**

A client who has received services for several years in a dialysis unit appears for a routine visit. The nurse notices a markedly changed affect and refers the client to the dialysis unit social worker. When seeing the social worker, the client seems detached, self-absorbed, and tearful. The social worker should FIRST assess the client's:

- (A) life situation and any recent changes
- (B) compliance with medical care
- (C) concerns about dying
- (D) feelings about dialysis

Key to Sample Question:  
Bachelors: A  
Masters: A

# Texas Exam Details: Study Resources

- Association of Social Work Boards (ASWB) -

<http://www.aswb.org/SWLE/studyguides.asp>

- Study Guide with 50 sample questions - \$30
- ASWB online practice tests - \$75
- Must be registered to take the exam

- LEAP – Licensing Exam Preparation Services, LLC - [www.licensingprep.com](http://www.licensingprep.com)

Bachelors

Masters

- |                           |       |       |
|---------------------------|-------|-------|
| • Study Guides            | \$90  | \$129 |
| • Audio Course (6 CD set) | \$139 | \$159 |

- UTA Exam Preparation Course

- Visit online: <http://www.uta.edu/ssw/professional-resources/licensing.php>
- BSW: \$95
- MSW: \$151

- SWES (Social Work Examination Services)

- Online Resources [www.swes.net](http://www.swes.net)
- Testing Module coming soon (February 2010) to the SSW student computer lab

# Licensure Outside of Texas

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- Find a Licensing Board (state by state)
  - <https://www.datapathdesign.com/ASWB/Laws/Prod/cgi-bin/LawBoardWebsiteDLL.dll/EXEC/0/18v1m0i15v3hul10irs9o196xssf>
- Social Work Statutes and Regulations
  - <http://www.aswb.org/SWL/statutesregulations.asp>
- Social Work Laws and Regulations
  - <https://www.datapathdesign.com/ASWB/Laws/Prod/cgi-bin/LawWebRpts2DLL.dll/EXEC/0/0oyvwru0yvwrb0d1dd1ow10i7h096>

# After the Exam: Renewal & CEUs

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## ○ Texas

### • Renewal

- social worker's license expires every **two** years in the month of licensee's birth
- Requirement info available online:  
[http://www.dshs.state.tx.us/socialwork/sw\\_renew.shtm](http://www.dshs.state.tx.us/socialwork/sw_renew.shtm)

### • Continuing Education

- [http://www.dshs.state.tx.us/socialwork/sw\\_ceinfo.shtm](http://www.dshs.state.tx.us/socialwork/sw_ceinfo.shtm)

## ○ Outside of Texas

### • Renewal

- Requirement info available online:  
<https://www.datapathdesign.com/ASWB/Laws/Prod/cgi-bin/LawWebRpts2DLL.dll/EXEC/0/1yw0ww20xxae0x1am4j9z0nk9aft>

### • Continuing Education

- <http://www.aswb.org/SWL/conteducation.asp>
- Database: <https://www.datapathdesign.com/ASWB/Laws/Prod/cgi-bin/LawWebRpts2DLL.dll/EXEC/1/1xfhoke105ml96127khs20sjuyh5>

# Career Resources

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## ◎ Baylor Career Services

- Website: <http://www.baylor.edu/careerservices/>
- SW Advisor Contact: Kat Evans (254.710.8521)
- Workshops
  - Résumé writing
  - Job search strategies
  - Interviewing skills
- Résumé /cover letter critiques
- Mock interviews
- Job fairs
- Interview tips and sample questions
- Guide to job hunting

# Career Resources

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## ● School of Social Work Career Services

- Job Hunting Handbook
- Alumni Network contacts
- Website: [http://www.baylor.edu/social\\_work/](http://www.baylor.edu/social_work/)

● To find out more information, check out the binders in the Student area on the first floor (area with the couches)!

Need More Information?  
Have Suggestions?

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## Baylor School of Social Work Career Services

Contact: Tracey Kelley

Location: 811 Washington Ave

Student Recruitment and Career Services Suite

Phone: 254.710.4479

Email: [Tracey\\_Kelley@baylor.edu](mailto:Tracey_Kelley@baylor.edu)



# References & Resources

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Association of Social Work Boards. (2009). *Social Work Licensing Exams*. Retrieved April 29, 2009, from <http://www.aswb.org/>

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