



# 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. You may also find it useful to visit our website, [www.aswb.org](http://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 United States 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 also 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 exams share the same content outline) can be found beginning on page 15.

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 state, provincial or territorial 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](http://www.aswb.org) or call ASWB at 1-888-579-3926.

## 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). Special testing arrangements must be approved prior to registering for the exam.
- 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 the exam fee, notify the ASWB representative of any special testing arrangements that you have been approved for.

- 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](http://www.pearsonvue.com/aswb). Testing is available at Pearson Professional Centers worldwide. Candidates who will be scheduling an appointment in the United States, Canada, and U.S. territories can also make a testing appointment by calling the Pearson VUE call center at 1-877-884-9537.
- Candidates who will be scheduling an appointment to test in other countries can schedule online at [www.pearsonvue.com/aswb](http://www.pearsonvue.com/aswb) or call the regional phone center numbers listed at that website.
- Testing appointments for candidates with special testing arrangements must be made by calling Pearson VUE at 1-800-466-0450. Please inform the representative that you are calling to schedule an ASWB Social Work Exam.
- You will receive an email confirmation of your testing appointment within 24 hours from Pearson VUE. If you do not provide an email address, the confirmation will be mailed to you.
- 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. 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 your unofficial score report. (This is the only document you will receive regarding your score.) Within two weeks, your official score report will be automatically forwarded to the jurisdiction in which you are seeking licensure.
- 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. Most jurisdictions assess application and/or licensing fees that are in addition to examination costs paid to ASWB. These fees are assessed by and payable to the licensing board at different points in the licensing process, depending on the jurisdiction. 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](http://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 **nonrefundable**. We accept Mastercard, Visa, and Discover cards, as well as money orders and certified checks for mail-in registrations. Cash and personal checks are not accepted.

**By phone:** Call ASWB Candidate Services 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. Eastern time on Fridays. Hearing impaired candidates may contact Candidate Services 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 and secondary 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 date, cardholder name, billing ZIP code)
- Race (optional)
- Primary language
- Citizenship status
- Gender
- Birthdate
- Academic major
- Degrees earned
- Years degrees were earned
- Schools from which degrees were earned, including school codes (see p. 21 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](http://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 Services, 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 payable to ASWB. Cash and personal checks are not accepted.

## Authorization to Test

Once your registration is complete, ASWB will email you an Authorization to Test to the email address you provided. The email 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 email.

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..

<b>Primary ID</b> must contain your name, a permanently affixed photo, signature, and cannot be expired.	<b>Secondary ID</b> 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
<b>For name changes:</b> 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 email 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.** Keep some paper and a pen handy when you call to register, and later, when you contact Pearson VUE to make a testing appointment. Make a note of whom you talk to, telephone numbers, directions or website addresses they may give you. If you schedule your testing appointment online, be sure to print out your reservation confirmation for reference. Do not close your Internet browser until you see the confirmation that says your order is finished. If you provide a valid email address when scheduling by phone or online, you will receive an email confirmation with detailed testing information from Pearson VUE Scheduling within 24 hours.

**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 email, contact Pearson VUE and request that it be sent.

## Schedule your exam

You must wait for the official ASWB Authorization to Test to arrive, via email 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 and test by the expiration date listed on your Authorization to Test.) **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 processing fee of \$30.

Pearson VUE offers ASWB candidates testing centers worldwide. Most test centers are open Monday-Friday during customary business hours, with many centers open on Saturdays. You can view available test centers at [www.pearsonvue.com/aswb](http://www.pearsonvue.com/aswb).

Candidates who will be scheduling an appointment in the United States, Canada and U.S. territories can make a testing appointment online at [www.pearsonvue.com/aswb](http://www.pearsonvue.com/aswb) 24 hours a day, or by phone at 1-877-884-9537. Call center hours are 8:00 a.m. to 11:00 p.m. Eastern time, Monday-Friday; 8:00 a.m. to 5:00 p.m. Eastern time, Saturday; and 10:00 a.m. to 4:00 p.m. Eastern time, Sunday.

Candidates who will be scheduling an appointment to test in other countries can schedule at [www.pearsonvue.com/aswb](http://www.pearsonvue.com/aswb), or schedule by phone using the regional call centers listed on that website.

Testing appointments for candidates with special testing arrangements must be made by calling Pearson VUE at 1-800-466-0450. Call center hours are 8:00 a.m. to 7:00 p.m. Eastern time, Monday-Friday. Please inform the representative that you are calling to schedule an ASWB Social Work Exam.

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 appointment date and time, the test center address, test center phone number, general information about testing procedures, and cancellation policies. 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 schedule online, be sure to print your reservation confirmation. Do not close your Internet browser until you see the confirmation that says your order is finished. If you provide an email address when making your test appointment by phone or online, you will receive an email confirmation with testing information and directions to the test center from Pearson VUE Scheduling within 24 hours. It is your responsibility to check this email confirmation.



## **Canceling 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](http://www.pearsonvue.com/aswb) or by phone at 1-877-884-9537 between the hours of 8:00 a.m. and 11:00 p.m. Eastern time, Monday-Friday; between the hours of 8:00 a.m. and 5:00 p.m. Eastern time on Saturday; and from 10:00 a.m. to 4:00 p.m. Eastern time on Sunday if your appointment is scheduled at a test center in the United States, Canada or the U.S. territories.

If your appointment is scheduled in another country you can cancel 24 hours prior to the appointment time at [www.pearsonvue.com/aswb](http://www.pearsonvue.com/aswb) or call the regional call centers listed at that website.

If your test appointment 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 8:00 a.m. and 7:00 p.m. Eastern time, Monday-Friday. If you are scheduled to test on a Monday or Tuesday, you must call before 7:00 p.m. Eastern time Friday before your appointment. If your testing accommodations include assistive personnel (reader, scribe or sign language interpreter) we request that you provide two business days' notice in order to cancel or reschedule your appointment.

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 canceled or changed your appointment by phone. Be aware that while your Authorization to Test may be valid for up to one year, an earlier expiration date may be required by a particular state, province or territory. If your Authorization to Test contains a board-imposed expiration date, you cannot take the examination after this expiration date without first contacting your board of social work and ASWB.

## **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 canceling/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 reregistered 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 canceled 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 fee 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 the 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](http://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](http://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 earplugs, 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. See the list of acceptable IDs on page 6 of this handbook.

**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 email 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.

**No personal items (including watches) will be permitted in the testing room.** Outerwear must be stored in your locker. Test center staff may ask you to remove 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 (see the list of acceptable IDs on page 6 of this handbook)
- 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
- Read the Candidate Rules Agreement carefully 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.

**Sharing information can be a good thing, but not when it comes to test content.**

When you take an ASWB examination, you agree to not disclose information about test items and answers in any format. This includes talking about test items with your colleagues, supervisors, mentors, or teachers.

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 these items are 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 in 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](http://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 Confidentiality Statement you accepted 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.

## ASWB Security Tip Line

Unauthorized possession, reproduction, publication or disclosure of any examination materials, including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination is prohibited by copyright laws. A violation of this type can result in a civil prosecution, criminal prosecution, and/or ASWB informing all social work licensing boards.

If you are aware of or have observed an attempt to compromise the confidentiality of the examination, please contact ASWB at [security@aswb.org](mailto:security@aswb.org) or by phone toll free at 1-800-225-6880, ext 3031.

All emails and calls will be handled discreetly.

## Monitoring of results

To assure the validity of each individual examination, ASWB and its test contractor conduct continual systematic statistical reviews of test scores. Data forensics are used to detect irregularities that raise questions about the validity of each score.

If there is any indication of irregularity, your official score report may be delayed pending further review and investigation. If further investigation finds evidence that your behavior during the test was questionable or your test results are questionable, ASWB reserves the right to invalidate your score, inform the jurisdiction for which you tested, and take appropriate actions as described in the examination security section.

## 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 ASWB examination scores are reported as 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 retake 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 if you 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 ASWB Candidate Services 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 affected 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.

## **Official score transfers and duplicate score reports**

Your official passing score 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](http://www.aswb.org) or by calling 1-888-579-3926.

You may request a duplicate score report of your exam results by calling 1-888-579-3926. The duplicate score report will not contain any diagnostic information. The fee for a duplicate score report is \$30.

## **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 15.

## **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.

The online practice tests are full-length tests with 170 multiple-choice questions and software modeled on the testing software used to administer the licensing exams. Access to the online practice test includes one time taking the test and 30 days to review the questions, answers and rationales.

You may order a Study Guide or online practice test at the time you register for the test, through the Study Guide Order Form included at the end of this handbook, online at <http://www.aswb.org/Main/products.asp>, or over the phone by calling 1-888-579-3926. Study Guides are \$30 each, plus \$3 shipping and handling. The practice tests are \$75 each and are available to registered candidates only. More information is available at <http://www.aswb.org>.

# Content outlines

**Bachelors Examination Content Outline** sample questions on page 19

	<b>Percent of content</b>
<b>I. Human Development, Diversity, and Behavior in the Environment</b>	<b>27%</b>
Models of human growth and development	
Models of human behavior in the social environment	
Diversity	
Effects of the environment on client system behavior	
<b>II. Assessment</b>	<b>28%</b>
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	
<b>III. Direct and Indirect Practice</b>	<b>26%</b>
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	
<b>IV. Professional Relationships, Values, and Ethics</b>	<b>19%</b>
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 19

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

**Advanced Generalist Examination Content Outline** sample questions on page 19

	<b>Percent of content</b>
<b>I. Human Development, Diversity, and Behavior in the Environment</b>	<b>18%</b>
Models of human growth and development through the lifespan	
Models of functioning of various systems	
Effects of the environment on systems' behavior	
Diversity, discrimination, and stereotypes	
<b>II. Micro Assessment and Planning</b>	<b>22%</b>
Use of assessment instruments and methods	
Use of social history	
Impact of life stressors on systems	
Intervention planning	
Assessment of strengths and challenges	
Identification of common indicators of risks and disorders	
<b>III. Micro Practice and Social Work Relationships</b>	<b>18%</b>
Application of theories, methods and processes to micro systems	
Micro intervention techniques	
Dynamics of the social worker-client relationship	
Application of evidence-based practices	
<b>IV. Macro Practice</b>	<b>18%</b>
Research methods and design	
Program evaluation and outcomes	
Recordkeeping and reporting	
Program development and service delivery systems	
Interdisciplinary collaboration	
Policy analysis and advocacy	
Theories and methods of social change	
Administration and management	
Supervision and consultation	
Risk management	
<b>V. Professional Values and Ethics</b>	<b>24%</b>
Values, boundaries and ethics	
Confidentiality	
Self-determination	
Professional responsibilities for ethical practice	

**Clinical Examination Content Outline** sample questions on page 20

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

### United States & Canada: Alabama through Idaho

#### Alabama

101000 Alabama A&M University  
101100 Alabama State University  
101200 Auburn University  
101300 Jacksonville State University  
101325 Judson College  
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

#### Alaska

111000 University of Alaska - Anchorage  
111100 University of Alaska - Fairbanks

#### Alberta

621000 University of Calgary

#### Arizona

121000 Arizona State University - Downtown Phoenix  
121000 Arizona State University - Tempe  
121200 Arizona State University - West  
121100 Northern Arizona University

#### 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

#### 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

#### 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  
141525 California State University - Monterey Bay  
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

#### Colorado

151000 Colorado State University  
151050 Colorado State University - Pueblo  
151150 Metropolitan State University of Denver  
151100 University of Denver  
151050 University of Southern Colorado

#### 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

#### Delaware

171100 Delaware State University

#### District of Columbia

181000 Catholic University of America  
181100 Gallaudet University

181200 Howard University  
181300 University of The District of Columbia

#### 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  
191900 Warner University

#### 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

#### Guam

201900 University of Guam

#### Hawaii

211000 Brigham Young University - Hawaii Campus  
211050 Hawaii Pacific University  
211100 University of Hawaii - Manoa

#### Idaho

221000 Boise State University  
221050 Brigham Young University - Idaho  
221100 Idaho State University  
221200 Lewis-Clark State College  
221300 Northwest Nazarene University

## Illinois through Mississippi

### 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

### 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

### 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

### Kansas

261000 Bethany College  
261100 Bethel College  
261150 Fort Hays State University  
261200 Kansas State University - Manhattan  
261350 Newman 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

### 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  
271550 University of Pikeville  
272000 Western Kentucky University

### 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

### Maine

291000 University of Maine  
291100 University of Maine at Presque Isle  
291200 University of New England  
291300 University of Southern Maine

### Manitoba

641000 University of Manitoba

### 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  
301550 Sojourner-Douglass College  
301700 University of Maryland (BSW)  
301600 University of Maryland (MSW)  
301350 Western Maryland College

### Massachusetts

311000 Anna Maria College  
311100 Atlantic Union College  
311200 Boston College  
311300 Boston University  
311300 Boston University - Metropolitan College  
311500 Bridgewater State University  
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 University  
312500 Wheelock College

### 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  
322500 Wayne State University  
322600 Western Michigan University

### 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  
331950 North Central 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

### 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

## Missouri through Ontario

### 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  
351550 Southwest Baptist 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

### Montana

361000 Carroll College  
361050 Salish Kootenai College  
361100 University of Montana

### 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

### Nevada

381100 University of Nevada - Las Vegas  
381000 University of Nevada - Reno

### New Brunswick

651000 St. Thomas University  
651200 Université de Moncton

### New Hampshire

391000 Plymouth State University  
391100 University of New Hampshire

### 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

### New Mexico

410100 Eastern New Mexico University  
411000 New Mexico Highlands University  
411100 New Mexico State University  
411200 Western New Mexico University

### 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

### Newfoundland & Labrador

661000 Memorial University of Newfoundland

### North Carolina

31000 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  
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

### North Dakota

441000 Minot State University  
441200 University of Mary  
441100 University of North Dakota

### Nova Scotia

671000 Dalhousie University

### 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

### 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

### 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 Université d'Ottawa  
681700 Université Laurentienne/Laurentian University  
681900 University of Toronto  
682000 University of Windsor  
682100 Wilfrid Laurier University  
682200 York University



## Oregon through West Virginia

### Oregon

471050 Concordia University  
471100 George Fox University  
471150 Pacific University  
471000 Portland State University  
471200 University of Portland

### 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

### 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  
491450 Universidad del Este  
491500 Universidad del Sagrado Corazon  
491400 University of Puerto Rico - Rio Piedras Campus  
491300 University of Puerto Rico at Humacao

### Québec

691000 McGill University  
691200 Université de Montréal  
691300 Université de Sherbrooke  
691500 Université du Québec a Chicoutimi  
691600 Université du Québec a Hull  
691700 Université du Québec a Montréal  
691400 Université du Québec en Abitibi-Témiscamingue

691600 Université du Québec en Outaouais  
691100 Université Laval

### Rhode Island

501000 Providence College  
501100 Rhode Island College  
501200 Salve Regina University

### Saskatchewan

701000 First Nations University of Canada  
701000 Saskatchewan Indian Federated College  
701100 University of Regina

### 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

### South Dakota

521000 Augustana College  
521050 Oglala Lakota College  
521100 Presentation College  
521200 University of Sioux Falls  
521300 University of South Dakota

### Tennessee

531000 Austin Peay State University  
531050 Belmont University  
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

### Texas

541000 Abilene Christian University  
541050 Angelo State 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

### Utah

551000 Brigham Young University  
551200 University of Utah  
551100 Utah State University  
551300 Weber State University

### Vermont

561000 Castleton State College  
561100 Champlain College  
561200 Trinity College  
561300 University of Vermont

### 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  
572300 Virginia Wesleyan College

### Washington

581000 Eastern Washington University  
581050 Heritage University  
581100 Pacific Lutheran University  
581150 Seattle University  
581300 University of Washington  
581200 Walla Walla University

### 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

## Wisconsin through foreign trained/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  
602350 University of Wisconsin - Stevens Point  
602400 University of Wisconsin - Superior  
602500 University of Wisconsin - Whitewater  
602600 Viterbo University

### Wyoming

611000 University of Wyoming

### Not Listed

888888 Foreign Trained  
999999 Other Schools Not Listed

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

Administrator/manager	Direct service provider	Consultant
Program planner	Policy analyst/lobbyist	Educator
Supervisor	Evaluator/researcher	Other
		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)

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

**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

Bachelor's degree

Academic major (check one):

    Social work

    Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

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

*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 affected 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.*

Master's degree

Academic major (check one):

    Social work

    Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

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

*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:*

Doctorate degree

Academic major (check one):

    Social work

    Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

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

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 Services**

**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: \_\_\_\_\_

Daytime Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Evening 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

Jurisdiction 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 \_\_\_\_\_ (jurisdiction) 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 Services**  
**P.O. Box 1508**  
**Culpeper, VA 22701**





# Association of Social Work Boards

## Study Guide Order Form

The ASWB Study Guides are designed to help you prepare for the social work licensure examinations that were developed by the Association of Social Work Boards. The Study Guides include descriptions of the examination development process and administrative procedures, as well as references for the various content areas of the exam, content outlines, and suggestions on how to prepare for the examination. The guides also contain a sample exam with answers and rationales at the end of the book, so that you can take the test and use your results for self-assessment.

To order study guides by mail, complete the order form below and forward it along with a certified check or money order payable to ASWB to the address below. Orders may also be placed by phone, fax, mail or online with a credit card (Visa, Mastercard, Discover). **No cash or personal checks.**

**Product sales are nonrefundable. All sales are final. No returns.**

**Mail orders:**  
 ASWB Candidate Services  
 PO Box 1508  
 Culpeper, VA 22701

**Phone orders:**  
 1-888-579-3926

**Fax orders:**  
 1-540-829-0142

**Online orders:**  
[www.aswb.org](http://www.aswb.org)

Payment information	Order information																																												
<p><b>Payment method (check one):</b>            Visa            Mastercard            Discover            Certified check/money order</p> <p>Card number:  <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/></p> <p>Expiration date:  <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>           Month      Year</p> <p>CID Number (last three digits from back of card in signature panel):  <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/></p> <p>Card holder's billing ZIP code: _____</p> <p>Signature: _____</p> <p>Card holder's name: _____</p>	<p>Indicate below the number of study guides you wish to order and the total amount to be paid.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Quantity</th> <th style="width: 45%;">Study Guide</th> <th style="width: 20%;">Price</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>Bachelors/Basic</td> <td>@ 30.00 =</td> <td></td> </tr> <tr> <td></td> <td>Masters/Intermediate</td> <td>@ 30.00 =</td> <td></td> </tr> <tr> <td></td> <td>Adv. Generalist/Advanced</td> <td>@ 30.00 =</td> <td></td> </tr> <tr> <td></td> <td>Clinical</td> <td>@ 30.00 =</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;"><b>Shipping &amp; Handling (choose one)</b></td> </tr> <tr> <td></td> <td>U.S. Mail</td> <td>@ 3.00 =</td> <td></td> </tr> <tr> <td></td> <td>Federal Express (in U.S.)</td> <td>@ 20.00 =</td> <td></td> </tr> <tr> <td></td> <td>Federal Express (outside U.S.)</td> <td>@ 25.00 =</td> <td></td> </tr> <tr> <td></td> <td colspan="2">-10% discount for orders of 100 copies or more</td> <td></td> </tr> <tr> <td></td> <td colspan="2" style="text-align: right;"><b>TOTAL:</b></td> <td></td> </tr> </tbody> </table>	Quantity	Study Guide	Price	Total		Bachelors/Basic	@ 30.00 =			Masters/Intermediate	@ 30.00 =			Adv. Generalist/Advanced	@ 30.00 =			Clinical	@ 30.00 =		<b>Shipping &amp; Handling (choose one)</b>					U.S. Mail	@ 3.00 =			Federal Express (in U.S.)	@ 20.00 =			Federal Express (outside U.S.)	@ 25.00 =			-10% discount for orders of 100 copies or more				<b>TOTAL:</b>		
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Store your original supervision documents

# Simplify your career path ...and your paperwork

The Association of Social Work Boards is offering a new tool to help you manage your most important documents. The Social Work Registry will verify and store detailed information about your social work credentials—from your academic transcripts to your clinical supervision documents, to your continuing education certificates.

When you sign up for the Registry, you create a safe place for your most important professional records and streamline the process of applying for a social work license down the road.

To learn more about the Social Work Registry, contact ASWB: (866) 825-9580 or [registry@aswb.org](mailto:registry@aswb.org)

**SOCIAL  
WORK  
REGISTRY**

ASSOCIATION OF SOCIAL WORK BOARDS