



Licensure and Career Services

Baylor University
School of Social Work
Office of Career Services

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Social Work Licensing Basics

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

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

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

History of Licensing for Texas Social Workers

- 1981 Certification passes
- 1987 Vendorship bill passed
- 1993 Professional Social Work Act passed
- 1999 SWA required to have a Baccalaureate degree
- 2001 Whistleblower protection; path for contract social work
- 2003 Scope of practice for each license; clarify definitions; SWA license eliminated
- 2004 New Social Work Rules adopted by TSBSWE
- 2005 Passed Sunset (<http://www.sunset.state.tx.us/>)
- 2007 Implementation of independent practice for LBSW/LMSW
- 2008 Changes to social studies, sex offender treatment
- 2010 Full review and revision of rules
- 2013 Sunset (<http://www.sunset.state.tx.us/whatsnew.htm>)

(NASW, 2012)

Texas Government Terminology

- **Statutes:** The compilation of all enacted laws
- **Codes:** Organization of laws which are broad categories of law relating to a particular topic
- **Regulations (Rules):** A rule or order which has the force of law and is issued by a state agency or commission which has been given statutory authority to do so in implementing laws.

TX Licensure Process & Timeline

Step 1: Complete Application Packet

Download Application and Application Checklist here: http://www.dshs.state.tx.us/socialwork/sw_forms.shtml

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

http://www.dshs.state.tx.us/socialwork/sw_jurisprudence.shtml

Step 3: Submit

- Application (see link above)
- Fee (\$91.00)
- Necessary documentation of qualifications
 - Prior to Graduation students must submit documentation of enrollment in his/her last semester in the form of a letter from the School (request for copy of this letter can be made to the degree program manager)
 - Official Transcript (requested from Academic records upon graduation)
 - Jurisprudence Exam: submit proof of completion
- Examination Security Information Form

http://www.dshs.state.tx.us/socialwork/sw_lbsw-lmsw.shtml

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

TX Licensure Process & Timeline

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

- Online: www.aswb.org
- Or by phone: 1.888.579.3926
- Exam Registration Fee: \$230.00

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

Additional Resources available @ www.aswb.org/exam-candidates/exam-preparation/study-guides/

- Frequently asked questions
- Candidate handbook
- Sample Exam questions

Step 5: Schedule Test (Site and date)

Step 6: Exam

- Bring ASWB authorization letter
- Bring 2 forms of ID to the test center- one primary and one secondary.
- You will receive notice of your score immediately upon completion of the exam

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

Waco's Testing Site

Wells Fargo Bank Building Suite 406
1105 Wooded Acres Dr.
Waco, TX 76710

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

To find alternate testing sites, visit:

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

Choose testing program: Association of Social
Work Board

Texas Exam Details: Format

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

Texas Exam Details: Content

BSW Content Breakdown

For more details visit:

<http://www.aswb.org/wp-content/uploads/2013/10/BachelorsKSAs.pdf>



Texas Exam Details: Content

MSW Content Breakdown

For more details visit:

<http://www.aswb.org/wp-content/uploads/2013/10/MastersKSAs.pdf>



Sample Exam Questions

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

Sample Questions Continued

Masters Examination

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

Understanding the Role of TSBSWE and NASW/TX



Texas State Board of Social Worker Examiners



 <p>Texas State Board of Social Worker Examiners</p>	
<p>State Agency</p>	<p>Private, non-profit membership association</p>
<p>Key Roles: <u>Protecting the public</u> through professional regulation - licensing.</p>	<p>Key Roles: <u>Advancing the profession</u> through professional development and public policy advocacy.</p>
<p>Telephone: 512-719-3521 or 800-232-3162</p>	<p>Telephone: 512-474-1454</p>
<p>Email: lsw@dshs.state.tx.us</p>	<p>Email: naswtex@naswtx.org</p>
<p>Website: http://www.dshs.state.tx.us/socialwork/</p>	<p>Website: www.naswtx.org</p>
<p>Services provided through licensing fee.</p>	<p>Services provided through membership dues.</p>
<p>Authority: Texas Legislature, Texas occupations Code Chapter 505, Texas Administrative Code, Title 22, Part 34, Chapter 781</p>	<p>Authority: NASW Bylaws</p>
<p>Board of Directors: Governor appointed volunteers</p>	<p>Board of Directors: Elected by membership</p>

Texas Exam Details: Study Resources

- Association of Social Work Boards (ASWB) - www.aswb.org/exam-candidates/exam-preparation/study-guides/
 - Study Guide- \$35+\$3 for shipping and handling
 - ASWB online practice tests - \$85
 - Must be registered to take the exam
- Baylor School of Social Work- www.baylor.edu/social_work
 - Computer Practice Modules
 - Licensure Workshops
- Other Resources
 - LEAP- Licensing Exam Preparation Services- www.licensingprep.com
 - UTA Exam Preparation Course- <http://www.uta.edu/ssw/pd/2013B/2013BCatalog.html#0979>
 - SWES (Social Work Examination Services)- www.swes.net

Licensure Outside of Texas

- Common Differences between Texas and other states:
 - Supervision hours required before able to obtain an LMSW
 - Probationary period before eligible for certification
- Find a Licensing Board (state by state)
 - <http://www.aswb.org/licensees/>
- Social Work Statutes and Regulations by State
 - <http://www.aswb.org/licensees/member-statutes-and-regulations/>

After the Exam: Renewal & CEUs

● Texas

• Renewal

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

• Continuing Education

- http://www.dshs.state.tx.us/socialwork/sw_ceinfo.shtm

● Outside of Texas

• Renewal

- Requirement info available online: <https://www.datapathdesign.com/ASWB/Laws/Prod/cgi-bin/LawBoardWebsiteDLL.dll/EXEC/0/08zwy9s06537o214m0xqj1o2r6jj>

• Continuing Education

- <http://www.aswb.org/licensees/continuing-education/>
- Database: <https://www.datapathdesign.com/ASWB/Laws/Prod/cgi-bin/LawWebRpts2DLL.dll/18qio411gq0uvglge36vg04vpo8e/>

Career Resources

● Baylor Career Services

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

Career Resources

● School of Social Work Career Services

- Website: http://www.baylor.edu/social_work/
- Resume Review
- Career Consultations
- Job Postings

● Upcoming Workshops

- How to Write a Resume
- Networking
- HR Panel
- Others

Need More Information? Have Suggestions?

Baylor School of Social Work Career Services

Location: 811 Washington Ave

2nd Floor Career Services Suite

Phone: 254.710.6411

Email: SWO@baylor.edu

References & Resources

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

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