

# FOR CANDIDATES TESTING IN 2011

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## ASWB Examination Candidate Handbook

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## Introduction

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

*Take the time to read through this handbook before you start to register—it will make the examination process easier for you and for the people who will be helping you along the way. If you have any additional questions, you can call the Association of Social Work Boards at 1-888-579-3926 or 1-800-225-6880. You may also find it useful to visit our website, [www.aswb.org](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 U.S. and in some Canadian provinces, and is a central resource for information on the legal regulation of the social work profession.

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

### About the examinations

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

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

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

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

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

## Exam content

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

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

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

## OVERVIEW

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

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

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

## Preparing to take the ASWB Examination

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

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

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

## Make sure you are eligible

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

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

### Exam categories

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

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

## Disability Accommodations

If you have a disability, you may be eligible to receive testing accommodations. To arrange for special accommodations, you must first receive approval of the accommodation request. Most boards include the necessary forms in their application materials; forms have also been included at the end of this candidate handbook and are available at [www.aswb.org](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 **non-refundable**. We accept Mastercard, Visa, and Discover cards, as well as money order and certified check for mail-in registrations. Cash and personal checks are not accepted.

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

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

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

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

### Optional items available when you register:

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

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

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

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

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

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

**Online:** Visit [www.aswb.org](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 Registration Center, P.O. Box 1508, Culpeper, VA 22701. Payment for mailed registrations may be made by credit card, certified check or money order—payment for faxed registrations may be made only by credit card. Certified checks and money orders should be made out to ASWB. Cash and personal checks are not accepted.

## Authorization to Test

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

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

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

|   |  |
|---|--|
| <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<br>Passport<br>Military ID<br>Permanent Resident Visa/Green Card<br>Government issued ID                       | Any form of ID on the primary list<br>Credit or debit card<br>Social Security card (US)<br>Social Insurance card (Canada)<br>Professional license ID card<br>Work ID<br>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 e-mail or letter, please notify ASWB immediately.

## Registering and scheduling tips

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

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

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

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

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

## Schedule your exam

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

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

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

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

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

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

### **Cancelling or changing an appointment**

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



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

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

### **Changes to registration**

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

### **Refunds**

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

### **No-shows, late arrivals and late cancellations**

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

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

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

### **Excused absences**

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

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

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

### **Inclement weather/natural disasters**

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

## Take the exam

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

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

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

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

On the day of your scheduled test, you should arrive 30 minutes early to allow yourself plenty of time to check in and become familiar with the surroundings. You must supply center personnel with the proper identification and sign in. Because you have already paid for the examination when you registered with ASWB, no further payments will be required when you check in. Your photo will be taken, the palm of your hand(s) will be scanned and you will be required to electronically sign a Candidate Rules Agreement—testing can be denied if this form is not signed, or if you refuse to be photographed or have your palm scanned. The content of this rules agreement can be found at [www.aswb.org](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 ear plugs, they are available by request from test center personnel. Test center personnel may monitor the testing room by walking through the room while you are taking the test. Testing sessions are also audio and video recorded.

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

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

## About computer testing

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

## Test-day tips

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

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

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

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

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

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

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

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

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

## REMEMBER:

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

## Examination security

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

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

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

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

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

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

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

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

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

## After the exam

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

### Exam Scoring

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

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

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

### If You Fail the Exam

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

### Difficulties and remedies

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

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

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

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

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

### **Duplicate score reports and score transfers**

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

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

### **Exam preparation**

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

### **Study Guides & Practice Tests**

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

# Content outlines

## Bachelors Examination Content Outline sample questions on page 18

|   | Percent of content |
|---|--------------------|
| <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 18

|   | <b>Percent of content</b> |
|---|---------------------------|
| <b>I. Human Development, Diversity, and Behavior in the Environment</b> | <b>28%</b>                |
| Theories and models   |                           |
| Concepts of 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 18

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

## Clinical Examination Content Outline sample questions on page 19

|             |   | Percent of content |
|-------------|---|--------------------|
| <b>I.</b>   | <b>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.</b>  | <b>Assessment, Diagnosis and Treatment Planning</b>                 | <b>26%</b>         |
|             | Information gathering   |                    |
|             | Assessment and diagnosis  |                    |
|             | Treatment planning  |                    |
| <b>III.</b> | <b>Psychotherapy, Clinical Interventions and Case Management</b>    | <b>25%</b>         |
|             | Therapeutic relationship  |                    |
|             | The intervention process  |                    |
|             | Case management   |                    |
|             | Consultation and interdisciplinary collaboration                    |                    |
| <b>IV.</b>  | <b>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<br>2, B |
| Masters:             | 1, D<br>2, A |
| Advanced Generalist: | 1, B<br>2, B |
| Clinical:            | 1, C<br>2, B |

## School codes

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

### United States & Canada: Alabama through Hawaii

|  |  |  |
|--|--|--|
| <b>Alabama</b><br>101000 Alabama A&M University<br>101100 Alabama State University<br>101200 Auburn University<br>101300 Jacksonville State University<br>101350 Miles College<br>101400 Oakwood University<br>101500 Talladega College<br>101600 Troy University<br>101700 Tuskegee University<br>101800 University of Alabama<br>101900 University of Alabama-Birmingham<br>102100 University of Montevallo<br>102200 University of North Alabama<br>102300 University of South Alabama<br>999999 Other schools not listed | 631000 University of British Columbia<br>Okanagan<br>631400 University of Northern British Columbia<br>631500 University of Victoria<br>999999 Other schools not listed  | 161500 Western Connecticut State University<br>999999 Other schools not listed   |
| <b>Alaska</b><br>111000 University of Alaska-Anchorage<br>111100 University of Alaska-Fairbanks<br>999999 Other schools not listed   | <b>California</b><br>141000 Azusa Pacific University<br>141100 California State Polytechnic University<br>141150 California State University-Bakersfield<br>141200 California State University-Chico<br>141250 California State University-Dominguez Hills<br>141350 California State University-East Bay<br>141300 California State University-Fresno<br>141325 California State University-Fullerton<br>141350 California State University-Hayward<br>141400 California State University-Long Beach<br>141500 California State University-Los Angeles<br>141550 California State University-Northridge<br>141600 California State University-Sacramento<br>141650 California State University-San Bernardino<br>141660 California State University-Stanislaus<br>141700 Humboldt State University<br>141800 La Sierra University<br>141850 Loma Linda University<br>141900 Pacific Union College<br>141950 Point Loma Nazarene University<br>142000 San Diego State University<br>142100 San Francisco State University<br>142200 San Jose State University<br>142400 University of California-Berkeley<br>142500 University of California-Los Angeles<br>142600 University of Southern California<br>142300 Whittier College<br>999999 Other schools not listed | <b>Delaware</b><br>171100 Delaware State University<br>999999 Other schools not listed   |
| <b>Alberta</b><br>621000 University of Calgary<br>999999 Other schools not listed  | <b>District of Columbia</b><br>181000 Catholic University of America<br>181100 Gallaudet University<br>181200 Howard University<br>181300 University of The District of Columbia<br>999999 Other schools not listed  | <b>Florida</b><br>191000 Barry University<br>191100 Florida A&M University<br>191200 Florida Atlantic University-Boca Raton<br>191250 Florida Gulf Coast University<br>191300 Florida International University<br>191350 Florida Memorial University<br>191400 Florida State University<br>191500 Saint Leo University<br>191550 Southeastern University<br>191600 University of Central Florida<br>191700 University of South Florida<br>191800 University of West Florida<br>999999 Other schools not listed |
| <b>Arizona</b><br>121000 Arizona State University-Downtown Phoenix<br>121000 Arizona State University-Tempe<br>121200 Arizona State University-West<br>121100 Northern Arizona University<br>999999 Other schools not listed   | <b>Georgia</b><br>200900 Albany State University<br>200950 Augusta State University<br>201000 Clark Atlanta University<br>201050 Dalton State College<br>201100 Georgia State University<br>201150 Kennesaw State University<br>201200 Savannah State University<br>201250 Thomas University<br>201300 University of Georgia<br>201400 Valdosta State University<br>999999 Other schools not listed  | <b>Guam</b><br>201900 University of Guam<br>999999 Other schools not listed  |
| <b>Arkansas</b><br>131000 Arkansas College<br>131100 Arkansas State University<br>131200 Harding University<br>131000 Lyon College<br>131250 Philander Smith College<br>131275 Southern Arkansas University<br>131300 University of Arkansas at Fayetteville<br>131400 University of Arkansas at Little Rock<br>131450 University of Arkansas at Monticello<br>131500 University of Arkansas at Pine Bluff<br>999999 Other schools not listed  | <b>Colorado</b><br>151000 Colorado State University<br>151050 Colorado State University-Pueblo<br>151150 Metropolitan State College of Denver<br>151100 University of Denver<br>151050 University of Southern Colorado<br>999999 Other schools not listed  | <b>Hawaii</b><br>211000 Brigham Young University-Hawaii Campus<br>211050 Hawaii Pacific University<br>211100 University of Hawaii-Manoa<br>999999 Other schools not listed   |
| <b>British Columbia</b><br>631050 Nicola Valley Institute of Technology<br>631000 Okanagan University College<br>631200 Thompson Rivers University<br>631200 University College of the Cariboo<br>631300 University College of the Fraser Valley<br>631100 University of British Columbia  | <b>Connecticut</b><br>161000 Central Connecticut State University<br>161050 Eastern Connecticut State University<br>161100 Sacred Heart University<br>161200 Saint Joseph College<br>161300 Southern Connecticut State University<br>161400 University of Connecticut  |  |

## Idaho to Michigan

### Idaho

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

### Illinois

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

### Indiana

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

### Iowa

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

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

### Kansas

261000 Bethany College  
261100 Bethel College  
261150 Fort Hays State University  
261200 Kansas State University-Manhattan  
261350 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  
999999 Other schools not listed

### Kentucky

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

### Louisiana

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

### Maine

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

291300 University of Southern Maine  
999999 Other schools not listed

### Manitoba

641000 University of Manitoba  
999999 Other schools not listed

### Maryland

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

### Massachusetts

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

### Michigan

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

## Michigan to North Carolina

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

### Minnesota

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

### Mississippi

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

### Missouri

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

### Montana

361000 Carroll College  
361050 Salish Kootenai College

361100 University of Montana  
999999 Other schools not listed

### Nebraska

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

### Nevada

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

### New Brunswick

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

### New Hampshire

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

### New Jersey

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

### New Mexico

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

### New York

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

422100 Hunter College of the City University of New York

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

### Newfoundland & Labrador

661000 Memorial University of Newfoundland  
999999 Other schools not listed

### North Carolina

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

## North Carolina to Tennessee

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

### North Dakota

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

### Nova Scotia

671000 Dalhousie University  
999999 Other schools not listed

### Ohio

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

### Oklahoma

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

### Ontario

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

### Oregon

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

### Pennsylvania

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

483800 Widener University  
999999 Other schools not listed

### Puerto Rico

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

### Quebec

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

### Rhode Island

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

### Saskatchewan

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

### South Carolina

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

### South Dakota

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

### Tennessee

531000 Austin Peay State University  
531050 Belmont University



## Tennessee through foreign trained/not listed

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

### Texas

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

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

### Utah

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

### Vermont

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

### Virginia

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

### Washington

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

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

### West Virginia

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

### Wisconsin

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

### Wyoming

611000 University of Wyoming  
 999999 Other schools not listed

888888 Foreign Trained  
 999999 Other Schools Not Listed

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