



## **SOUTH DAKOTA BOARD OF SOCIAL WORK EXAMINERS**

**810 N. Main St., Suite 298**

**Spearfish, SD 57783**

**605-642-1600**

**ALL materials will have to be submitted and approved by the board office before a test authorization letter will be sent to you.** No application will be processed without the application fee. All fees are non-refundable. (SEE BELOW FOR FEE SCHEDULE)\*\*

**Here is a quick look at the examination registration process: 1.) State board approves the candidate to take the examination after all application materials have been received and approved in the board office. 2.) State board sends approval letter to the candidate. 3.) Candidate calls ASWB to register and pay for the examination. 4.) Confirmation is mailed to the candidate by ASWB; candidate makes testing appointment with ASWB. 5.) Candidate takes exam and receives score before leaving test center. 6.) Official score report is sent to ASWB and board office. 7.) After board receives a passing score report from ASWB, license is issued. 8.) If applicant does not pass the examination they must notify the board office of desire to retest after a 90 day waiting period has been exhausted.**

### **INSTRUCTIONS FOR APPLICATION:**

- 1. You may order a study guide directly from ASWB at 1-800-225-6880. Study guide order form and payment are sent directly to ASWB. **EXAMINATION FEE IS PAID DIRECTLY TO ASWB NOT TO THE BOARD OFFICE.****
- 2. Application for licensure and application fee is paid to the board office. The application fee must be submitted via personal check or money order payable to THE SD BOARD OF SOCIAL WORK EXAMINERS and is sent with the application. There is no refund of the application fee.**
- 3. Please be sure that your professional references include persons from more than one agency if possible. Please mail reference letters directly to the board office (you may also send them along with your application).**
- 4. All applicants must complete the section of "College Education" on page 2 of the application. You will need to request official transcripts be sent from the college/university from which you graduated with your highest degree. Please have the college/university send the official transcripts direct to the board office. Transcripts must come direct from the institution to be considered official.**
- 5. CSW-PIP Applicants:**  
**In-State Applicants:**
  - All applications are subject to full board approval**
  - Must have a current CSW license in the State of South Dakota; completed two years of **pre-approved** supervision in your area of specialization by a qualified, licensed supervisor as addressed in South Dakota Codified Law**

**Out-of-State Applicants:**

- All applications are subject to full board approval
  - The Board meets approximately every 90 days
  - **All application materials must be in the board office at least 30 days prior to the board meeting in order to be included on the agenda**
  - Must have a current CSW license in the state of South Dakota; completed two years of **pre-approved** supervision in your area of specialization by a qualified, licensed supervisor as addressed in South Dakota Codified Law
6. If you are currently or have EVER been licensed in another state, you must request the board office in those state(s) send us a verification of your licensure. You just need to contact the board office in all state(s) that you have ever been licensed in to make this request. The verification must be sent official (must come direct from their office to our board office. Use the address listed on the front page of the application).
7. If you have a disabling condition, you may request special accommodations and arrangements to take the ASWB examination. To apply, you must complete an Application for Disability Accommodation Form ADA-2001. This form may be obtained from your candidate handbook (provided by ASWB) and must be submitted to the board office with your application form.

**YOUR CHECKLIST:**

\_\_\_\_\_ **Signed and Notarized Application**

\_\_\_\_\_ **Signed Application for Licensure Cover Letter (can be printed off of website if you do not have a copy)**

\_\_\_\_\_ **Application Fee. Make check or money order payable to the SD Board of Social Work Examiners and send WITH the application (note: exam fee is paid direct to ASWB) (SWA - \$90.00/ SWA Equivalency - \$130 (ending 6/30/15) / SW - \$130.00 / CSW-PIP \$210.00)\*\***

\_\_\_\_\_ **Request your official transcripts (highest degree obtained) be sent direct to the board office**

\_\_\_\_\_ **Request (3) professional references be sent to the board office (note: these can be mailed with your application)**

\_\_\_\_\_ **Request verification of licensure from other state(s) be sent direct to the board office**

\_\_\_\_\_ **Out-of-State CSW-PIP's ONLY: Send Verification of Out of State Experience form to Supervisor(s).** You may wish to notify the supervisor of the next board meeting date as the forms are to be submitted directly to the board office by the supervisor. A form must be completed for all supervisors.

\_\_\_\_\_ **If necessary, fill out and send in Special Accommodations Request (ADA) form with your application**