South Dakota Department of Social Services

SOUTH DAKOTA BOARD OF SOCIAL WORK EXAMINERS
810 N. Main St., Suite 298
Spearfish, SD 57783 605-642-1600
office@sdlicensing.com

ALL materials will have to be submitted and approved by the board office before a test authorization letter is sent to you. No application will be processed without the application fee. All fees are non-refundable.

For new applicants who are required to take the examination:

1. The State Board approves the candidate to take the examination after all required application materials have been received and approved by the Board office.
2. The State Board sends an approval letter to the candidate.
3. ASWB sends confirmation to the candidate, who then registers, submits payment and schedules an examination appointment with ASWB.
4. The candidate takes the examination and receives their preliminary score before leaving the testing center.
5. ASWB sends the official score report to the candidate and the State Board office.
6. Once the Board receives a passing score report from ASWB, the license is issued.
7. If the applicant does not pass the examination, they must notify the Board office of their intent to retest. There are 3 exam attempts on one application. If the applicant exhausts all three attempts they must send in a new application and fees.
8. If you have a disabling condition, you may request special accommodation 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.

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 fees are 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. 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 directly to the board office by mail or email. Transcripts must come directly from the institution to be considered official.

4. **CSW-PIP Applicants Only:**
   In-State Applicants:

- All applications are subject to approval by Board review officer
- 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 required in South Dakota Codified Law.

5. Verification of licensure from all states you hold or held licensure in mailed or emailed. Must come directly from the state licensure board to be considered official.

Out-of-State PIP Applicants:

- Must have a current CSW-PIP or equivalent license in another state.
- Provide proof of supervision from the state from which original licensure was obtained.(Supervision must be substantially equivalent to South Dakota).
- Verification of licensure from all states that you hold or have held licensure in.
- ASWB Scores if verification does not provide the exam information.

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. The verification must be sent officially, (must come directly from their office to our board office). Use the address listed on the front page of the application or to send electronically email office@sdlicensing.com. We can accept your ASWB scores from another state if they can verify the level and test which you passed. If not, you must request a score report to be sent to us directly from ASWB.

YOUR CHECKLIST:

- Signed and Notarized Application
- 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)
- Request your official transcripts (highest degree obtained) be sent directly to the board office
- Request verification of licensure from other state(s) be sent direct to the board office.
- Out-of-State Applicants- request ASWB send a score report to the board office if not verified on the licensure verification submitted by another state you hold licensure in.
- Out-of-State CSW-PIP's ONLY: Send Verification of Out of State Experience form to Supervisor(s).