

REVISED 03/13/2012 (Continue to check these FAQs and the Board's website for updates).

## **Application Process to Apply for Initial Licensure as a Social Worker**

**The Rules and Regulations can be located on the Board's website at [www.dos.state.pa.us/social](http://www.dos.state.pa.us/social).**

**These FAQs are not intended to substitute for reading the Rules and Regulations.**

- Q: What degree is accepted for licensure as a social worker?  
A: Under Section 47.12a(2) of the regulations; an applicant must have received a master's degree in social work or social welfare from a school which was an accredited school on the date the degree was awarded or a doctoral degree in social work.
- Q: How do I apply for a license?  
A: The application is available on the Board's website at [www.dos.state.pa.us/social](http://www.dos.state.pa.us/social), then click on "Licensure Information" and then click on "Board Forms" and then click on "Application for a License to Practice Social Work". Follow the instructions for submitting the application form, required documentation and fees. When your application is complete you will receive official notification by mail that you are eligible to register for the appropriate examination (master's) through ASWB
- Q: If my school submits the Verification of Social Work Education form which makes me eligible to take the ASWB master's examination while I am in my last semester, is an official transcript required?  
A: No, an official transcript is not needed to take the examination. An official transcript conferring your MSW degree is required, however, in order for a license to be issued. You must follow through with your school to see that they submit an official transcript conferring the MSW degree as soon as the official transcript is available.
- Q: How do I get another 6 month extension to take the ASWB master's examination?  
A: If your licensure application is on file for 6 months or longer, pages 1-3 of the application must be resubmitted in order to update your eligibility to retake the examination. An application fee is valid for 1 year. If your licensure application is on file for 1 year or longer, another current application fee will be required, in addition to the first three pages of the application.
- Q: If I failed the ASWB master's examination, what is the procedure?  
A: ASWB requires a 90 day waiting period prior to retaking the ASWB master's examination again. If your licensure application is on file for 6 months or longer, pages 1-3 of the application must be resubmitted in order for you to be made eligible again for the examination. An application fee is valid for 1 year. If your licensure application has been on file for 1 year or longer another current application fee will be required, in addition to the first three pages of the application.
- Q: If I am licensed in another state how do I become licensed in Pennsylvania?  
A: The application is available on the Board's website at [www.dos.state.pa.us/social](http://www.dos.state.pa.us/social), then click on "Licensure Information" and then click on "Board Forms" and then click on "Application for a License to Practice Social Work". Follow the instructions for submitting the application form, required documentation and fees. When your application is complete you will receive official notification by mail that you are eligible to register for the appropriate examination (master's) through ASWB.