

Association of Social Work Boards



Candidate Handbook

ASWB Social Work Licensing Examinations

2006 - 2007

Contact Information

Candidate Registration
1-888-579-3926

Hours of Operation:
Monday - Thursday, 8:30 a.m. - 6:30 p.m. Eastern time
Fridays, 8:30 a.m. - 5:30 p.m. Eastern time

Assistance for the Hearing Impaired

ASWB provides support for telephone communications with the hearing impaired. Hearing impaired candidates may contact the ASWB Candidate Registration Center through their local Relay Services by dialing 1-888-332-EXAM (toll free). **This number is for use by hearing impaired candidates ONLY.**

Registration Center Mailing Address

ASWB Candidate Registration Center
P.O. Box 1508
Culpeper, VA 22701

Fax Communications	(540)-829-0142
Study Guide Orders	1-800-225-6880
ASWB Website	www.aswb.org

Fee schedule

-all fees U.S.-

Examination fee	\$175
Excused absence fee	\$115
Registration change	\$30
Duplicate score report	\$30
Score transfer	\$30
Study guide	\$30

Association of Social Work Boards
400 South Ridge Parkway, Suite B
Culpeper, VA 22701
www.aswb.org





ASWB Examination Candidate Handbook

Contents

	Page
Introduction	2
What is ASWB?	3
What are the examinations?	3
What are the exams like?	3
Other examinations	3
Arranging to take the examination	4
Eligibility	4
Exam categories	4
Registering by phone	4
Other ways of registering	5
Making a testing appointment	5
Taking the examination	6
Special accommodations	7
English as a second language	7
Changing an appointment	7
Canceling an appointment	7
Changes to registration	8
Refunds	8
No-shows	8
Late arrivals	8
Excused absences	8
Inclement weather, natural disasters	8
Failing the examination	8
Quick review	9
Examination security	10
Inside the testing centers	10
Examination scores	11
Difficulties and remedies	11
Registration tips	12
Test-day tips	13
Examination content	14
Associate examination	14
Examination preparation	14
Study guides	14
Duplicate scores	14
Score transfers	14
Registration form	<i>tear-out sheets</i>
ADA forms	<i>tear-out sheets</i>
Study Guide order form	<i>tear-out sheets</i>
Score Transfer request	<i>tear-out sheets</i>
Duplicate Score request	<i>tear-out sheets</i>
Content outlines, sample items	15
School codes	21
Index	26

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 1-800-225-6880. You may also find it useful to visit our website, located at 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.

Background

What is 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 licensing boards that oversee social work. The association owns and maintains the social work examinations used across the U.S. and 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 essentially the purpose of licensing and professional regulation. Licensing exists to provide jurisdictional 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.

The association was known as the American Association of State Social Work Boards (AASSWB) until 1999, when the organization's name was changed to the Association of Social Work Boards (ASWB).

What are the ASWB 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, and 2003. 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 particular 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 all four examinations can be found beginning on page 15.

3

What are the examinations like?

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 item 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, flag questions for later attention, skip questions, and review unanswered 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.

Other examinations

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, call ASWB at 1-800-225-6880, or visit our website at www.aswb.org.

Arranging 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 test (this step is not required in a few jurisdictions); (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. Your time on the phone will be much shorter, and the whole experience will go much more smoothly, if you are prepared to supply the information needed. The registration form included in this handbook mirrors the phone registration process. You may find it extremely helpful to fill out this form to use as a reference during your registration call.

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

1. *Make sure you’re eligible*

The first thing you need to know is whether you are eligible to take the social work licensing examination. In most jurisdictions, your board will inform you of your eligibility to sit for the ASWB examination after you have submitted your licensing application. In a few jurisdictions, you will not need board approval to take the test. In either case, **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 BEFORE REGISTERING TO TAKE THE EXAMINATION**.

ASWB also permits arrangements for candidates whose first language is not English, although these provisions are not available in every jurisdiction. As with disability accommodations, **IF YOU SPEAK ENGLISH AS A SECOND LANGUAGE AND DESIRE SPECIAL ARRANGEMENTS, YOU MUST CONTACT YOUR BOARD BEFORE REGISTERING TO TAKE THE EXAMINATION**.

4

2. *Make sure you understand which examination you’ll be taking*

You should be aware that 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 version required, but you should be clear about this before you call to register for the test. **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.**

3. *Call ASWB to register for the examination*

When you are sure that you are eligible to take the examination, you may 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). Registrations are also accepted online, by mail, and fax (see "Other ways of registering," p. 5).

When you call, you will be asked a series of questions. The information you provide helps ASWB establish proper verification, and also supplies the association with important demographic data that will assist in the continued maintenance and improvement of the examinations and other ASWB programs. You will also be required to pay for your examination when you register. Visa, Mastercard, and Discover cards are accepted for registrations over the phone. Mailed-in registration payments must be through credit card, certified check, or money order. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED**. This will be your official payment for the examination. The fee for the ASWB examination is \$175, and is **non-refundable**. Certified

checks and money orders should be made out to ASWB. **PAYMENT MUST BE MADE AT THE TIME OF REGISTRATION.**

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

- Name as it appears on a valid government-issued photo-bearing i.d.
- 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 zipcode)
- 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.21 of the handbook)
- Years in practice since highest social work degree earned
- Present position
- Accommodation requests, 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.**)

Use the examination registration form included in this handbook to help you get organized before your call. This sheet contains all the questions, and space for you to fill in your responses. Having this information ready before you make the call 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 making later changes to your choice of examination 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. ASWB will mail you an authorization letter, which will contain your Authorization Number, the exam category for which you are registered, the jurisdiction your score will be sent to, and information on how to make an appointment to take the examination. **DO NOT LOSE THIS LETTER.** You will need it to make your appointment, and again on the day of your test. If you arrive at the test site without this letter, **YOU WILL NOT BE ALLOWED TO TEST, AND YOUR EXAMINATION FEE WILL BE FORFEITED.**

5

Other ways of registering

Online: Visit www.aswb.org to register for an examination online (credit card payment only).

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 OR PERSONAL CHECKS WILL NOT BE ACCEPTED.** You will be mailed an Authorization Letter, test center list, and other information once your registration is received and processed by ASWB.

4. Make an appointment to take the examination

After you receive your authorization letter, follow the directions in the letter to make an appointment to take the ASWB examination. The letter will include a list of available test centers and contact information. Currently, ACT, Inc. offers ASWB examination candidates testing sites across the United States. Most test centers are open Monday - Friday during customary business hours, with many centers open on Saturdays.

Although ASWB will inform you over the phone that you have been properly registered, you must wait for the official ASWB Authorization Number to arrive, via mail, before making an appointment to test. **You will NOT be able to make a reservation without an ASWB Authorization Number. You must wait 7 days**

after your payment is received by ASWB before calling to make an appointment to take the examination. This wait is necessary in order to facilitate data transfer, and to secure any approved testing accommodations. 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 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 letter 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.

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

- Your name as it appears on authorization letter, and **Authorization Number** (*NOT* SS# or SI#)
- Name of the examination—**ASWB Associate, Bachelors, Masters, Advanced Generalist, or Clinical**
- The **test center** you've chosen
- **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 a confirmation number, test center address, test center phone number, general information about testing procedures, and cancellation policies. **Write down this information, 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.**

5. *Take the ASWB examination*

Before test day, **make sure you understand where your test center is located.** If you need more information on the exact location of a center, you should call the center number given to you when you made your appointment, or check the mapping website link that will be supplied to you with your email confirmation (if you supplied an email address).

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. Because you have already paid for the examination when you registered with ASWB, no further payments will be required when you check in. **You will, however, be required to present the original ASWB Authorization Letter and one currently valid, non-expired government-issued photo-bearing i.d. (driver's license, military i.d., passport, etc.) at the testing center. The name on your i.d. MUST match your name as it appears on your Authorization Letter. You will not be allowed to test without the Authorization Letter and proper identification.** Your photo will be taken, and you will be required to sign a Examinee Informed Consent form--testing can be denied if this form is not signed.

After you have checked in, you will be escorted into the testing room at your reserved time. The sign-in and seating process may take additional time, but this will not be counted against the time allowed for taking the test. You will be provided with a tutorial to make sure you are familiar with the testing equipment and its features before the actual examination begins. Your four hours for the ASWB examination will not be affected by the amount of time you spend on the tutorial. **TESTING TIME STARTS WHEN THE EXAMINATION ITSELF BEGINS. SHORT BREAKS MAY BE TAKEN AT YOUR DISCRETION, BUT TESTING TIME DOES NOT STOP FOR BREAKS. YOU MUST SIGN OUT WHENEVER YOU TAKE A BREAK, AND SIGN IN WHEN YOU RETURN TO THE TEST. YOU MAY NOT LEAVE THE TEST CENTER DURING BREAKS.**

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. After receiving your score and signing out, you may leave. 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.

Special accommodations and arrangements

Persons with disabilities

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, and forms have also been included in this candidate handbook. See 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 RECEIVE APPROVAL FROM YOUR BOARD AND ASWB BEFORE REGISTERING FOR AN EXAMINATION.**

English as a second language (ESL)

Some jurisdictions allow provisions for people whose first language is not English. Check with your board to see if such arrangements are allowed. **YOU MUST RECEIVE APPROVAL FROM YOUR BOARD BEFORE REGISTERING FOR AN EXAMINATION.**

Cancellations, Changes, Refunds, etc

Changing an appointment

You may change your appointment by contacting the ACT call center at 1-800-205-6366 between 9 a.m and 9 p.m. Eastern time (Monday - Friday) and Saturday between 8 a.m. and 4 p.m. Eastern time. **NOTE: TO SCHEDULE A NEW APPOINTMENT, YOU MUST FIRST CANCEL THE EXISTING APPOINTMENT. If your scheduled appointment is for any day EXCEPT Tuesday:** you must cancel the appointment at least 48 hours before the scheduled time. **If your scheduled appointment is for Tuesday:** you must cancel the appointment by 4 p.m. eastern time on the **SATURDAY** before the appointment. **It is your responsibility to change your appointment within these deadlines.** Keep a record of the date, time, and name of the person handling your appointment change. Be aware that while your authorization letter may be valid for one year, your letter may contain an expiration date as required by a particular jurisdiction. **If your letter contains a board-imposed expiration date, you cannot take an examination after this expiration date without first contacting your board.**

7

Canceling an appointment

You may cancel your appointment by contacting the ACT call center at 1-800-205-6366 between 9 a.m and 9 p.m. Eastern time (Monday - Friday) and Saturday between 8 a.m. and 4 p.m. Eastern time. **If your scheduled appointment is for any day EXCEPT Tuesday:** you must cancel the appointment at least 48 hours before the scheduled time. **If your scheduled appointment is for Tuesday:** you must cancel the appointment by 4 p.m. eastern time on the **SATURDAY** before the appointment. **It is your responsibility to cancel your appointment within these deadlines.** Keep a record of the phone number you called, date, time, and name of the person who canceled the appointment for you. Remember that **examination fees are non-refundable.**

Changes and cancellation schedule

If your test day is

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

You must call

no less than 48 hours before appointment time
by 4 p.m eastern time Saturday before appointment
no less than 48 hours before appointment time
no less than 48 hours before appointment time
no less than 48 hours before appointment time
no less than 48 hours before appointment time

Note: if a holiday occurs during the normal cancellation period, deadlines are one day earlier than shown above.

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 deadlines (see “Changing an appointment”) without additional charge. Cancellations will not result in a refund.

No-shows

If you do not show up for your examination at the scheduled time and have not canceled within the deadlines (see “Canceling an appointment” above), **you will forfeit your examination fee and authorization.** You will not be permitted to schedule another examination date until you have first re-registered with ASWB and paid for another examination.

Late arrivals

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

Excused absences

It is possible to have your absence or late arrival excused by ASWB if extenuating circumstances 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 excused absences require a \$115 rescheduling fee before you will be allowed to take the examination.

All requests for excused absences must be in writing, accompanied by supporting documentation, and submitted to ASWB no more than **30 days** after the examination appointment. 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 a \$115 rescheduling fee and receipt of a new authorization letter. If your absence is not excused by ASWB, you will be required to reregister and pay the full examination fee 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, disasters, or other emergency. Local television and radio stations may broadcast the status of testing centers, or you may call the test center itself to find out if the center is open. Examination appointments that the test center cancels in such circumstances may be rescheduled at no cost by contacting ASWB. **If the test center is open and you do not arrive on time for your appointment, your exam fee will be forfeited.**

If you fail the examination

Candidates who do not pass 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 at least 90 days before taking another ASWB examination. Reregistration will require payment of the examination fee.

What to do, when to do it - a quick review

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. Please note that in a few jurisdictions, steps 1, 2, and 4 may not be required in order to register for the ASWB examination.

1. Contact social work regulatory board to request license application (*not required in all jurisdictions*)
2. Submit application to social work board (*not required in all jurisdictions*)
3. Submit requests for special accommodations to board (if applicable)
4. Receive approval to register for ASWB examination from social work board (*not required in all jurisdictions*)
5. Call 1-888-579-3926 to register for appropriate ASWB examination (Associate, Bachelors, Masters, Advanced Generalist, Clinical), pay exam fee, notify representative of any disability accommodations or ESL arrangements you may be receiving
6. Receive ASWB Authorization Letter, test center list, and other information- **DO NOT LOSE! YOU WILL NOT BE ADMITTED WITHOUT THE LETTER.** This letter includes an Authorization Number you will need to schedule an examination appointment.
7. Call ACT to make an examination appointment - **WRITE DOWN ALL APPOINTMENT INFORMATION AND MAKE SURE YOU UNDERSTAND WHERE THE TEST CENTER IS LOCATED. FOLLOW AUTHORIZATION LETTER GUIDELINES.**
8. Bring valid government-issued photo i.d. and ASWB Authorization Letter to testing center on day of test. **YOU WILL NOT BE PERMITTED TO TEST AND YOUR FEE WILL BE FORFEITED IF YOU DO NOT HAVE THE AUTHORIZATION LETTER AND PROPER IDENTIFICATION.**
9. Take the ASWB examination, and receive unofficial score. Official score is automatically forwarded to the jurisdiction in which you are seeking licensure
10. 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 require successful completion of the ASWB exam as part of the initial application process, or in jurisdictions that allow students to take an ASWB examination in their last semester of study**)

The ASWB examinations

Security

Security surrounding the ASWB examinations is taken very seriously by licensing boards, the association, and the companies contracted to provide test administration services. Check-in procedures at the testing center follow explicit rules regarding proper identification (valid government-issued photo bearing i.d. with name matching your name as it appears on the Authorization Letter), and testing center staff monitor all candidates throughout the examination. Once inside the center, **you will not be allowed to bring material into or take materials from the testing room, including food and beverages.** Test center staff will supply you with paper and pencils. Earplugs are also available on request. **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. Additionally, **you will not be allowed to leave the test center after you begin the examination.** Any irregularities are reported to your jurisdiction's social work board, ASWB, and the testing company. Candidates who violate security will not have their examinations processed, will be reported to their board, and will be prosecuted to the fullest extent of the law. If found guilty of a violation, candidates could face a range of administrative, civil, and criminal charges.

About the testing centers

The Association of Social Work Boards has contracted with ACT, Inc. to implement test administration and delivery. Through ACT, 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.

Before test day

The test centers are usually located on or near community college campuses. College campuses can have complex building layouts, so **make sure you clearly understand the exact location of your test center.** 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. Knowing where your test center is, how to get there, and where to park can help make test day less stressful. **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 ACT with an email address when you schedule your appointment. You will be sent a confirmation number with a link to mapping websites that will help you pinpoint the exact location of the center. When asking for directions on any campus, be sure to ask for the "ACT center" or "ACT test center," not just the "test center"--many schools have a separate facility for on-campus examinations.

10

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--especially the computer "mouse"--may help relieve some pre-test anxiety.

Inside the testing centers

When you arrive at the testing center on test day, you will supply center personnel with the proper verification—a valid government issued photo-bearing i.d. and the ASWB Authorization Letter—and sign in. Your photo will be taken, and you will be required to sign a Examinee Informed Consent form outlining testing center procedures.

This room will contain several stations with a computer monitor, keyboard, and mouse at each. 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. Test center personnel may monitor the testing room by walking through the room while you are taking the test. Testing rooms are also equipped with video monitors.

You will begin by receiving a brief 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.**

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 a lower "raw" score.



Always be sure of the examination category (Bachelors, Masters, Advanced Generalist, Clinical, or Associate, where applicable) you intend to take. At the beginning of your test, you will be asked to confirm this information. Candidates who take the incorrect exam category will be required to re-register and pay an additional \$175 fee to take the correct examination.

Breaks

The ASWB examinations do not include scheduled breaks. If you need to take a short break from the exam, you may do so, but the exam clock will continue to run. **You must sign out whenever you take a break, and sign in when you return to the test. You may not leave the test center.**

When you finish the examination

When you have completed your examination and answered a short candidate survey, the scoring process will begin. **Please complete the survey**--your responses help ASWB monitor the overall quality of test delivery. You will receive a printout of your unofficial score before you leave the testing center. If you fail the examination, you will receive a diagnostic report outlining your performance. You must wait at least 90 days before taking another ASWB examination. All official scores will be forwarded to the licensing board to which you are applying for licensure. This process usually takes two to three weeks.

Examination scores

The actual number of questions you answered correctly—your “raw score”—does not translate directly into the score you will be given at the end of the examination. 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. The score you will receive will be equated to balance this out. Your score will fall somewhere between 1 and 100, but this score will not represent the actual number or percentage of questions you answered correctly.

All examination scores are also scaled to accommodate varying state requirements, so that no matter which passing standard is used by a particular jurisdiction, if you have passed the ASWB examination, you have achieved a passing score in all jurisdictions for the same examination classification.

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 examination, regardless of whether you have passed or failed.

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 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. **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 ACT 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 ACT staff, please also 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, 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 the time periods described above. 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.**

ASWB examination security - a quick review

The ASWB social work examinations are high-stakes licensure tests. Because these examinations can dramatically affect a person's ability to practice social work, the security of the ASWB examinations is taken very seriously.

Please be aware of the following:

You will not be allowed to eat, drink, or smoke in the testing room.

Short breaks are allowed, but the exam clock will not stop. You may eat in the check-in room 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 paper, pencils, and earplugs upon request.

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, examinees, and authorized observers.

Any violations of these rules, as well as other irregularities, are reported to your jurisdiction's social work board, ASWB, and the testing company. Candidates who violate security will not have their examinations processed, 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.

¹² A few tips

ASWB tests thousands of social workers every year. The vast majority of test-takers have no problems with registration, appointments, check-in, or various test-day issues.

But remember—you will be participating in a large-scale, high-stakes testing system. The procedures for registration and examination were put in place to ensure test security and overall fairness; consequently, there is very little room for variation or exception to the rules. You have a responsibility to understand the procedures set out by your social work board and ASWB, and while these procedures are not difficult to follow, a careless mistake can result in the forfeit of your registration fee, or problems on test day.

With that in mind, here are a few tips to help registration and test-day run smoothly:

Registration and appointment tips

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**. If you had to get your board's permission to register for the examination, chances are you have been assigned to a particular category already.

Write down information. When you call to register, and later, when you call ACT to make a testing appointment, keep some paper and a pen or pencil handy. Make note of who you talk to, and any confirmation numbers, telephone numbers, directions, or website urls they may give you.

Keep your registration materials together in one place. You will be receiving an authorization letter and other materials from ASWB, as well as from your regulatory board. Many of these letters and documents are crucial to your ability to take the test on your test-day. Make sure these documents are well-organized, and easily retrieved.

Read the 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.

Have an email address handy. Email allows ACT to send you an appointment confirmation, as well as a link to mapping sites that can show you the exact location of your test center. Remember to check your email for this information--you are responsible for keeping track of this material. If you do not receive your appointment email, contact ACT and request that it be resent.

Test-day tips

Arrive early. Try to get to the test center at least **30 minutes before** your scheduled appointment time.

Bring the *RIGHT* i.d. You will be asked to provide a currently valid government issued photo identification (for example, a driver's license)—but **the name on the i.d. must match the name on the authorization letter you received from ASWB**. I.D 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. ACT can email you a link to a mapping site, or you can ask for directions at the time you make your appointment. 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.

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

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.

Use common sense. 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 content with others.

ASWB examination content

The ASWB Examinations are multiple-choice tests designed to measure the minimum competency acceptable to practice social work within a given scope. They are developed from a regularly updated survey of the actual practice of social workers across the country, in a variety of settings and demographic variables. Test questions are written by item writers who have been selected to reflect racial, ethnic, gender, geographic, and practice 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 the several years have shown that ASWB exams are statistically free from race and gender bias.

All ASWB examinations follow content outlines established through a regular practice analysis. Complete content outlines for all four ASWB examinations can be found beginning on page 15.

All examination questions are evaluated as non-scored pretest items before being placed into the pool of questions that appear on the scored examinations. Every ASWB examination contains 20 pretest items scattered randomly through the test. You will have four hours to complete the examination.

Associate examination

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 15.

14 *Examination preparation*

The Association of Social Work Boards offers Study Guides for each ASWB examination. 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 in this handbook, or over the phone by calling 1-800-225-6880. Study Guides are \$30 each, plus \$3 shipping and handling.

Study Guides

You may receive a duplicate score report of your exam results by sending a completed Duplicate Score Request form to ASWB. The fee for a duplicate score report is \$30. A copy of this form is included in the tear-out sheets in the middle of this handbook.

Duplicate Scores and score transfers

Your official score report may be transferred to another jurisdiction at any time in the future by sending a completed Score Transfer Request form to ASWB. The fee for a score transfer is \$30. A copy of this form is included in the tear-out sheets in the middle of this handbook. Score transfers may also be requested online at www.aswb.org.

Association of Social Work Boards
EXAM REGISTRATION

Registration options:

- By phone:** Use this form to collect and organize the information you will need to provide when you call. Fill out this form and call 1-888-579-3926 to register. Only credit card payments (Visa, Mastercard, Discover) will be accepted. **Payment must be made at time of registration.** The registration fee is \$175 (US).
- Online:** Go to www.aswb.org and click on "Register for the ASWB exam" on the opening page. Only credit card payments (Visa, Mastercard, Discover) will be accepted when registering online. The registration fee is \$175 (US).
- By mail:** Fill out this form **completely** and mail to ASWB with a certified check, money order or credit card information (Visa, Mastercard, Discover). **No personal checks will be accepted.** Mail to: ASWB Candidate Registration Center, PO Box 1508, Culpeper, VA 22701. The registration fee is \$175 (US).
- By fax:** Fill out this form **completely** and fax to ASWB at 1-540-829-0142. Be sure to fill out the credit card payment information. Only credit card payments (Visa, Mastercard, Discover) will be accepted when registering by fax. The registration fee is \$175 (US).

Make sure all information is correct. There is a \$30.00 (US) fee for processing any changes to registration.

Name: <small>(as it appears on your government-issued photo ID)</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Last</i></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>First</i></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Middle/Initial</i></td> </tr> </table>			<i>Last</i>	<i>First</i>	<i>Middle/Initial</i>								
<i>Last</i>	<i>First</i>	<i>Middle/Initial</i>												
Does the name above match the government-issued photo ID you will present at the testing center? <input type="checkbox"/> Yes <input type="checkbox"/> No														
Address:														
City:		State/Province:	ZIP/Postal Code:											
Work phone: ()		Home phone: ()	Cell phone: ()											
Email address:		Birth date: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Month</td> <td style="text-align: center; font-size: small;">Day</td> <td colspan="2" style="text-align: center; font-size: small;">Year</td> </tr> </table>						Month	Day	Year				
Month	Day	Year												
Social Security Number (US)/Social Insurance Number (Canada)		State/Province/Territory to which you are applying for a license:												
ASWB examination category requested (check ONLY one):														
<input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Advanced Generalist <input type="checkbox"/> Clinical														
Registration fee payment (\$175 US) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> Certified check/money order (mail-in ONLY, payable to ASWB) Examination fees are not refundable.		Card Number: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table> Card holder's name: _____ Card holder's signature: _____ Expiration date: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table> Card holder's billing Zip code: _____ CID number (last three digits from the signature panel on back of card): <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> </tr> </table>												
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race/Ethnicity (check one): <i>This information is optional</i> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> African American/Black</td> <td style="width: 50%;"><input type="checkbox"/> Asian/Pacific Islander</td> </tr> <tr> <td><input type="checkbox"/> Caucasian</td> <td><input type="checkbox"/> Native American/First Nations</td> </tr> <tr> <td><input type="checkbox"/> Hispanic/Latin American</td> <td><input type="checkbox"/> Puerto Rican</td> </tr> <tr> <td><input type="checkbox"/> Multiracial</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> African American/Black	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Native American/First Nations	<input type="checkbox"/> Hispanic/Latin American	<input type="checkbox"/> Puerto Rican	<input type="checkbox"/> Multiracial	<input type="checkbox"/> Other _____			
<input type="checkbox"/> African American/Black	<input type="checkbox"/> Asian/Pacific Islander													
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Native American/First Nations													
<input type="checkbox"/> Hispanic/Latin American	<input type="checkbox"/> Puerto Rican													
<input type="checkbox"/> Multiracial	<input type="checkbox"/> Other _____													

ASWB Exam Registration, page 2

What is your current primary position? (check only one)

<input type="checkbox"/> Administrator/manager	<input type="checkbox"/> Direct service provider	<input type="checkbox"/> Consultant
<input type="checkbox"/> Program planner	<input type="checkbox"/> Policy analyst/lobbyist	<input type="checkbox"/> Educator
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Evaluator/researcher	<input type="checkbox"/> Other
		<input type="checkbox"/> Not currently employed in social work

Total years in practice since receiving highest social work degree: _____

Primary Language:

English Spanish Other _____

Are you a U.S. Citizen?

Yes No

Education **PLEASE FILL OUT COMPLETELY**

Indicate ALL completed degrees or programs in which you are currently completing your last semester.

No secondary degree earned

Associate degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Bachelor's degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Master's degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Doctorate degree
Academic major (check one):

Social work

Other

Year degree was/will be earned _____

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Testing Accommodations

For more information, see page 7 of the handbook. All ADA and ESL arrangements must be approved by your board and ASWB **before** you submit this registration form.

Have you requested special accommodations for a disability?

Yes No

Have you requested special arrangements for English as a second language?

Yes No

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 a reasonable period of time. If the problem cannot be corrected within a reasonable period of time, 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.

The information provided by you will be used to generate an authorization number that allows you to take the ASWB social work licensure examination. The accuracy of this information must be assured to protect the integrity of the licensure process as well as the examination program. Please read and sign the following statement:

I attest that all the information provided in this registration is true and accurate; and further attest that I am taking the ASWB social work licensure examination for the purpose of submitting an application for licensure with one of the licensing jurisdictions of Canada, the United States, or its territories. I acknowledge the exclusive remedies available to candidates.

Signature: _____

Name (please print): _____

Date: _____

INSTRUCTIONS

APPLICATION FOR DISABILITY ACCOMMODATIONS

ASSOCIATION OF SOCIAL WORK BOARDS

The Application for Disability Accommodations is to help the social work board in your jurisdiction determine (1) whether you are a qualified disabled individual under applicable federal, state, provincial, or local legislation and (2) whether the accommodation you are requesting is reasonable. Consideration of all requests will be made under applicable laws.

PART I: The information requested on Part I of the form is self-explanatory. You are not required to furnish your Social Security Number (US)/Social Insurance Number (Canada), but this information would be most helpful in identifying you and relating this Application for Disability Accommodations to other parts of your examination application. After you have completed Part I, the application must be dated and signed by you and notarized by a Notary Public in your jurisdiction. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

PART II: Part II of this Application for Disability Accommodations should be completed by your health care practitioner or other appropriate professional and signed and dated where indicated. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

SUBMISSION OF THE FORM: The ASWB examinations are offered through the relevant jurisdictional board. Although each board's application process may differ slightly, this form must be submitted before the board can make a decision on any examination accommodations requested. Parts I and II of this Application for Disability Accommodations should be mailed directly to ASWB at the address below.

EXCEPTION: For Connecticut applicants only, Part I should be submitted to the Connecticut Department of Public Health by either the applicant or the health care practitioner. **The health care practitioner MUST submit Part II directly to the Connecticut Department of Public Health.**

You must receive approval from your board and ASWB before registering for an examination. Forms not fully completed will be returned to the applicant.

Please consult with your board to determine the appropriate application process and relevant deadlines.

A submitted Application for Disability Accommodations will remain valid for one year from the date when executed by the applicant. A valid application will be considered for any examination occurring within this one-year period provided the applicant makes a request at the time of registration.

Under any circumstances, it is recommended that you maintain a copy of this form for your records. Questions may be directed to your board or to ASWB (1-800-225-6880, extension 3003).

SUBMIT PARTS I AND II OF THE APPLICATION FOR DISABILITY ACCOMMODATIONS AT THE SAME TIME

(CT applicants, see exception above)

Applications for Disability Accommodations (except for CT applicants) should be mailed to:

**ASWB Candidate Registration Center
P.O. Box 1508
Culpeper, VA 22701**

APPLICATION FOR DISABILITY ACCOMMODATIONS
Social Work Licensure Examination

PART I

Name: _____
Last
First
Middle/M.I.

Address: _____

City, State/Province: _____

ZIP/Postal Code: _____

Email: _____

Daytime Phone Number: (_____) _____

Evening Phone Number: (_____) _____

Cell Phone Number: (_____) _____

Social Security Number (US)/Social Insurance Number (Canada) (Optional—see instructions)

--	--	--	--	--	--	--	--	--	--

Birthdate:

Month	Day	Year							

Examination to be taken (check one):

Bachelors Advanced Generalist

Masters Clinical

Jurisdiction to which you are applying: _____

Major life activity impaired by disabling condition:

Physicians or Other Health Care Practitioners:

(a) Name: _____	(b) Name: _____
Office Address: _____	Office Address: _____
_____	_____
_____	_____
Length of time as patient: _____	Length of time as patient: _____

Release:

I authorize each health care practitioner listed above to release to the _____ (jurisdiction) board of social work, the Association of Social Work Boards (ASWB), or their designated representatives, information which will verify the current functional limitations imposed by my disability which affect my ability to perform under standard testing conditions; and describe the nature of the examination accommodation(s) being proposed and the rationale for those accommodation(s). I further understand that I may be asked to provide additional information about my functional limitation(s) and the requested accommodations and agree to cooperate with reasonable requests for such additional information.

I understand and agree that the information obtained by this authorization will be used solely for the purpose of determining my eligibility for reasonable accommodations in regard to the social work licensure process and the nature and extent of the accommodations which are reasonably necessary by reason of my disability. The information obtained by this authorization will not be released or disclosed to any person or organization except the referenced parties, and any other governmental agency that may be involved in acting upon my request for reasonable accommodations in connection with the social work licensure process.

I agree that this authorization shall be valid until canceled or revoked in writing by me.

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documents or statements are true. I understand that false information may be cause for denial or loss of a license. I hereby certify that I personally completed this application and that I may be asked to verify the above information at any time.

Signature: _____ Date: _____

Subscribed to and sworn to before me this _____ day of _____, 20____.

Notary Public: _____

This application is valid for a period of one (1) year from the date when first executed by the applicant. (See instructions.)

INSTRUCTIONS

APPLICATION FOR DISABILITY ACCOMMODATIONS

ASSOCIATION OF SOCIAL WORK BOARDS

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PART I: The information requested on Part I of the form is self-explanatory. You are not required to furnish your Social Security Number (US)/Social Insurance Number (Canada), but this information would be most helpful in identifying you and relating this Application for Disability Accommodations to other parts of your examination application. After you have completed Part I, the application must be dated and signed by you and notarized by a Notary Public in your jurisdiction. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

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(CT applicants, see exception above)**

Applications for Disability Accommodations (except for CT applicants) should be mailed to:
ASWB Candidate Registration Center
P.O. Box 1508
Culpeper, VA 22701

APPLICATION FOR DISABILITY ACCOMMODATIONS
PRACTITIONER'S STATEMENT

(A copy of this form must be completed by each health care practitioner providing services to the patient.)

PART II

Practitioner Name: _____
Last First Middle/M.I.

Office Address: _____

Office Phone Number: (_____) _____

Patient's Name: _____

Patient's Address: _____

City, State/Province, ZIP/Postal Code: _____

Patient's Social Security Number (US)/Social Insurance
Number (Canada)

--	--	--	--	--	--	--	--	--	--

Patient's Birthdate:

Month			Day		Year				

1. Diagnosis and description of disabling condition: _____

Date patient first seen: _____ Date patient last seen: _____

2. Date of onset: _____

3. Major life activity(ies) limited by disabling condition (e.g., walking, seeing, breathing, etc.) _____

4. Circumstances under which previous accommodations were granted and dates of occurrences: _____

5. Accommodation(s) needed in this testing situation: _____

I hereby certify that the above information is true and is released pursuant to authorization by my patient.

Signature of Health Care Practitioner: _____ Date: _____

Professional Status (*physician, psychologist, etc.*): _____

License Number (if applicable): _____

**CONNECTICUT APPLICANTS: This form must be sent directly to the
Connecticut Department of Public Health by the practitioner.**

FOR BOARD USE

Board approval, if applicable: _____
Name Title Date

Association of Social Work Boards

Duplicate Score Report Request Form

You may use this form to request a duplicate score report of your exam results from ASWB. **COST: \$30.00 (US) for each report.** To order a duplicate score report, complete the order form below and forward it with a certified check or money order made payable to ASWB to the address below. Orders may also be placed by phone, fax, or mail with a credit card (Visa, Mastercard, Discover). **No cash or personal checks.**

Mail orders:
 ASWB Candidate Registration Center
 PO Box 1508
 Culpeper, VA 22701

Phone orders:
 1-888-579-3926

Fax orders:
 1-540-829-0142

Payment information	Duplicate score report information
---------------------	------------------------------------

Payment method (check one):

Visa Discover
 Mastercard Certified check/money order

Card number:

Expiration date: **CID Number** (last three digits from back of card in signature panel):

Month Year

Card holder's billing Zip code: _____

Signature: _____

Card holder's name: _____

TOTAL: _____ duplicate score reports @ \$30.00 each = _____

Exam taken: **Date taken:**

Bachelors/Basic
 Masters/Intermediate
 Adv. Generalist/Advanced
 Clinical

Month Year

SSN (US)/SIN (Canada): _____

I hereby authorize ASWB to send a duplicate score report to the address specified below.

Candidate's signature Date

Please complete the following with your CURRENT contact information.

Name: _____

Address: _____

City/State/Zip: _____

Daytime telephone: (_____) _____

Birthdate:

Month Day Year

Email Address: _____

If the above information was different at the time you tested, please provide the original information.

Name: _____

Address: _____

City/State/Zip: _____

Daytime telephone: (_____) _____

OFFICE USE ONLY:

Authorization number: _____

Exam date: _____

Exam category: _____

Jurisdiction taken in: _____

Result: _____

Date report(s) sent: _____

BACHELORS EXAMINATION CONTENT OUTLINE

sample items on page 19

Content Area	Items
I. Human Development and Behavior in the Environment	14%
A. Theoretical approaches to understanding individuals, families, groups, communities, and organizations	
B. Human growth and development	
C. Human behavior in the social environment	
D. Impact of crises and changes	
E. Addictive behaviors	
F. Dynamics of abuse and neglect	
II. Issues of Diversity	7%
III. Assessment in Social Work Practice	20%
A. Social history and collateral data	
B. Use of assessment instruments	
C. Problem identification	
D. Effects of the environment on client system behavior	
E. Assessment of client system's strengths and weaknesses	
F. Assessment of mental and behavioral disorders	
G. Indicators of abuse and neglect	
H. Indicators of danger to self and others	
I. Indicators of crisis	
IV. Direct and Indirect Practice	21%
A. Models of practice	
B. Intervention techniques	
C. Components of the intervention process	
D. Matching intervention with client system needs	
E. Professional use of self	
F. Use of collaborative relationships in social work practice	
V. Communication	10%
A. Communication principles	
B. Communication techniques	
VI. Professional Relationships	5%
A. Relationship concepts	
B. Relationship in practice	
VII. Professional Values and Ethics	13%
A. Responsibility to the client system	
B. Responsibility to the profession	
C. Confidentiality	
D. Self-determination	
VIII. Supervision in Social Work	2%
A. Educational functions of supervision	
B. Administrative functions of supervision	
IX. Practice Evaluation and the Utilization of Research	2%
A. Methods of data collection	
B. Research design and data analysis	
X. Service Delivery	5%
A. Client system rights and entitlements	
B. Implementation of organizational policies and procedures	
XI. Social Work Administration	1%
A. Staffing and human resource management	
B. Social work program management	

MASTERS EXAMINATION CONTENT OUTLINE

sample items on page 19

Content Area	Items
I. Human Development and Behavior in the Environment	18%
A. Theories and concepts	
B. Application of knowledge	
II. Diversity and Social/Economic Justice	7%
A. Diversity	
B. Social/economic justice and oppression	
III. Assessment, Diagnosis, and Treatment Planning	11%
A. Biopsychosocial history and collateral data	
B. Assessment methods and techniques	
C. Assessment indicators, components, and characteristics	
D. Indicators of abuse and neglect	
E. Intervention planning	
IV. Direct and Indirect Practice	22%
A. Intervention models and methods	
B. The intervention process	
C. Intervention techniques	
D. Intervention with couples and families	
E. Intervention with groups	
F. Intervention with communities and larger systems	
G. Consultation and interdisciplinary collaboration	
V. Communication	7%
A. Communication principles	
B. Communication techniques	
VI. Professional Relationships	5%
A. Relationship concepts	
B. Social worker and client roles	
C. Ethical issues within the relationship	
VII. Professional Values and Ethics	11%
A. Professional values	
B. Legal and ethical issues	
C. Confidentiality	
VIII. Supervision, Administration, and Policy	8%
A. Supervision and staff development	
B. Human resource management	
C. Finance and administration	
IX. Practice Evaluation and the Utilization of Research	2%
A. Data collection	
B. Data analysis	
C. Utilization of research	
X. Service Delivery	9%
A. Service delivery systems	
B. Obtaining services	
C. Effects of policies and procedures on service delivery	

ADVANCED GENERALIST EXAMINATION CONTENT OUTLINE

sample items on page 20

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

CLINICAL EXAMINATION CONTENT OUTLINE

sample items on page 20

Content area	Items
I. Human Development and Behavior in the Environment	22%
A. Theories of human development and behavior	
B. Human development in the life cycle	
C. Human behavior	
D. Impact of crises and changes	
E. Family functioning	
F. Addictions	
G. Abuse and neglect	
II. Issues of Diversity	6%
A. Effects of culture, race, and/or ethnicity	
B. Effects of sexual orientation and/or gender	
C. Effects of age and/or disability	
III. Diagnosis and Assessment	16%
A. Assessment	
B. Information gathering	
C. Diagnostic classifications	
D. Indicators of abuse and neglect	
E. Indicators of danger to self and others	
IV. Psychotherapy and Clinical Practice	16%
A. Intervention theories and models	
B. The intervention process	
C. Treatment planning	
D. Intervention techniques	
E. Intervention with couples and families	
F. Intervention with groups	
V. Communication	8%
A. Communication principles	
B. Communication techniques	
VI. The Therapeutic Relationship	7%
A. Relationship theories	
B. Relationship practice	
VII. Professional Values and Ethics	10%
A. Value issues	
B. Legal and ethical issues	
C. Confidentiality	
VIII. Clinical Supervision, Consultation, and Staff Development	4%
A. Social work supervision	
B. Consultation and interdisciplinary collaboration	
C. Staff development	
IX. Practice Evaluation and the Utilization of Research	1%
A. Evaluation techniques	
B. Utilization of research	
X. Service Delivery	5%
A. Policies and procedures of service delivery	
B. Processes of service delivery	
XI. Clinical Practice and Management	5%
A. Advocacy	
B. Finance	
C. Management and human resource issues	

Sample items

Bachelors

1. The rapport established between social worker and client is the client's belief that the social worker is:
 - (A) able to help the client resolve the presenting problem
 - (B) understanding and interested in the client's well-being
 - (C) like the client in terms of background and social status
 - (D) willing to partialize the client's problem into manageable areas

2. An explicit agreement between the social worker and client concerning target problems, goals, and strategies of social work intervention and the roles and tasks of the participants is known as a:
 - (A) contract
 - (B) process
 - (C) task analysis
 - (D) treatment plan

Answers:

1. B	2. A
------	------

Masters

1. A social worker can **BEST** establish rapport with a client in the first interview by:
 - (A) understanding the client's view of the problem
 - (B) asking only factual information about the problem
 - (C) conducting the interview on a first name basis
 - (D) first allowing time for informal, personal conversation

2. A client who has completed treatment and resolved the targeted problem is making excessive telephone calls to the social worker. The social worker should:
 - (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 the social worker will accept
 - (D) schedule a session to determine any current problems

Answers:

1. A	2. D
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Sample items, *continued*

Advanced Generalist

1. A social worker in a family service agency is seeing an adolescent client for the first time. The client was brought by the mother to the agency because the parents suspect the client is abusing drugs. A critical factor for the social worker to recognize in establishing rapport with the adolescent is that the client will:
 - (A) be unwilling to acknowledge drug abuse to the social worker
 - (B) believe the social worker is aligned with the parents
 - (C) relate to the social worker only if the client and the social worker are of the same gender
 - (D) express feelings of doubt and lack of self-worth

2. During the first interview with the social worker, a woman states that she is worried about her teenage daughter. The woman talks rapidly and intensely about her own history of illness and hospitalizations, her husband's drinking, and problems with her marriage. What is the **BEST** course of action for the social worker to take?
 - (A) Explore further her husband's drinking.
 - (B) Comment that she seems concerned about many things, and ask her which of these she needs help with.
 - (C) Listen without interruption or comment to relieve her anxiety.
 - (D) Summarize all that she has disclosed at the end of the session.

Answers:

1. B	2. B
------	------

Clinical

20

1. A clinical social worker is conducting a first interview with a client who attempts to dominate the interview from the beginning. Among the client's complaints are that his telephone is tapped and his neighborhood is watched by the police. The social worker can **BEST** establish a beginning level of rapport with the client by:
 - (A) interrupting the client to ask factual questions about his background
 - (B) asking the client to describe the evidence he has that his telephone is tapped
 - (C) asking the client about the ways in which the social worker can be helpful with these problems
 - (D) questioning the client about when he first believed that his house was being watched

2. In discussing a treatment contract developed with a client, the social worker can **BEST** help the client anticipate the course of treatment by:
 - (A) explaining to the client the treatment techniques to be employed
 - (B) helping the client understand and anticipate obstacles to change
 - (C) securing the client's commitment to participate fully in all treatment sessions
 - (D) providing the client with reading material that explains the course of treatment

Answers:

1. C	2. B
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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 of Schools of Social Work (CASSW). 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 25.

UNITED STATES

Alabama - Idaho

ALABAMA

ALABAMA A&M UNIV. 101000
ALABAMA STATE UNIV. 101100
AUBURN UNIV. 101200
JACKSONVILLE STATE UNIV. 101300
MILES COLLEGE 101350
OAKWOOD COLLEGE 101400
TALLADEGA COLLEGE 101500
TROY UNIV. 101600
TUSKEGEE UNIV. 101700
UNIV.OF ALABAMA 101800
UNIV.OF ALABAMA -BIRMINGHAM 101900
UNIV.OF MONTEVALLO 102100
UNIV.OF NORTH ALABAMA 102200
UNIV. OF SOUTHERN ALABAMA - 102300
NOT LISTED 999999

ALASKA

UNIV.OF ALASKA-ANCHORAGE 111000
UNIV.OF ALASKA-FAIRBANKS 111100

ARIZONA

ARIZONA STATE UNIV. TEMPE 121000
NORTHERN ARIZONA UNIV. 121100
ARIZONA STATE UNIV.-WEST 121200
NOT LISTED 999999

ARKANSAS

ARKANSAS COLLEGE 131000
ARKANSAS STATE UNIV. 131100
HARDING UNIV. 131200
LYON COLLEGE 131000
PHILANDER SMITH COLLEGE 131250
SOUTHERN ARKANSAS UNIV. 131275
UNIV.OF ARKANSAS AT FAYETTEVILLE 131300
UNIV.OF ARKANSAS AT LITTLE ROCK 131400
UNIV. OF ARKANSAS AT MONTICELLO 131450
UNIV.OF ARKANSAS AT PINE BLUFF 131500
NOT LISTED 999999

CALIFORNIA

AZUSA PACIFIC UNIV. 141000
CALIFORNIA STATE POLYTECHNIC UNIV. 141100
CALIFORNIA STATE UNIV. - BAKERS-FIELD 141150
CALIFORNIA STATE UNIV. - EAST 141350
CALIFORNIA STATE UNIV. - CHICO 141200
CALIFORNIA STATE UNIV. - FRESNO 141300

CALIFORNIA, continued

CALIFORNIA STATE UNIV. - HAYWARD 141350
CALIFORNIA STATE UNIV. - LONG BEACH 141400
CALIFORNIA STATE UNIV. -LOS ANGELES 141500
CALIFORNIA STATE UNIV. - NORTHRIDGE 141550
CALIFORNIA STATE UNIV. - SACRAMENTO 141600
CALIFORNIA STATE UNIV. - SAN BERNARDINO 141650
CALIFORNIA STATE UNIV. - STANISLAUS 141660
HUMBOLDT STATE UNIV. 141700
LA SIERRA UNIV. 141800
LOMA LINDA UNIV. 141850
PACIFIC UNION COLLEGE 141900
SAN DIEGO STATE UNIV. 142000
SAN FRANCISCO STATE UNIV. 142100
SAN JOSE STATE UNIV. 142200
WHITTIER COLLEGE 142300
UNIV.OF CALIFORNIA - BERKELEY 142400
UNIV.OF CALIFORNIA - LOS ANGELES 142500
UNIV.OF SOUTHERN CALIFORNIA 142600
NOT LISTED 999999

COLORADO

COLORADO STATE UNIV. 151000
COLORADO STATE UNIV. - PUEBLO 151050
UNIV.OF DENVER 151100
METROPOLITAN STATE COLLEGE OF DENVER 151150
UNIV.OF SOUTHERN COLORADO 151050
NOT LISTED 999999

CONNECTICUT

CENTRAL CONNECTICUT STATE UNIV. 161000
EASTERN CONNECTICUT STATE UNIV. 161050
SACRED HEART UNIV. 161100
SAINT JOSEPH COLLEGE 161200
SOUTHERN CONNECTICUT STATE UNIV. 161300
UNIV. OF CONNECTICUT 161400
WESTERN CONNECTICUT STATE UNIV. 161500
NOT LISTED 999999

DELAWARE

DELAWARE STATE UNIV. 171100
NOT LISTED 999999

DISTRICT OF COLUMBIA

CATHOLIC UNIV. OF AMERICA 181000
GALLAUDET UNIV. 181100
HOWARD UNIV. 181200
UNIV.OF THE DISTRICT OF COLUMBIA 181300
NOT LISTED 999999

FLORIDA

BARRY UNIV. 191000
FLORIDA A&M UNIV. 191100
FLORIDA ATLANTIC UNIV. - BOCA RATON 191200
FLORIDA GULF COAST UNIV. 191250
FLORIDA INTERNATIONAL UNIV. 191300
FLORIDA MEMORIAL COLLEGE 191350
FLORIDA STATE UNIV. 191400
SAINT LEO UNIV. 191500
SOUTHEASTERN UNIV. 191550
UNIV.OF CENTRAL FLORIDA 191600
UNIV.OF SOUTH FLORIDA 191700
UNIV.OF WEST FLORIDA 191800
NOT LISTED 999999

GEORGIA

ALBANY STATE UNIV. 200900
CLARK ATLANTA UNIV. 201000
DALTON STATE COLLEGE 201050
GEORGIA STATE UNIV. 201100
KENNESAW STATE UNIV. 201150
SAVANNAH STATE UNIV. 201200
THOMAS UNIV. 201250
UNIV.OF GEORGIA 201300
VALDOSTA STATE UNIV. 201400
NOT LISTED 999999

GUAM

UNIV. OF GUAM 201900
NOT LISTED 999999

HAWAII

BRIGHAM YOUNG UNIV. - HAWAII CAMPUS 211000
HAWAII PACIFIC UNIV. 211050
UNIV.OF HAWAII - MANOA 211100
NOT LISTED 999999

IDAHO

BOISE STATE UNIV. 221000
BRIGHAM YOUNG UNIV. - IDAHO 221050
IDAHO STATE UNIV. 221100
LEWIS-CLARK STATE COLLEGE 221200
NORTHWEST NAZARENE UNIV. 221300
NOT LISTED 999999

ILLINOIS

AUGUSTANA COLLEGE 231000
 AURORA UNIV. 231100
 BRADLEY UNIV. 231150
 CHICAGO STATE UNIV. 231175
 DOMINICAN UNIV. 231250
 GOVERNORS STATE UNIV.231300
 ILLINOIS STATE UNIV. 231400
 LEWIS UNIV. 231500
 LOYOLA UNIV. OF CHICAGO
 231600
 MACMURRAY COLLEGE 231700
 NORTHEASTERN ILLINOIS UNIV.
 231800
 OLIVET NAZARENE UNIV. 231900
 SOUTHERN ILLINOIS UNIV. -
 CARBONDALE 232000
 SOUTHERN ILLINOIS UNIV. -
 EDWARDSVILLE 232100
 ST. AUGUSTINE COLL. 232130
 TRINITY CHRISTIAN COLL.
 232150
 UNIV. OF CHICAGO 232200
 UNIV.OF ILLINOIS - CHICAGO
 232300
 UNIV. OF ILLINOIS - URBANA-
 CHAMPAIGN 232400
 UNIV. OF ILLINOIS - SPRING-
 FIELD 232450
 UNIV. OF ST. FRANCIS 232475
 WESTERN ILLINOIS UNIV. 232500
 NOT LISTED 999999

INDIANA

ANDERSON UNIVERSITY 241000
 BALL STATE UNIV. 241100
 GOSHEN COLLEGE 241200
 GRACE COLLEGE 241250
 HUNTINGTON UNIV. 241270
 INDIANA STATE UNIV. 241300
 INDIANA UNIV. 241400
 INDIANA WESLEYAN UNIV.
 241500
 MANCHESTER COLLEGE 241600
 PURDUE UNIV. 241700
 ST. MARY'S COLLEGE 241900
 TAYLOR UNIV. 242000
 UNIV.OF INDIANAPOLIS 242100
 UNIV. OF ST. FRANCIS 241800
 UNIVERSITY OF SOUTHERN
 INDIANA 242200
 VALPARAISO UNIV. 242300
 NOT LISTED 999999

IOWA

BRIAR CLIFF UNIV. 251000
 BUENA VISTA UNIV. 251100
 CLARKE COLLEGE 251200
 DORDT COLLEGE 251300
 IOWA STATE UNIV. 251400
 LORAS COLLEGE 251500
 MARYCREST INTNL. UNIV. 251550
 LUTHER COLLEGE 251600
 MOUNT MERCY COLLEGE 251700
 NORTHWESTERN COLLEGE 251800
 ST. AMBROSE UNIV. 251850
 TEIKYO MARYCREST UNIV. 251550
 UNIV. OF DUBUQUE 252000

IOWA, continued

UNIV.OF IOWA 252100
 UNIV.OF NORTHERN IOWA 252200
 WARTBURG COLLEGE 252300
 NOT LISTED 999999

KANSAS

BETHANY COLLEGE 261000
 BETHEL COLLEGE 261100
 FORT HAYS STATE UNIV. 261150
 KANSAS STATE UNIV. - MANHATTAN
 261200
 PITTSBURG STATE UNIV.261250
 SAINT MARY OF THE PLAINS COLLEGE
 261300
 NEWMAN UNIV. 261350
 SOUTHWESTERN COLLEGE IN KANSAS
 261400
 TABOR COLLEGE 261500
 UNIV.OF KANSAS 261600
 WASHBURN UNIV.261700
 WICHITA STATE UNIV.261800
 NOT LISTED 999999

KENTUCKY

ASBURY COLLEGE 270000
 BRESCIA UNIV. 270900
 CAMPBELLSVILLE UNIV. 270950
 EASTERN KENTUCKY UNIV.271000
 KENTUCKY CHRISTIAN UNIV. 271100
 KENTUCKY STATE UNIV. 271200
 MOREHEAD STATE UNIV.271300
 MURRAY STATE UNIV.271400
 NORTHERN KENTUCKY UNIV.271500
 SPALDING UNIV.271600
 THOMAS MORE COLLEGE 271700
 UNIV.OF KENTUCKY 271800
 UNIV.OF LOUISVILLE 271900
 WESTERN KENTUCKY UNIV.272000
 NOT LISTED 999999

LOUISIANA

GRAMBLING STATE UNIV. 281000
 LOUISIANA COLLEGE 281100
 LOUISIANA STATE UNIV. 281200
 NORTHEAST LOUISIANA UNIV.281800
 NORTHWESTERN STATE UNIV. 281400
 SOUTHEASTERN LOUISIANA
 UNIV.281500
 SOUTHERN UNIV. - NEW ORLEANS
 281600
 SOUTHERN UNIV. AND A&M COL-
 LEGE - BATON ROUGE 281650
 TULANE UNIV. 281700
 UNIV. OF LOUISIANA - MONROE
 281800
 NOT LISTED 999999

MAINE

UNIV.OF MAINE 291000
 UNIV.OF MAINE AT PRESQUE ISLE
 291100
 UNIV.OF NEW ENGLAND 291200
 UNIV.OF SOUTHERN MAINE 291300
 NOT LISTED 999999

MARYLAND

BOWIE STATE UNIV. 301000
 COPPIN STATE UNIV. 301100
 FROSTBURG STATE UNIV. 301200
 HOOD COLLEGE 301300
 MCDANIEL COLLEGE 301350
 MORGAN STATE UNIV. 301400
 SALISBURY UNIV. 301500
 UNIV.OF MARYLAND (MSW)
 301600
 UNIV.OF MARYLAND (BSW) 301700
 WESTERN MARYLAND COLLEGE
 301350
 NOT LISTED 999999

MASSACHUSETTS

ANNA MARIA COLLEGE 311000
 ATLANTIC UNION COLLEGE 311100
 BOSTON COLLEGE 311200
 BOSTON UNIV. 311300
 BOSTON UNIV. - METROPOLITAN
 COLLEGE 311300
 BRIDGEWATER STATE COLLEGE
 311500
 EASTERN NAZARENE COLLEGE 311600
 ELMS COLLEGE 311700
 GORDON COLLEGE 311800
 REGIS COLLEGE 311900
 SALEM STATE COLLEGE 312000
MASSACHUSETTS, continued
 SIMMONS COLLEGE 312100
 SMITH COLLEGE 312200
 SPRINGFIELD COLLEGE 312300
 WESTERN NEW ENGLAND COLLEGE
 312400
 WESTFIELD STATE COLLEGE 312450
 WHEELOCK COLLEGE 312500
 NOT LISTED 999999

MICHIGAN

ANDREWS UNIV. 321000
 CALVIN COLLEGE 321100
 CENTRAL MICHIGAN UNIV. 321150
 CORNERSTONE UNIV. 321175
 EASTERN MICHIGAN UNIV.321200
 FERRIS STATE UNIV. 321300
 GRAND VALLEY STATE UNIV.321400
 HOPE COLLEGE 321500
 MADONNA UNIV.321600
 MARYGROVE COLLEGE 321700
 MICHIGAN STATE UNIV.321800
 NORTHERN MICHIGAN UNIV.321900
 REFORMED BIBLE COLLEGE 321950
 SIENA HIEGHTS UNIV. 321975
 SAGINAW VALLEY STATE UNIV. 322000
 SPRING ARBOR UNIV. 322100
 UNIVERSITY OF DETROIT - MERCY/UNIV. OF
 DETROIT 322300
 UNIV.OF MICHIGAN 322400
 UNIV. OF MICHIGAN - FLINT 322450
 WAYNE STATE UNIV.322500
 WESTERN MICHIGAN UNIV.322600
 NOT LISTED 999999

MINNESOTA

AUGSBURG COLLEGE 331000
 BEMIDJI STATE UNIV.331100
 BETHEL UNIV. 331200
 COLLEGE OF ST. BENEDICT/ST. JOHN'S UNIV. 331300
 COLLEGE OF ST. CATHERINE/UNIV. OF ST. THOMAS 331400
 COLLEGE OF ST. SCHOLASTICA 331500
 CONCORDIA COLLEGE 331600
 MANKATO STATE UNIV. 331700
 METROPOLITAN STATE UNIVERSITY 331800
 MN STATE UNIV. - MANKATO 331700
 MN STATE UNIV. - MOORHEAD 331900
 MOORHEAD STATE UNIV. 33190
 SOUTHWEST MN. STATE UNIV. 332000
 ST.CLOUD STATE UNIV.332100
 ST. OLAF COLLEGE 332300
 UNIVERSITY OF MINNESOTA-DULUTH 332400
 UNIV. OF MINNESOTA - TWIN CITIES 332500
 WINONA STATE UNIV.332700
 NOT LISTED 999999

MISSISSIPPI

DELTA STATE UNIV.341000
 JACKSON STATE UNIV. 341100
 MISSISSIPPI COLLEGE 341200
 MISSISSIPPI STATE UNIV. - STARKVILLE 341300
 MISSISSIPPI STATE UNIV. - MERIDIAN 341350
 MISSISSIPPI VALLEY STATE UNIV.341400
 RUST COLLEGE 341450
 UNIV.OF MISSISSIPPI 341500
 UNIV. OF SOUTHERN MISSISSIPPI 341600
 NOT LISTED 999999

MISSOURI

AVILA UNIV. 351000
 CENTRAL MISSOURI STATE UNIV. 351100
 COLUMBIA COLLEGE 351200
 EVANGEL UNIV. 351250
 LINDENWOOD UNIV. 351270
 MISSOURI STATE UNIV. 351600
 MISSOURI WESTERN STATE COLLEGE 351300
 PARK UNIV. 351350
 SAINT LOUIS UNIV.351400
 SOUTHEAST MISSOURI STATE UNIV.351500
 SOUTHWEST MISSOURI STATE UNIV.351600
 UNIV.OF MISSOURI - COLUMBIA 351700
 UNIV. OF MISSOURI - KANSAS CITY 351750
 UNIV.OF MISSOURI - ST.LOUIS 351800
 WASHINGTON UNIV.351900
 WILLIAM WOODS UNIV.352000
 NOT LISTED 999999

MONTANA

CARROLL COLLEGE 361000
 SALISH KOOTENAI COLLEGE 361050
 UNIV.OF MONTANA 361100
 NOT LISTED 999999

NEBRASKA

CHADRON STATE COLLEGE 371000
 CREIGHTON UNIV.371100
 DANA COLLEGE 371200
 NEBRASKA WESLEYAN UNIV.371300
 UNION COLLEGE 371400
 UNIV.OF NEBRASKA - KEARNEY 371500
 UNIV.OF NEBRASKA - OMAHA 371600
 NOT LISTED 999999

NEVADA

UNIV.OF NEVADA-RENO 381000
 UNIV.OF NEVADA-LAS VEGAS 381100
 NOT LISTED 999999

NEW HAMPSHIRE

PLYMOUTH STATE UNIV. 391000
 UNIV.OF NEW HAMPSHIRE 391100
 NOT LISTED 999999

NEW JERSEY

GEORGIAN COURT UNIV. 401000
 KEAN UNIV. 401100
 MONMOUTH UNIV. 401200
 RAMAPO COLLEGE 401300
 RICHARD STOCKTON COLLEGE OF NEW JERSEY 401350
 RUTGERS - CAMDEN 401400
 RUTGERS - NEW BRUNSWICK 401500
 RUTGERS - NEWARK 401600
 SETON HALL UNIV. 401700
 STOCKTON STATE COLLEGE 401350
 UPSALA COLLEGE 401900
 NOT LISTED 999999

NEW MEXICO

EASTERN NEW MEXICO UNIV. 410100
 NEW MEXICO HIGHLANDS UNIV. 411000
 NEW MEXICO STATE UNIV. 411100
 WESTERN NEW MEXICO UNIV. 411200
 NOT LISTED 999999

NEW YORK

ADELPHI UNIV.421000
 BUFFALO STATE COLLEGE 421100
 COLLEGE OF NEW ROCHELLE 421200
 COLLEGE OF ST. ROSE 421205
 COLLEGE OF STATEN ISLAND 421210
 COLUMBIA UNIV. 421300
 CONCORDIA COLLEGE 421400
 CORNELL UNIV.421500
 DAEMEN COLLEGE 421600
 DOMINICAN COLLEGE OF BLAUVELT 421700
 D'YOUVILLE COLLEGE 421800
 FORDHAM UNIV. 421900
 GREATER ROCHESTER COLLABORATIVE 421950
 HUNTER COLLEGE OF CITY UNIV. OF NY422100
 IONA COLLEGE 422200
 KEUKA COLLEGE 422300
 LEHMAN COLLEGE OF CITY UNIV. OF NY 422305

NEW YORK, continued

LONG ISLAND UNIVERSITY - BROOKLYN 422310
 LONG ISLAND UNIVERSITY - C.W. POST 422320
 MARIST COLLEGE 422400
 MARYMOUNT COLLEGE OF FORDHAM UNIV. 422500
 MERCY COLLEGE 422600
 MOLLOY COLLEGE 422700
 NAZARETH COLLEGE OF ROCHESTER 422800
 NEW YORK UNIV. 422900
 NIAGARA UNIV. 423000
 NYACK COLLEGE 423050
 PLATTSBURGH STATE UNIV. OF NEW YORK 423750
 ROBERTS WESLEYAN COLLEGE 423100
 ROCHESTER INSTITUTE OF TECHNOLOGY 423200
 SIENA COLLEGE 423300
 SKIDMORE COLLEGE 423400
 STATE UNIV. OF NEW YORK - BINGHAMTON 423450
 STATE UNIV. OF NEW YORK COLLEGE AT BROCKPORT 423500
 STATE UNIV.OF NEW YORK - ALBANY 423600
 STATE UNIV.OF NEW YORK - BUFFALO 423700
 STATE UNIV. OF NEW YORK COLLEGE AT FREDONIA 423725
 STATE UNIV.OF NEW YORK - STONY BROOK 423800
 SYRACUSE UNIV. 423900
 YESHIVA UNIV. 424000
 YORK COLLEGE OF CITY UNIV. OF NY 424100
 NOT LISTED 999999

NORTH CAROLINA

APPALACHIAN STATE UNIV.431000
 BARTON COLLEGE 431100
 BENNETT COLLEGE 431200
 CAMPBELL UNIV. 431300
 EAST CAROLINA UNIV. 431400
 ELIZABETH CITY STATE UNIV. 431425
 FAYETTEVILLE STATE UNIV. 431430
 JOHNSON C. SMITH UNIV. 431450
 LIVINGSTONE COLLEGE 431500
 MARS HILL COLLEGE 431600
 MEREDITH COLLEGE 431700
 METHODIST COLLEGE 431800
 NORTH CAROLINA A&T STATE UNIV. 431900
 NORTH CAROLINA CENTRAL UNIVERSITY 432000
 NORTH CAROLINA STATE UNIV.-RALEIGH 432100
 PEMBROKE STATE UNIV. 432450
 SHAW UNIV. 432470
 UNIV.OF NORTH CAROLINA - CHARLOTTE 432300
 UNIV.OF NORTH CAROLINA - GREENSBORO 432400
 UNIV. OF NORTH CAROLINA - PEMBROKE 432450
 WARREN WILSON COLLEGE 432500
 WESTERN CAROLINA UNIV. 432600

NORTH CAROLINA, continued
 UNIV.OF NORTH CAROLINA - CHAPEL HILL 432700
 UNIV. OF NORTH CAROLINA - WILMINGTON 432750
 NOT LISTED 999999

NORTH DAKOTA

MINOT STATE UNIV. 441000
 UNIV.OF NORTH DAKOTA 441100
 UNIV.OF MARY 441200
 NOT LISTED 999999

OHIO

ASHLAND UNIV. 451000
 BLUFFTON UNIV. 451100
 BOWLING GREEN STATE UNIV. 451200
 CAPITAL UNIV. 451300
 CASE WESTERN RESERVE UNIV. 451400
 CEDARVILLE UNIV.451450
 CLEVELAND STATE UNIV. 451500
 COLLEGE OF MOUNT ST. JOSEPH 451600
 DEFIANCE COLLEGE 451700
 FRANCISCAN UNIV. OF STEUBENVILLE 451750
 LOURDES COLLEGE 451800
 MALONE COLLEGE 451900
 MT. VERNON NAZARENE UNIV. 451925
 MIAMI UNIV. 451950
 OHIO DOMINICAN UNIV. 451975
 OHIO STATE UNIV. 452000
 OHIO UNIV. 452100
 UNIV.OF AKRON 452200
 UNIV.OF CINCINNATI 452300
 UNIV.OF DAYTON 452400
 UNIV.OF FINDLAY 452500
 UNIV.OF RIO GRANDE 452600
 UNIV.OF TOLEDO 452700
 URSULINE COLLEGE 452800
 WRIGHT STATE UNIV. 452900
 XAVIER UNIV. 453000
 YOUNGSTOWN STATE UNIV.453100
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OKLAHOMA

EAST CENTRAL UNIV.461000
 NORTHEASTERN STATE UNIV. 461100
 NORTHWESTERN OKLAHOMA STATE UNIV. 461150
 ORAL ROBERTS UNIV. 461200
 SOUTHWESTERN OKLAHOMA STATE UNIV. 461250
 UNIV.OF OKLAHOMA 461300
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OREGON

PORTLAND STATE UNIV. 471000
 GEORGE FOX UNIV.471100
 UNIV. OF PORTLAND 471200
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PENNSYLVANIA

ALBRIGHT COLLEGE 481000
 ALVERNIA COLLEGE 481050
 BLOOMSBURG UNIV. 481100

PENNSYLVANIA, continued
 BRYN MAWR COLLEGE 481200
 CABRINI COLLEGE 481250
 CALIFORNIA UNIV.OF PENNSYLVANIA 481300
 CARLOW UNIV. 481350
 CEDAR CREST COLLEGE 481400
 CHATHAM COLLEGE 481450
 COLLEGE MISERICORDIA 481500
 COLLEGE OF BIBLE 483000
 EASTERN UNIVERSITY 481600
 EDINBORO UNIV.OF PA 481700
 ELIZABETHTOWN COLLEGE 481800
 GANNON UNIV. 481900
 JUNIATA COLLEGE 482000
 KUTZTOWN UNIV. 482100
 LASALLE UNIV.482200
 LOCK HAVEN UNIV.OF PA 482300
 MANSFIELD UNIV. OF PA 482400
 MARYWOOD UNIV. 482500
 MERCYHURST COLLEGE 482600
 MESSIAH COLLEGE 482700
 MILLERSVILLE UNIV. 482800
 PENNSYLVANIA STATE UNIV. 482900
 PHILADELPHIA BIBLICAL UNIV. 483000
 SETON HILL UNIV. 483050
 ST. FRANCIS UNIV. 483100
 SHIPPENSBURG UNIV. 483200
 SLIPPERY ROCK UNIV.OF PA 483300
 TEMPLE UNIV.483400
 UNIV.OF PENNSYLVANIA 483500
 UNIV.OF PITTSBURGH 483600
 WEST CHESTER UNIV. 483700
 WIDENER UNIV. 483800
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PUERTO RICO

INTER AMERICAN UNIV. 491100
 PONTIFICAL CATHOLIC UNIV.OF PUERTO RICO 491200
 UNIV. OF PUERTO RICO-HUMACAO 491300
 UNIV. OF PUERTO RICO-RIO PIEDRAS 491400
 UNIV.OF THE SACRED HEART 491500
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RHODE ISLAND

PROVIDENCE COLLEGE 501000
 RHODE ISLAND COLLEGE 501100
 SALVE REGINA UNIV. 501200
 NOT LISTED 999999

SOUTH CAROLINA

BENEDICT COLLEGE 511000
 COKER COLLEGE 511100
 COLUMBIA COLLEGE 511200
 LIMESTONE COLLEGE 511250
 SOUTH CAROLINA STATE UNIV. 511300
 UNIV.OF SOUTH CAROLINA 511400
 WINTHROP UNIV. 511500
 NOT LISTED 999999

SOUTH DAKOTA

AUGUSTANA COLLEGE 521000
 PRESENTATION COLLEGE 521100
 UNIV. OF SIOUX FALLS 521200
 UNIV.OF SOUTH DAKOTA 521300
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TENNESSEE

AUSTIN PEAY STATE UNIV. 531000
 BELMONT UNIV. 531050
 EAST TENNESSEE STATE UNIV. 531200
 FREED-HARDEMAN UNIV.531300
 LINCOLN MEMORIAL UNIV. 531450
 LIPSCOMB UNIV. 531100
 MIDDLE TENNESSEE STATE UNIV. 531500
 SOUTHERN ADVENTIST UNIV. 531550
 TENNESSEE STATE UNIV. 531600
 TREVCCA NAZARENE COLLEGE 531700
 UNION UNIV. 531750
 UNIV. OF MEMPHIS 531775
 UNIV.OF TENNESSEE - CHATTA-NOOGA 531800
 UNIV.OF TENNESSEE - MARTIN 531900
 UNIV. OF TENNESSEE - MEMPHIS 531950
 UNIV. OF TENNESSEE - NASHVILLE 532000
 UNIV.OF TENNESSEE - KNOXVILLE 532100
 NOT LISTED 999999

TEXAS

ABILENE CHRISTIAN UNIV. 541000
 BAYLOR UNIV. 541100
 EAST TEXAS STATE UNIV.542550
 HARDIN SIMMONS UNIV. 541300
 HOWARD PAYNE UNIV. 541400
 LAMAR UNIV.541500
 LUBBOCK CHRISTIAN UNIV. 541600
 MIDWESTERN STATE UNIV. 541700
 OUR LADY OF THE LAKE UNIV. 541800
 PAUL QUINN COLLEGE 541900
 PRAIRIE VIEW A&M UNIV. 542000
 ST. EDWARD'S UNIV. 542100
 SOUTHWEST TEXAS STATE UNIV. 542200
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 TEXAS A&M INTERNATIONAL UNIV. 542525
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 TEXAS A&M UNIV. - KINGSVILLE 542575
 TEXAS CHRISTIAN UNIV. 542600
 TEXAS LUTHERAN UNIV. 542700
 TEXAS SOUTHERN UNIV.542800
 TEXAS STATE UNIV. - SAN MARCOS 542200
 TEXAS TECH UNIV.542900
 TEXAS WOMAN'S UNIV.543000
 UNIV.OF CENTRAL TEXAS 543100
 UNIV.OF HOUSTON 543200
 UNIV. OF HOUSTON CLEAR LAKE 543250
 UNIV.OF MARY HARDIN-BAYLOR 543300
 UNIV.OF NORTH TEXAS 543400
 UNIV.OF TEXAS - ARLINGTON 543500

U.S. School codes: Texas - Wyoming; Canadian School codes;
Foreign trained; Not listed

TEXAS, continued

UNIV.OF TEXAS - AUSTIN 543600
UNIV.OF TEXAS - EL PASO 543700
UNIV.OF TEXAS - PAN AMERICAN
543800
UNIV. OF TEXAS - PERMIAN BASIN
543850
UNIV. OF TEXAS - SAN ANTONIO
543870
WEST TEXAS A&M UNIV. 543900
NOT LISTED 999999

UTAH

BRIGHAM YOUNG UNIV. 551000
UTAH STATE UNIV. 551100
UNIV.OF UTAH 551200
WEBER STATE UNIV. 551300
NOT LISTED 999999

VERMONT

CASTLETON STATE COLLEGE 561000
TRINITY COLLEGE 561200
UNIV.OF VERMONT 561300
NOT LISTED 999999

VIRGINIA

CHRISTOPHER NEWPORT UNIV.
571000
EASTERN MENNONITE UNIV. 571100
FERRUM COLLEGE 571200
GEORGE MASON UNIV. 571300
HAMPTON UNIV. 571400
JAMES MADISON UNIV. 571500
LONGWOOD UNIV. 571600
NORFOLK STATE UNIV. 571700
RADFORD UNIV. 571800
VIRGINIA COMMONWEALTH UNIV.
571900
VIRGINIA INTERMONT COLLEGE
572000
VIRGINIA STATE UNIV. 572100
VIRGINIA UNION UNIV. 572200
NOT LISTED 999999

WASHINGTON

EASTERN WASHINGTON UNIV. 581000
HERITAGE COLLEGE 581050
PACIFIC LUTHERAN UNIV. 581100
SEATTLE UNIV. 581150
WALLA WALLA COLLEGE 581200
UNIV.OF WASHINGTON 581300
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WEST VIRGINIA

ALDERSON-BROADDUS COLLEGE
591000
BETHANY COLLEGE 591100
CONCORD UNIV. 591200
COLLEGE OF WEST VIRGINIA 591350
MARSHALL UNIV. 591300
MOUNTAIN STATE UNIV. 591350
SHEPHERD UNIV. 591400
WEST VIRGINIA STATE UNIV. 591500
WEST VIRGINIA WESLEYAN COLLEGE
591600
WEST VIRGINIA UNIV. 591700
NOT LISTED 999999

WISCONSIN

CARROLL COLLEGE 601000
CARTHAGE COLLEGE 601100
CONCORDIA UNIV. WISCONSIN
601200
MARIAN COLLEGE OF FOND DU LAC
601300
MARQUETTE UNIV. 601400
MOUNT MARY COLLEGE 601500
MOUNT SENARIO COLLEGE 601600
UNIV. OF WISCONSIN-EAU CLAIRE
601700
UNIV.OF WISCONSIN-RIVER FALLS
601800
UNIV.OF WISCONSIN-GREEN BAY
601900
UNIV.OF WISCONSIN-LA CROSSE
602000
UNIV.OF WISCONSIN -MADISON
602100
UNIV.OF WISCONSIN-MILWAUKEE
602200
UNIV.OF WISCONSIN-OSHKOSH
602300
UNIV.OF WISCONSIN-SUPERIOR
602400
UNIV.OF WISCONSIN-WHITEWATER
602500
VITERBO UNIV. 602600
NOT LISTED 999999

WYOMING

UNIV.OF WYOMING 611000
NOT LISTED 999999

CANADA

ALBERTA

UNIV. OF CALGARY 621000
NOT LISTED 999999

BRITISH COLUMBIA

NICOLA VALLEY INST. OF TECHNOLOGY
631050
OKANAGAN UNIV. COLLEGE 631000
THOMPSON RIVERS UNIV. 631200
UNIV. OF BRITISH COLUMBIA 631100
UNIV. OF BRITISH COLUMBIA OKANAGAN
631000
UNIV. COLLEGE OF THE CARIBOO 631200
UNIV. COLLEGE OF THE FRASER VALLEY
631300
UNIV. OF NORTHERN BRITISH COLUMBIA
631400
UNIV. OF VICTORIA 631500
NOT LISTED 999999

MANITOBA

UNIV. OF MANITOBA 641000
NOT LISTED 999999

NEW BRUNSWICK

ST. THOMAS UNIV. 651000
UNIV. DE MONCTON 651200
NOT LISTED 999999

NEWFOUNDLAND

MEM. UNIV. OF NEWFOUNDLAND
661000
NOT LISTED 999999

NOVA SCOTIA

DALHOUSIE UNIV. 671000
NOT LISTED 999999

ONTARIO

CARLETON UNIV. 681000
KING'S UNIV. COLLEGE/UNIV. OF
WESTERN ONTARIO 681200
LAKEHEAD UNIV. 681300
MCMASTER UNIV. 681400
RENISON COLLEGE/UNIV. OF WATER-
LOO 681500
RYERSON UNIV. 681600
UNIV. LAURENTIENNE/LAURENTIAN
UNIV. 681700
UNIV. D'OTTAWA 681800
UNIV. OF TORONTO 681900
UNIV. OF WINDSOR 682000
WILFRID LAURIER UNIV. 682100
YORK UNIV. 682200
NOT LISTED 999999

QUEBEC

MCGILL UNIV. 691000
UNIV. LAVAL 691100
UNIV. DE MONTREAL 691200
UNIV. DE SHERBROOKE 691300
UQ EN ABITIBI-TEMISCAMINGUE
691400
UQ A CHICOUTIMI 691500
UQ A HULL 691600
UQ A MONTREAL 691700
UQ EN OUTAOUAIS 691600
NOT LISTED 999999

SASKATCHEWAN

FIRST NATIONS UNIV. OF CANADA
701000
SASKATCHEWAN INDIAN FED.
COLLEGE 701000
UNIV. OF REGINA 701100
NOT LISTED 999999

FOREIGN-TRAINED

888888

OTHER SCHOOLS NOT LISTED

999999

Index

- 26
- AASSWB 3
 - Absences 8
 - Advanced Generalist examination
 - content outline 17
 - sample items 20
 - Americans with Disabilities Act (ADA) 4,7,9
 - forms *tear-out sheets*
 - Appointment
 - arriving late 8
 - canceling appointment 7
 - changing appointment 7
 - making an appointment 5, 6
 - Associate examination 14
 - ASWB, description 3
 - Authorization letter 5, 9
 - Bachelors examination
 - content outline 15
 - sample items 19
 - Breaks 11, 13
 - Clinical examination
 - content outline 18
 - sample items 20
 - Disability accommodations 4,7,9
 - forms *tear-out sheets*
 - Dress 13
 - Eligibility for exam 4
 - English as a Second Language (ESL) 4, 7, 9
 - Examination
 - content 15 – 18
 - fees 4, 5
 - levels (categories) 4, 5, 12
 - number of questions 3
 - pretest items 3, 14
 - scores 11
 - score reports 6, 9, 11
 - Failing the examination 8
 - I.D. needed 6, 9
 - Masters examinations
 - content outline 16
 - sample items 19
 - Name changes
 - ASWB 3
 - Natural disasters 8
 - No-shows 8
 - Refunds 8
 - Registration
 - changes to 8
 - fax registration 5
 - form *tear-out sheets*
 - information supplied 5, 13
 - mail registration 5
 - online registration 5
 - phone registration 4, 9
 - Remedies 11
 - School codes 21-25
 - Scores
 - duplicates 14
 - duplicate score form *tear-out sheets*
 - reports at test site 6, 9, 11
 - transfers 14
 - transfer form *tear-out sheets*
 - Security
 - importance of 10
 - violations of 12
 - Snacks 12
 - Software problems 11, 13
 - Study guide 14
 - order form *tear-out sheets*
 - Study materials 10, 12
 - Survey 11
 - Technical problems 11, 13
 - Test centers
 - check-in 6, 10
 - closing due to weather 8
 - locations 5, 10, 13
 - Tips 12-13
 - Tutorial 3, 6, 10, 13
 - Waiting periods 11
 - Weather 8

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