

IMPORTANT ~ After passing the ASWB exam:

1. Your Official test score will be received by the Board on the Tuesday following the week you took the exam.
2. Have your official transcript sent directly from your college to the Board showing your conferred degree. **CSWMFT Board** 77 S High St., 24th Flr, Rm 2468, Columbus, Ohio 43215-6171
3. Complete Board's Laws & Rules (L&R) exam at: <https://www.cswmft.ohio.gov/exam/Default.aspx>
4. Complete your **FBI and BCI Criminal Records** Check (CRC) - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf> PRINT & TAKE THE BCI & FBI INSTRUCTIONS WITH YOU TO A WEB CHECK VENDOR

Your file is complete when your: **Official transcript, Official score report**, completed **application** and fee, both **BCI and FBI** background checks, **Laws & Rules exam** certificate and supervision documentation (if applicable) are received by the CSWMFT Board.

You may be eligible for **temporary license**, if your application is complete your degree has been conferred, but the formal transcript has not been issued by your school. If your application is complete except for the transcript contact Douglas.Warne@cswb.ohio.gov to see if you qualify for a temporary license.