



Counselor, Social Worker & Marriage and Family Therapist Board

50 West Broad Street, Suite 1075
Columbus, Ohio 43215-5919
614-466-0912 & Fax 614-728-7790

www.cswmft.ohio.gov & email: cswmft.info@cswb.state.oh.us

SOCIAL WORK EXAMS - READ, PRINT AND RETAIN THESE INSTRUCTIONS

Before contacting the Board: Be sure you have read all instructions. When inquiring if your fax or mail has been received or if your pre-approval has been e-mailed or mailed to you **PLEASE DO NOT CALL** instead send an e-mail to Jennifer.Kreinbrink@cswb.state.oh.us

MSW students: you must be licensed as an LSW before you can apply for LISW licensure. You can sit for the clinical or advanced generalist exams in your last quarter or semester of coursework.

Licensed LSW w/MSW on file: You do not need to complete an application for LISW licensure at this time, complete only the request for exam pre-approval.

Licensed LSW w/o MSW on file: You do not need to complete an application for LISW licensure at this time, complete the request for exam pre-approval and fax or mail in your unofficial MSW transcript.

Unofficial transcript: (acceptable options) your diploma, a letter from your college registrar or the social work department stating that you are in good standing.

To register for the ASWB exam follow the steps below:

1. Go to the **CSWMFT Board's** website at www.cswmft.ohio.gov
2. Click on [Social Worker Forms](#) (blue link middle of page)
3. Click on [LSW/LISW Preapproval Application & Instructions](#)
4. Click on [LSW Application -Online](#) or [LSW Application -Paper](#)
5. Once your: **application, pre-approval form, unofficial transcript** and copy of your **driver's license or State ID** has been received in the Board's office your file will be reviewed for exam pre-approval.
6. Within 7 to 10 business days your exam pre-approval will be sent through e-mail (or US Mail) instructing you to contact the ASWB. **The subject heading of the email will be "Exam Pre-Approval Letter". The letter will be in the body of the email. There will be no attachment. This email may go to your junk mailbox.**

IMPORTANT ~ After passing the ASWB exam:

1. Fax or mail your unofficial test score – fax #614-728-7790
2. Have your official transcript sent directly from your college to the Board showing your conferred degree.
3. Complete your FBI and BCI Criminal Records Check - <http://cswmft.ohio.gov/pdfs/CRC0308.pdf>

PRINT & TAKE THE INSTRUCTIONS WITH YOU TO A WEB CHECK VENDOR

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

Your file is complete, except your degree has not been conferred, you may be eligible for temporary licensure by submitting a letter from your college indicating that you are in good standing, have met all the academic requirements for the degree and when your degree will be conferred. Contact the Board to see if you qualify for a temporary license.

REQUEST FOR SOCIAL WORKER (LSW & LISW) EXAM PRE-APPROVAL

www.cswmft.ohio.gov FAX 614-728-7790

Fax or mail the **Exam Pre-Approval** form to the **CSWMFT Board** with a copy of:

- Your unofficial transcript
- Your driver's license or State ID
- Letter from your college registrar or the Social Work department stating that you are in good standing, degree you will be receiving and your anticipated graduation date.
- If you are licensed now as an LSW complete the request for **Exam Pre-Approval** only and fax or mail in your unofficial MSW transcript or diploma.

Name: _____ Daytime Telephone #: _____
(Name must match name on driver's license or State ID that you will submit to the ASWB)

E-mail Address: _____

Level of Exam you wish to take: BACHELORS CLINICAL ADVANCED GENERALIST

Academic Institution Attending or Graduated From: _____

Reason for Request: Initial request Retake Pre-Approval Expired Extension of Approval
 Licensed LSW w/MSW on file Licensed as LSW w/MSW Transcript or Diploma Attached

Comments: _____

In Ohio, passing the ASWB **Bachelors**, **Clinical** or **Advanced Generalist** examination will make you eligible to obtain licensure as a social worker. You must have your MSW to be approved to sit for the Clinical or Advanced Generalist examination.

- **Bachelors Examination**- Basic social work skills
- **Clinical Examination** – Direct client practice
- **Advanced Generalist Examination**- Management, policy, clinical, procedures and administrative tasks

For additional information on the examinations including study guides, practice exams and content outlines of the ASWB examinations, go to:

www.aswb.org or 888-579-3926 Click on **ASWB Exam Information** for information on exams. Click on **Study Guide** for help preparing for the licensure exam. Click on **ACT test centers** to locate a testing center near you.

IMPORTANT

After you have been pre-approved to take the exam, you will receive an email from the Board instructing you how to proceed to register with the ASWB to take the exam.

Immediately after you take the exam, the testing center will give you an Unofficial Score Report. Regardless of what information you receive from the testing center, you MUST fax your Unofficial Score Report to the Board at 614-728-7790. If you do not fax your Unofficial Score Report to the Board, your application for licensure will remain in a pending status.

If you have additional questions regarding exam pre-approval, please contact:
Jennifer Kreinbrink, MSW, LSW Jennifer.Kreinbrink@cswb.state.oh.us