

NORTH DAKOTA BOARD OF SOCIAL WORK EXAMINERS INSTRUCTIONS FOR LICENSURE APPLICATION PROCESS

Thank you for your interest in becoming a Licensed Social Worker in the state of North Dakota.

FAILURE TO READ THE INSTRUCTIONS MAY DELAY YOUR APPLICATION PROCESS!

NEW GRADUATES/ LICENSURE LEVEL UPGRADES/ PERSONS NOT CURRENTLY LICENSED

1. Approval to take the Examination. Submit the following:

- Four-page application for licensure. (Must be **NOTARIZED**)
- **\$25.00 application for licensure fee (Non-refundable)** made payable to NDBSWE. Only personal checks and money orders accepted. Credit cards not accepted.
- Official transcript showing the degree granted, or a letter of good standing from your faculty advisor.

NOTE: Failure to successfully complete the exam within 12 months of the date the application for licensure is received by the Board office deactivates the application and the \$25.00 fee and you will need to begin the process again.

NOTE: If you fail the exam, you must wait 90 days to re-take the exam. The Board cannot waive the 90-day waiting period. Contact the ASWB Registration Center to set up a time to re-take the exam.

2. Criminal History Background Checks. You will be mailed a Criminal History Record Check Request form and 2 fingerprint cards. Complete the form and mail it back to the Board office along with the two (2) fingerprint cards containing your set of prints. Both cards must be printed on and submitted directly to the Board office. **Licensure level upgrade applicants will not be required to complete the criminal history background checks.**

- A. The cost to run the criminal history check is \$47.25. You must submit a check or money order for \$47.25, made out to the North Dakota Attorney General along with your form and both fingerprint cards.
- B. You may get fingerprinted at your local law enforcement agency. Please call ahead, as fingerprinting may only be offered on certain week days. The cost for fingerprinting will vary.

3. Notification of Examination Approval. You will be notified in writing by the NDBSWE once you are approved to take the exam. You must contact the ASWB Registration Center to set up an exam date and time. The exam is offered at Minot State University in Minot and the Skills and Technology Training Center in Fargo. Exam study guides may be found at www.aswb.org.

4. Exam Registration with ASWB. Thoroughly review the Candidate Handbook from ASWB (find at www.aswb.org) and follow the directions in detail. There are no exceptions to the requirements. If the instructions are not followed, you may have to take the test at a later date. You will be required to pay the **\$175.00 examination fee payable and sent directly to ASWB when you register**. Visa, Mastercard, and Discover cards are accepted for registration over the phone. Mailed in registration payments must be through credit card, certified check or money order. **Personal checks will not be accepted for the examination fee.**

5. Additional items required before the license is issued. (These may be submitted any time during the application process)

- A. 3 references on the Board's reference forms (from the Board's website or sent from the Board office) from individuals listed on your application for licensure.
- B. **\$75.00 licensing fee made payable to NDBSWE.** Only personal checks and money orders accepted. Credit cards not accepted. (If upgrading, you do not pay this fee.)
- C. Official transcript showing degree granted and date granted to be sent from the college, if not already submitted.
- D. Verification of MSW Supervised Practice. (Applicable to LICSW applicants only.)
- E. Verification of MSW Employment. (Applicable to LICSW applicants only.)

OVER

APPLICANTS CURRENTLY LICENSED IN ANOTHER STATE

According to NDCC 43-41-07, a license by reciprocity applicant “may be granted a license upon satisfactory proof to the board that the applicant is licensed in good standing under the laws of another jurisdiction that imposes substantially the same requirements” as North Dakota.

If you are applying by reciprocity, you must submit the following to be considered for ND licensure:

- Application for licensure (Make sure you check ‘License by Reciprocity’.
- \$25.00 Application fee
- \$75.00 License fee (Can be sent on one check with the \$25 fee or separately.)
- Reciprocity applicants are not required to submit the 3 references.
- Verification of out-of-state licensure form completed by state board in state(s) of licensure
- Copy of rules and regulations from current state(s) of licensure

If your state does not meet the above requirements as stated in NDCC 43-41-07 or does not have licensure, you may apply by initial licensure. To do so, you must submit the following to be considered for ND licensure:

- Application for licensure (Make sure you check ‘Initial License’.)
- \$25.00 Application fee
- \$75.00 License fee (Can be sent on one check with the \$25 fee or separately.)
- 3 references on the Board’s reference forms (from the Board’s website or sent from the Board office) from individuals listed on your application for licensure.
- Official transcript showing degree granted and date granted to be sent from the college.
- Verification of passing score on ASWB examination earned within one year of the date of application with the NDBSWE. You must request ASWB to send your score to NDBSWE.

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- A. The cost to run the criminal history check is \$47.25. You must submit a check or money order for \$47.25, made out to the North Dakota Attorney General along with your form and both fingerprint cards.
- B. You may get fingerprinted at your local law enforcement agency. Please call ahead, as fingerprinting may only be offered on certain week days. The cost for fingerprinting will vary.

It is YOUR responsibility to be sure the forms are properly completed and sent to the appropriate addresses. If you need any help or have questions during the application process, please contact the NDBSWE office at ndbswe@aptnd.com or (701) 222-0255.

Mail forms and fees to:

**NDBSWE
PO Box 914
Bismarck, ND 58502-0914**