

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

Thank you for your interest in becoming licensed as a 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**)
 - NOTE: It is important that you disclose any information on current or past history of conviction, drug and alcohol use or actions taken by a regulatory board. You should answer yes to the appropriate question on the License Application form. You will need to submit the appropriate documentation to be reviewed by the Board. Your application may then need to be reviewed by the Board at a quarterly Board meeting. Not disclosing the information to the Board may lead to a denial of licensure or action against your license.
 - **\$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. The Board will also now accept the faculty advisor reference form for testing approval.

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. **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 (888-579-3926 or www.aswb.org) to set up an exam date and time. The exam is offered at the Pearson Professional Centers in Bismarck and West Fargo. Exam study guides may be found at www.aswb.org or calling 800-225-6880.
3. **Exam Registration with ASWB.** Thoroughly review the Candidate Handbook from ASWB (found 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 **examination fee payable and**

sent directly to ASWB when you register. The fee for the **Bachelor's or Master's level exam is \$230; the fee for the Clinical exam is \$260.** Visa, Master Card, 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.**

- 4. 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. Incomplete fingerprint cards or forms will be returned to you. You are not required to have the background check completed before you can register or take the examination! **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 **\$40.00.** You must submit a check or money order for \$40.00, 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.
 - C. Once the completed fingerprint cards and forms are received by the Board office, it may take up to 3 weeks to get the results of the background check. Your license will not be issued until the results are received. Delays may result if the FBI does not accept your fingerprints or there is a charge or conviction on your background check.
- 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.)

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

8/2015