

Wisconsin Department of Safety and Professional Services

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MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

CREDENTIALING INFORMATION FOR CERTIFIED SOCIAL WORKER, ADVANCED PRACTICE SOCIAL WORKER, AND INDEPENDENT SOCIAL WORKER APPLICANTS

THERE ARE THREE (3) TYPES OF SOCIAL WORK CERTIFICATES. THEY INCLUDE THE FOLLOWING:

Social Worker: Certification as a Social Worker (“CSW” or “Basic-Level Social Worker”) requires a Bachelor’s or higher degree in social work and passage of the **basic** level national exam (ASWB Bachelor’s Examination).

Advanced Practice Social Worker: Licensure as an Advanced Practice Social Worker (“APSW”) requires a Master’s or higher degree in social work and passage of the **intermediate** (ASWB Master’s Examination) level national exam.

Independent Social Worker: Licensure as an Independent Social Worker (“ISW”) requires a Master’s or higher degree in social work, passage of the **advanced** (ASWB Advanced Generalist Examination) level national exam or verification of certification from ACSW of NASW, and verification of at least 3,000 hours of supervised social work practice.

Certification or licensure is required for use of the following titles: “Social Worker,” “Advanced Practice Social Worker,” and “Independent Social Worker.”

Reciprocal Applicants: (Applicants who currently hold a credential in another state. Credential must remain active until Wisconsin credentialing process is complete.)

Reciprocal equivalency compares the state jurisdictional licensing standards to that of Wisconsin licensing requirements to determine if substantially equivalent. All reciprocity applications are reviewed by the Section. Review is based on a comparison of licensing requirements. It is not based on your individual qualifications.

Temporary Credentials: (temporary credentials for Social Worker, Advanced Practice Social Worker, or Independent Social Worker)

A temporary credential permits you to practice and use a title if you have completed all the requirements except the exam, and can be issued for an additional \$10.00 fee. The temporary credential expires upon notification of successful completion of examination or expiration of the 9-month period, whichever is earlier. It may be renewed once. Temporary permits are not applicable for reciprocal applicants, applicants who have already completed the national exam or applicants that completed the Social Work Training Certificate.

National Examination, Association of Social Worker Boards (ASWB):

- Required of all eligible applicants. If you have already taken the ASWB examination for the same level you are applying for in Wisconsin, **that score will be accepted if sent directly from ASWB.** Contact information for ASWB may be found under “study guides” below.
- Eligibility will be determined upon receipt of a completed application, appropriate fee, and other requirements.
- DSPS will issue approval with examination instructions when all requirements have been met.
- The ASWB examinations are administered year-round at specific sites within the state. After receipt of approval, contact ASWB at 1-888-579-3926 for the dates and further instructions.

If you fail the examination, you will be required by ASWB to wait 90 days before retaking the examination. Call ASWB to schedule another examination date.

If you need re-authorization approval sent to ASWB, please contact DSPS at dspscredjointbd@wisconsin.gov.

ASWB Guide to Social Work Exams: Candidates may purchase a guide to Social Work exams by contacting ASWB directly at 1-888-579-3926 or www.aswb.org.

Scores: Wisconsin requires a scaled score of 70 or above to pass the examination.

Wisconsin Department of Safety and Professional Services

Wisconsin Statutes and Rules Examination:

The Wisconsin Statutes and Rules examination is an open book examination relating to the practice of social workers. If you have taken the Social Work jurisprudence examination within the last five (5) years, you do not need to retake this examination.

The Wisconsin statutes and administrative rules contain information needed to answer the exam questions and can be obtained from the Department website at <http://dsps.wi.gov>. You will need the most current edition.

Exam Instructions:

Once your completed application is received and processed at DSPS, you will be assigned a test name, password, instructor name, and a six-digit ID. View your **online application status query page** to obtain this information: <https://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx>.

Supervision – ISW Applicants only (Wis. Admin. Code § [MPSW 3.07](#) and ch. [MPSW 4](#)):

Supervision of APSW practice of social work includes the direction by an approved supervisor (**see list of approved supervisors below**) of social work practice in face-to-face individual or group sessions of at least one-hour duration, during each week of supervised practice of social work. Also, must engage in the equivalent of two (2) years of full-time supervised social work practice approved by the Social Worker Section.

Approved Supervisors:

1. A Licensed Clinical Social Worker with a Master’s or Doctorate degree in social work.
2. A Certified Independent Social Worker with a Master’s or Doctorate in social work.
3. Another individual approved **in advance** by the Social Worker Section.

Your **application status** may be viewed at dsps.wi.gov under the “**Self-Service**” tab. Please check status before contacting the Department of Safety and Professional Services.

THE FOLLOWING ITEMS ARE REQUIRED DOCUMENTS FOR PROCESSING APPLICATIONS UNLESS OTHERWISE NOTED:

120 Social Worker (CSW)

- Complete application and pay applicable fee(s) via LisencE.
- Certificate of professional education (**Form #1978**), required after graduation (not required if you completed a WI Social Work Training Certificate)
- Wisconsin Statutes and Rules Examination
- Letters from all State Boards where licensed, active and inactive
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

122 Independent Social Worker (CISW)

- Complete application and pay applicable fee(s) via LisencE.
- Certificate of professional education (**Form #1978**), required after graduation
- Supervisor’s Affidavit of Independent Social Worker Supervised Pre-Certification Practice (**Form #2992**)
- Wisconsin Statutes and Rules Examination (**if not taken within last five (5) years**)
- Letters from all State Boards where licensed, active and inactive
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

121 Advanced Practice Social Worker (CAPSW)

- Complete application and pay applicable fee(s) via LisencE.
- Certificate of professional education (**Form #1978**), required after graduation
- Wisconsin Statutes and Rules Examination (**if not taken within last five (5) years**)
- Letters from all State Boards where licensed, active and inactive
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

123 Licensed Clinical Social Worker (LCSW)

Please see [Social Worker-Licensed Clinical](#) webpage and credentialing information (**Form #2681**).