

1. Apply to the State Board

- a. Go to www.pals.pa.gov
- b. Create a new account (left hand side Under YOUR ACCOUNT)
- c. Follow instructions for application
 - i. Ensure email is accurate or changed is you start application while in school, this is the way the STATE BOARD communicates with you.
 - ii. Requirements

Board/Commission: Social Work

License Type: Bachelor Social Worker

Obtained By: Examination

CheckList Name	Instructions
Application	If this application is not completed within six months, updates of certain sections of the application and supporting documents will be required. If applicable, background check documents cannot be older than 90 days from the date of issuance. If this application is not completed within one year, you will be required to complete a new application and resubmit the application fee. You may not practice in the Commonwealth of Pennsylvania until you have been issued a license, certificate, registration, permit, or authorization.
Application Fee	An application fee of \$75.00 is required. Please note that all fees are non-refundable.
Child Abuse CE	All health-related licensees/certificate holders and funeral directors are considered "mandatory reporters" under section 6311 of the Child Protective Services Law (23 P.S. § 6311). Therefore, all persons applying for issuance of an initial license or certificate from any of the health-related boards (except the State Board of Veterinary Medicine) or from the State Board of Funeral Directors are required to complete, as a condition of licensure, 3 hours of training approved by the Department of Human Services (DHS) on the topic of child abuse recognition and reporting. After you have completed the required course, the approved provider will electronically submit your name, date of attendance, etc. to the Bureau. For that reason, it is imperative that you register for the course using the information provided on your application for licensure/certification. A list of DHS-approved child abuse education providers can be found on the Department of State Website.
Criminal History Check	Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency that is the official repository for criminal history record information for every state in which you have lived, worked, or completed professional training/studies for the past ten (10) years. The report(s) must be

dated within 90 days of the date the application is submitted. For applicants living, working, or completing training/studies in Pennsylvania, your CHRC request will be automatically submitted to the Pennsylvania State Police upon submission of this application. The **PATCH fee will be included at checkout.** Your PA CHRC will be sent directly to the Board/Commission. You will be notified if additional action is required. For individuals living, working, or completing training/studies outside of Pennsylvania during the past ten (10) years, in lieu of obtaining individual state background checks, you may elect to provide BOTH a state CHRC from the state in which you currently reside, AND your FBI Identity History Summary Check, available at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. Please note: For applicants currently living, working, or completing training/studies in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check, available at the link noted above.

Databank Report

Provide an official notification of information (**Self Query**) from the National Practitioner Data Bank. Please refer to the NPDB website for additional information. When you receive the "Response to your Self Query," you will need to upload it to your online application. The report will need to be uploaded, where prompted, in order to submit your application.

Education Verification

Forward the Verification of Education form to your school/university to complete. You are only required to verify the level of education completed which qualifies you for this license. The school must return the completed verification form directly to the Board. This form is only required for individuals that are in their final semester and are requesting to take the ASWB Bachelor's examination while they are in their final semester. You will be able to download the form after you submit your application and pay your fee.

Educational Transcripts

Request an **official transcript** conferring a Bachelor's Degree in social work or social welfare to be submitted by the CSWE (Council on Social Work Education) accredited school directly to the Board. Official transcripts should be mailed to the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, PO Box 2649, Harrisburg, PA 17105-2649.

Exam Results

Contact the Association of Social Work Boards (ASWB) and request that they forward your passing score of the Bachelor's Examination to the Board.

Letter of Good Standing (LOGS)

Contact the state board office(s) where you hold or have ever held a license, certificate, permit, registration or other authorization to practice a health-related profession (whether active, inactive, expired or current) and **request letters of good standing/verification of licensure in that state or jurisdiction.** The letter must include the following: license issue and expiration date, license status (current or expired) and disciplinary standing. The letter(s) of good standing must be sent directly to the Board.

- d. Check your PALS account often to ensure all information is being received by the STATE BOARD. – there are check boxes next to all requirements.
- e. Once application complete – you will get an email (HOLD ONTO THIS EMAIL)

2. Register for EXAM

- a. Go to www.aswb.org
- b. Click on Exam Candidates button
 - i. Information on this site
 - 1. Candidate Handbook (download) – helpful information
 - 2. Testing Accommodation information
 - 3. Price – Bachelors Test \$230
 - 4. KSA – what you need to know about the exam

<https://www.aswb.org/wp-content/uploads/2017/04/2018-Bachelors.pdf>

3. Sign up with test location

- a. Go to <https://home.pearsonvue.com/>
- b. Click on Test Takers
 - i. Register
 - ii. Learn guidelines for what to take with you, what to expect, helpful tips
<https://home.pearsonvue.com/Test-takers/Resources.aspx>

4. Day of your Exam

- a. Go to testing location
- b. Take appropriate identification
- c. Put all items in a locker
- d. Sit at computer and go through tutorial
- e. Take exam
 - i. 170 questions (150 are scored for you, but you do not know which ones)
 - ii. 4 hours
 - iii. Finalize exam
 - iv. Get results
 - 1. Nearly pass –
 - a. Do not start new application with STATE
 - b. Wait 90 days to register with ASWB and Pay \$230 (again)
 - c. Take exam
 - 2. PASS – Congratulations
 - a. Do not add LBSW until you have your paper license in hand
 - b. If in school, license will be issued after confirmation of graduation.

- c. If out of school, license should be mailed (on average) 4-6 weeks from the STATE.

5. Now you are Licensed

- a. You are bound to PA Regulations
<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter47/chap47toc.html&d=>
- b. Renewal is February 28th of odd years (2 year cycle)
- c. To renew (except for your first renewal of your first PA license)
 - i. 30 CEs – your responsibility to keep records of CEs for 4-5 years
 - 1. Act 31 (minimum of 2 CE course)
 - 2. Ethics – 3 CEs
 - 3. Suicide Prevention – 1 CE
 - ii. Pay renewal fee
 - iii. All renewals are online via PALS website
 - iv. Paper license will be delivered via USPS
- d. If first renewal of first PA license – no credits are needed, except – ACT 31.