So you need to get your license? Follow these steps!

1. Fill out the Authorization to Test Form in one of four ways:

-Call (888)579-3926

-Fill out the Exam Registration form online at [www.aswb.org/exam-candidates](http://www.aswb.org/exam-candidates) Click on ‘Register for Exam’.

-Fax the registration form that is available in PDF form at the link above to (540)829-0142.

-Mail the Exam Registration form to ASWB Candidate Services, PO Box 1508, Culpeper, VA 22701

\*NOTE\* Payment must be made at time of registration. $230 for Bachelor’s and Master’s exams. $260 for Advanced Generalist or Clinical exams.

2. Your jurisdiction will send you an email within 72 hours (or mail within 7 to 10 business days) your Authorization Form. If you do not receive the email or letter within the specified time frame, let the ASWB Candidate Services know immediately.

3. Go to <http://www.pearsonvue.com/aswb/> to schedule your exam. If you haven’t already, create an account with the ASWB. You can also schedule the exam over the phone at 1(888)579-3926.

4. The day of:

-Take care of yourself: Get a good amount of sleep, eat a healthy breakfast and stay hydrated during the days prior to the exam.

-Arrive early: Being late is counted as a no-show and you will not be able to take the test. You will also forfeit your exam fee.

-Take the exam: You will have 4 hours to take the exam. There are 170 multiple choice questions. Only 150 of the 170 are scored. The non-scored questions are scattered randomly through the test. Your score will be showed at the end of the test.

-You will be provided with an unofficial record of your score before leaving the testing center. Your score will be forwarded to the board in the jurisdiction you applied for. Allow two weeks for this process.

-In the event, you do not pass the exam, you will be provided with a breakdown of your score within the four tested areas to assist in studying for the next time you take the exam. You must wait 90 days to take it again. Repeat the process from Step 1.

5. After the exam:

-As noted, your score (pass/fail) will be automatically forwarded to the social work board in the jurisdiction you applied in. Processing takes approximately two weeks. At that time, registration materials will be sent to you by the ASWB with further instructions on how to proceed with the process of getting your license.

-If you have moved and need to transfer your license to a different jurisdiction, you may do so in two ways. Call (888)579-3926 or fill out the Score Transfer Request form at <https://www.datapathdesign.com/ASWB/OLSalesdswb/Prod/cgi-bin/olsScoresDLL.dll/scoBuyerEmpty>

\*NOTE\* Transferring your license to a new jurisdiction costs $40.

Created by MSW student, Spring 2017