



Mississippi
Board of Examiners for
Social Workers and Marriage & Family Therapists
Post Office Box 4508
Jackson, MS 39296-4508
601-987-6806/Fax: 601-987-6808
www.swmft.ms.gov

The purpose of this form is to allow you to apply and sit for the ASWB exam before graduation from your social work program. Student approval to take the applicable Association for Social Work Boards (ASWB) social work exam if you are classified as Senior in a CSWE accredited BSW program or in the final year of the MSW program at your college or university.

All fees should be paid through the applicant portal online. All documents can now be submitted via email to tking@swmft.ms.gov or info@swmft.ms.gov. All supervision documents must be emailed to kdixon@swmft.ms.gov. Please be sure to read RECENT NEWS and/or Twitter for updates, as well as the Rules and Regulations under RESOURCES. Upon receipt of the \$27.00 initial application processing fee and the completed initial application form (submitted via applicant portal), the Board will approve you to sit for the exam and email you an approval letter. You may view the Candidate Handbook at <https://www.aswb.org/>. It gives you instructions on how to apply to take the exam. The exam fee is a separate cost from the initial application processing fee.

The cost of the Bachelors and Masters exam is \$230.00. DO NOT SEND US THE EXAM FEE. Those fees must be paid to ASWB. You may schedule an appointment to take the exam with ASWB within days after payment is received. If you fail the exam and plan to retake it, please follow the instructions in the candidate handbook. You may retake the exam in 90 days if your approval has not expired. The exam is given daily at various locations. ASWB will give you more detailed information about the test locations in your area or state.

Please understand that in the State of Mississippi you cannot practice as social worker without being licensed as social worker by the Mississippi State Board of Examiners for Social Workers and Marriage and Therapists (Board). There is nothing wrong with interviewing and accepting a position but you cannot practice as a social worker until you have received your license number from the Board. Employers may call the Board to verify if you possess a valid social work license but it is very unprofessional for an employer to call the Board office to inquiry about your application for licensing.

A copy of the rules and regulations and all forms can be found at our website: www.swmft.ms.gov.

SPECIAL PORTAL INSTUCTIONS: Once you submit an application, the portal will take you to the payment screen to submit the \$27 application fee. You will not be able to pay for your background check fee or initial licensure fee until Board staff posts the fees to your profile. In order to receive an approval to sit for the exam, we only need the initial application (online portal) and the enrollment verification sent/emailed directly from your Dean or Chair of Social Work Department. You do not have to submit the background check form to sit for the exam.

**PLEASE SEE IMPORTANT INSTRUCTIONS AND THE ENROLLMENT
VERIFICATION FORM ON THE NEXT PAGE**

~~~~IMPORTANT INSTRUCTIONS~~~~

➤ **Once you pass your exam, please submit the following to complete the licensure process:**

- The Request for Fingerprint Card Form and fee (payable in the online applicant portal). You may submit the form with fee at any time during the application process.
- The Initial License Fee (\$75.00 for Bachelor Level and \$110.00 for Masters Level; or \$32 if upgrading a current license from LSW to LMSW) payable in the online applicant portal. You may submit this fee at any time during the application process. It is not required for testing purposes.

➤ **Please be sure to submit the following after graduation:**

- Verification of Education Form (Form 267) OR official transcript. Instructions are listed on the top of the form or an official sealed transcript. Electronic transcripts can be emailed to info@swmft.ms.gov

THE NEXT PAGE SHOULD BE COMPLETED BY YOUR DEAN OR CHAIR OF THE SOCIAL WORK PROGRAM



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Social Work Program Student Enrollment Verification

Date: _____

Name: _____
(Last) (First) (Middle Initial)

Email Address _____

Last 4 of SSN: _____ Date of Birth ____/____/____

License applying for (*check one*) Social Worker/BSW (LSW) Master Social Worker/MSW (LMSW)

You must be a student certified as being in senior status or in the final year of the program from a college or University accredited by the Council on Social Work Education (CSWE) or Southern Association of College and Schools (SACS).

Which social work degree do you currently possess: ____ BSW ____ MSW ____ N/A (Student)

Is your school accredited by ____ CSWE ____ SACS ____ BOTH

Please have the Dean or Chair of your Social Work Department sign below to verify that you being in senior status or in the final year of the program:

_____|_____|_____
Dean or Social Work Chair Name of College or University Date