

**Full Time MSW/BSW Program**  
**Requesting Wisconsin Social Work Certification Application**  
 Wisconsin Department of Safety and Professional Services

This document can be found online at: <https://socwork.wisc.edu/credcont>

<b>APPLICATION</b>	
<b>1</b>	<p><b>Download Instructions &amp; Application:</b></p> <p><b>BSW</b> – Certification as a Social Worker (CSW)*  <a href="http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1992.pdf">http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1992.pdf</a>  <i>*The national exam is called the <b>Bachelors</b> exam.</i></p> <p><b>MSW</b> – Certification as an Advanced Practice Social Worker (CAPSW)**  <a href="http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1992.pdf">http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1992.pdf</a>  <i>**The national exam is called the <b>Masters</b> exam.</i></p> <p><b>Request application:</b> Call 608/266-2112</p>
<b>2</b>	<p><b>Complete application:</b></p> <ul style="list-style-type: none"> <li>The status of your application can be checked at  <a href="http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx">http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx</a></li> </ul>
<b>3</b>	<p><b>Mail application:</b>          WI Department of Safety and Professional Services (WDSPS)          P.O. Box 8935          Madison, WI 53708-8935</p>
<p><b>Social Worker’s Certification of Professional Education #1978</b></p> <p><b>Special Note: Student submits form to Registrar AFTER MSW is conferred (approx. mid-July 2017)</b></p>	
<b>4</b>	<p>After you complete courses and your degree appears in your Student Center (Student Center &gt; Academics &gt; My Academics &gt; View My Degrees), <b>download Form 1978</b>  <a href="http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1978.pdf">http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1978.pdf</a>  <i>Please note: It can take anywhere from four to six weeks for your degree to appear.</i></p>
<b>5</b>	<p>Complete the “Applicant” box at the top of Form 1978.</p> <ul style="list-style-type: none"> <li>Including your social security number is optional.</li> <li><b>Do not complete any other portion of this form.</b></li> </ul>
<b>6</b>	<p>Choose one of four ways to submit this form:</p> <p><b>ONE:</b> Scan form 1978 and attach it to an e-mail to: <a href="mailto:certs@em.wisc.edu">certs@em.wisc.edu</a>          Include in the body of the e-mail: Your full name, Date of Birth, Campus ID</p> <p><b>TWO:</b> Fax the form to: (608) 265-8946, Attn: Certifications          Include on the cover sheet: Your full name, Date of Birth, Campus ID</p> <p><b>THREE:</b> Mail it to:</p>

	<p>Transcripts &amp; Certification Office of the Registrar UW-Madison 333 East Campus Mall #10101 Madison, WI 53715</p> <p>Include on a post-it note: Your full name, Date of Birth, Campus ID</p> <p><b>FOUR:</b> Deliver in person to 10<sup>th</sup> Floor, Office of the Registrar, 333 East Campus Mall</p> <p>Include on a post-it note: Your full name, Date of Birth, Campus ID</p>	
<b>7</b>	The Transcripts & Certification Office of the Registrar's Office then mails Form 1978 directly to the Department of Safety and Professional Services.	
<b>8</b>	<b>Temporary Certificates:</b> A temporary certificate permits you to practice and use a title if you have completed all the requirements except the exam. Review this section of the application carefully.	
<b>MSW &amp; BSW FEES*</b>		
Application	\$165.00	Paid when you mail application
Examination	\$230.00	Paid when you take the National exam (Association of Social Work Boards, <a href="http://www.aswb.org/">http://www.aswb.org/</a> )
Temporary Certificate	\$10.00	

\*September 2016

## Helpful websites:

**Association of Social Work Boards:** ASWB Examination Information, <https://www.aswb.org/exam-candidates/>

**Department of Safety & Professional Services:** Click on "Licenses/Permits/Registrations" and then "Health Professions" to find Social Worker and Social Worker -Advanced Practice– <http://dsps.wi.gov/Home>