

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

An application for State of Wisconsin Certification consists of two parts: Form 1992 and Form 1978. Form 1992 is completed first. Form 1978 is completed after UW-Madison posts your degree.

APPLICATION—Part I	
1	<p>Download Instructions & Application (Form 1992): https://dsps.wi.gov/Credentialing/Health/fm1992.pdf</p> <p>Select the credential type you are applying for:</p> <ul style="list-style-type: none"> • Social Worker (SW): Certification as a Social Worker requires BSW and passage of basic level national exam (ASWB Bachelor’s Examination) • Advanced Practice Social Worker (CAPSW): Licensure as an Advanced Practice Social Worker requires MSW and passage of intermediate level national exam (ASWB Master’s Examination)
2	<p>Complete application: The status of your application can be checked at https://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx</p> <p>Once your completed application at DSPS is received and processed, you will be assigned a test name, password, instructor name, and a six digit ID.</p>
3	<p>Mail application: WI Department of Safety and Professional Services (WDSPS) P.O. Box 8935 Madison, WI 53708-8935</p>
APPLICATION—Part II	
<p><u>Social Worker Certificate of Professional Education</u> (Form #1978)</p> <p>Submit this form to the Office of the Registrar or to our School of Social Work, after MSW degree is posted; it can take 2 weeks or longer after your semester terms has ended. Check your Student Center to verify that your degree has been posted before submitting this form.</p>	
1	<p>After your degree is posted in your Student Center (Student Center > Academics > My Academics > View My Degrees), download Form 1978 https://dsps.wi.gov/Credentialing/Health/fm1978.pdf</p>

2	<p>Complete the “Applicant” box at the top half of form 1978.</p> <ul style="list-style-type: none"> • Social security # is optional. • Do not complete the bottom half of form 1978. 						
3	<p>Choose one of four ways to submit this form:</p> <p>ONE: Scan form 1978 and attach it to an e-mail to: registrar@em.wisc.edu Include in the body of the e-mail: Your full name, Date of Birth, Campus ID</p> <p>TWO: Fax the form to: (608) 265-8946, Attn: Certifications Include on the cover sheet: Your full name, Date of Birth, Campus ID</p> <p>THREE: Mail it to: Transcripts & 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>FOUR: Deliver in person to 10th 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>						
4	<p>The Transcripts & Certification Office of the Registrar’s Office then mails Form 1978 directly to the Department of Safety and Professional Services.</p>						
5	<p>Temporary Certificates: 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.</p>						
MSW & BSW FEES*							
Application	<table border="1"> <tr> <td data-bbox="459 1224 630 1297">\$165.00</td> <td data-bbox="630 1224 1421 1297">Paid when you mail application form 1992 https://dsps.wi.gov/Credentialing/Health/fm1992.pdf</td> </tr> <tr> <td data-bbox="459 1297 630 1409">\$230.00</td> <td data-bbox="630 1297 1421 1409">Paid when you take the National exam (Association of Social Work Boards https://www.aswb.org/exam-candidates/exam-registration/)</td> </tr> <tr> <td data-bbox="459 1409 630 1478">\$10.00</td> <td data-bbox="630 1409 1421 1478">Paid when you mail application https://dsps.wi.gov/Credentialing/Health/fm1992.pdf</td> </tr> </table>	\$165.00	Paid when you mail application form 1992 https://dsps.wi.gov/Credentialing/Health/fm1992.pdf	\$230.00	Paid when you take the National exam (Association of Social Work Boards https://www.aswb.org/exam-candidates/exam-registration/)	\$10.00	Paid when you mail application https://dsps.wi.gov/Credentialing/Health/fm1992.pdf
\$165.00	Paid when you mail application form 1992 https://dsps.wi.gov/Credentialing/Health/fm1992.pdf						
\$230.00	Paid when you take the National exam (Association of Social Work Boards https://www.aswb.org/exam-candidates/exam-registration/)						
\$10.00	Paid when you mail application https://dsps.wi.gov/Credentialing/Health/fm1992.pdf						
Examination							
Temporary Certificate							

September 2018

Helpful websites:

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

Department of Safety & Professional Services: Social Worker, ASWB Bachelor’s credential
<https://dsps.wi.gov/pages/Professions/SocialWorker/Default.aspx>

Department of Safety & Professional Services: Social Worker –Advanced Practice:
<https://dsps.wi.gov/Pages/Professions/SocialWorkerAdvancedPractice/Default.aspx>

Information on State of Wisconsin Social Work Certification and Licensure can be found on our link:
<https://socwork.wisc.edu/students/continuinged>

