

Part-Time MSW Program
Requesting Social Worker-Advanced Practice Certification Application
 Wisconsin Department of Safety and Professional Services (DSPS)

APPLICATION PROCESS

1	<p>Download and Print Application:</p> <p>a) Go to: http://dsps.wi.gov/Home and click > Licenses/Permits/Registrations > Health Professions > Social Worker-Advanced Practice > Application Forms > <u>1992 Application For Advanced Practice Social Worker</u></p> <p>b) OR to go directly to Form #1992: http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1992.pdf</p>
2	<p>Complete the Application (Form #1992) reading the instructions and information carefully</p>
3	<p>Mail application (Form #1992): Department of Safety and Professional Services P.O. Box 8935 Madison, WI 53708-8935</p> <ul style="list-style-type: none"> The status of your application can be checked at: http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx
<p>Once your application has been approved you can register to take the required examinations (steps 4 & 5)</p>	
4	<p>The Wisconsin State Law “Open Book” Exam:*</p> <ul style="list-style-type: none"> http://dsps.wi.gov/Default.aspx?Page=cdd31d9f-5be6-4af7-a8b2-fa0c72b43f08 (1) DSPS will send you exam information along with a password and applicant ID The Wisconsin Administrative Code is available online and in hardcopy in the library <p><i>*You do not need to take this exam if you’ve taken it within the past five (5) years.</i></p>
5	<p>The Association of Social Work Boards (ASWB) National Exam</p> <ul style="list-style-type: none"> http://dsps.wi.gov/Default.aspx?Page=cdd31d9f-5be6-4af7-a8b2-fa0c72b43f08 (2) Contact ASWB to register for the exam. ASWB exam candidates website: https://www.aswb.org/exam-candidates/ Follow their instructions and pay the fee Exam for this level is called: ASWB Masters This exam may be taken up to six (6) months prior to graduation or any time after graduation Testing accommodation forms are available for those with special needs Note: Form #2576 is no longer required

Social Worker Certificate of Professional Education #1978

You **MUST** submit this form *after* you graduate

6 After you complete courses **and** your *degree appears in your Student Center (Student Center > Academics > My Academics > View My Degrees),
Download and Print Form #1978
 a) <http://dsps.wi.gov/Home> >Licenses/Permits/Registrations > Health Professions > Social Worker-Advanced Practice > Application Forms
 b) OR go directly for Form #1978:
<http://dsps.wi.gov/Documents/Credentialing%20Forms/Health%20Application%20Forms/fm1978.pdf>
 * It can take anywhere from four to six weeks for your degree to appear in your Student Center.

7 **Complete** the “Applicant” box at the top of Form #1978
 • Including your social security number is optional
 • **Do not complete any other portion of this form**

8 **Submit Form #1978 to the Transcripts & Certification Office at UW-Madison**
 • There are four different options for you to submit Form #1978:
ONE: Scan Form #1978 and attach it to an e-mail to: certs@em.wisc.edu
 Include in the body of the email your full name, date of birth, campus ID.
TWO: Fax the form to: (608) 265-8946, Attn: Certifications
 Include on the cover sheet your full name, date of birth, campus ID.
THREE: Mail it to:
 Transcripts & Certification
 Office of the Registrar
 UW-Madison
 333 East Campus Mall #10101
 Madison, WI 53715-1384
 Include your full name, date of birth and campus ID in your letter.
FOUR: Deliver in person to 10th Floor, Office of the Registrar, 333 East Campus Mall
 Provide them with your full name, date of birth and campus ID.
 • The Transcripts & Certification Office completes Form #1978 and mails directly to the DSPS.

9 **Temporary Certificates:** A temporary certificate permits you to practice and use a Social Worker title if you have completed all the requirements except the exam. Review this section of the application carefully if you are interested in this certificate.

MSW FEES*

Application	\$165.00	Paid when you mail your application – includes State Law Exam fee of \$75.00
ASWB “Masters” National Exam	\$230.00	Paid when you take the National ASWB Exam (Association of Social Work Boards, http://www.aswb.org/)
Temporary Certificate	\$10.00	