STATE OF MARYLAND
DHMH Department of Health and Mental Hygiene
Martin O'Malley, Governor - Anthony G. Brown, Lt. Governor - John M. Colmers, Secretary

MARYLAND BOARD OF SOCIAL WORK EXAMINERS
4201 Patterson Avenue, *Phone Number:410-764-4788*
Baltimore. Maryland 21215 *Toll Free: 1-877-526-2541*
Website: http://www.dhmh.state.md.us/bswe/ *Fax: 410-358-2469*

APPLICATION INSTRUCTIONS

ALL DOCUMENTATION MUST BE ORIGINAL, ON THE FORMS CURRENTLY IN USE BY THE BOARD AND SUBMITTED AS A **COMPLETE** APPLICATION PACKET

DO NOT SUBMIT DOCUMENTATION CONTAINING WHITE OUT OR CORRECTIONS

CHECK LIST:

Please use the following check list to be certain your application packet is complete.

- ☐ Application Form
- ☐ Check or money order, payable to the Maryland Board of Social Work, for $100
- ☐ Verification of out-of-state social work licenses
- ☐ Official examination report
- ☐ Three professional reference forms
- ☐ Employment certification form(s)
- ☐ Resume
- ☐ Official MSW transcript with the date the MSW degree was awarded/conferred

PLEASE DO NOT SEND THE ITEMS LISTED ABOVE SEPARATELY

DOCUMENTATION:

All documentation and required forms must be mailed to the Board in **one** application packet. The applicant must use the forms currently in use by the Board and the forms must contain original signatures. The Board cannot accept copied or faxed documents. It is recommended that applicants keep copies of all the documentation and communications submitted to the Board.

APPLICATION FORM:

All items on the application form must be completed and the "Applicant's Affidavit" must be signed and dated. It does not need to be notarized.

NAME

Your name will appear on all documents and correspondence as you list it on the application form. Please note:
1) the name must be your **legal** name
2) the name on your driver's license or identification card must match
3) the license will be issued in the name listed on your application

QUESTIONS #1 THROUGH #6
Answer all questions with a yes or no. For each question answered with a yes, please attach a detailed explanation. For questions #4 and #5 also provide a certified copy of the police/court record and final disposition.

VERIFICATION OF OUT-OF-STATE LICENSE(S):
All applicants must have the out-of-state licensing Board(s) complete the enclosed license verification form. The completed licensure verification form(s) must be returned to you, remain in the sealed envelope and be submitted with your application. **No online license verification will be accepted.**

OFFICIAL EXAM SCORE REPORT:
ASWB – Association of Social Work Boards
An applicant who passed the required ASWB examination for another jurisdiction must request an Official Score Report. This request can be made by phone by calling 1-888-579-3926 or on line at www.aswb.org The Official Score Report must be sent to the applicant and remain in the sealed envelope.

STATE EXAM
An applicant who passed a state constructed test must request a License Verification from the out-of-state Board(s) using the enclosed form. The license verification is sent to the applicant and must remain in the sealed envelope.

NASW – National Association of Social Workers
An applicant who passed the ACSW examination must request an "ACSW Verification Letter." This request can be made by phone, 1-800-638-8799 Ext # 293 or Ext # 367. The ACSW Verification Letter should be mailed to you and must remain in the sealed envelope.

PROFESSIONAL REFERENCES:
Using the enclosed forms, applicants are required to submit three (3) professional references.

EMPLOYMENT CERTIFICATION:
The enclosed employment certification form must be used by an applicant to document that she/he has completed at least 1,000 hours of compensated social work practice per year for 5 years out of the 10 years preceding application to the Board.

If additional forms are needed, you may photo copy this form.

The upper portion is completed by the applicant and the lower portion completed by the Director **or** Personnel Officer. The employer should return the completed form in a sealed envelope. The employment certification form must remain sealed and be submitted with the application packet.

RESUME:
The applicant's resume should document a complete employment history. However, for licensing purposes, the resume must provide a detailed description of the social work practice associated with employment sites and time frames found on the employment certification form(s).

OFFICIAL TRANSCRIPT:
The official seal of the college/university is required on all transcripts with the date the MSW degree was awarded/conferred. The official transcript must be submitted in a sealed envelope with the application packet. **Please do not request the college/university to mail the official transcript directly to the Board.**

FOREIGN DEGREES:
Applicants who possess foreign degrees must have their credentials reviewed by the Council on Social Work Education (CSWE) prior to making application to the Board. CSWE's written determination and a copy of the foreign transcript must be submitted with the application. www.cswe.org or 703-683-8080

OFFICIAL ADDRESS OF RECORD:
All social work licensees should be aware that the address provided to the Board is the official address of record to be kept in the Board's files and is considered part of a public record.

NOTIFICATION OF CHANGE IN NAME OR ADDRESS:
It is the responsibility of the applicant/licensee to notify the Board promptly of any change in contact information. The Board must be notified in writing of applicant's/licensee's name and/or address change. All communication from the Board, including your license, will be mailed to the address provided on the application form.

Please provide the Board with an email address and be sure to keep the email address current with the Board.

USE OF DATES:
When a date is requested, please enter a date (month/day/year). Do NOT use the expression "to the present."

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FEE:
A $100.00 non-refundable application fee, payable to the Maryland Board of Social Work Examiners, by check or money order, is due with the application.