

Your Journey to: Social Work Licensure (WISCONSIN)

Winona State University
Master of Social Work Field Office



BEGIN APPLICATION

Begin your application for "Advanced Practice Social Worker" licensure. You may begin the application up to six months prior to graduation. Apply online at <https://license.wi.gov/>

First-time applicants select "Social Worker- Advanced Practice" and "Licensure by Examination." Applications for licensure cost \$165. The WI Statutes and Rules exam is also required for licensure and may charge an additional fee.

UPLOAD SUPPORTING DOCUMENTS

The application for licensure requires you to upload the following applicable documents: marriage/divorce certificate, any criminal convictions/pending charges, veteran request application addendum, any malpractice suits/claims, and WI Dept of VA voucher code.

Exam scores are added to your file by the respective third party later.*

FINISH APPLICATION

Once your application is complete and you have paid the application fee, WI Dept of Safety and Professional Services (DSPS) will issue an application number and password, which you will use to complete the WI Statutes and Rules exam. They will also issue instructions to take the national ASWB exam.

Students should wait to take all exams until they have been given approval by WI DSPS.**

TAKE EXAMS

Register to take the national exam through ASWB using DSPS instructions. There is a \$230 exam fee paid directly to the ASWB. Once you know your exam date, show up and take the exam!***

You will also take the WI Statutes and Rules Exam, accessed at: <https://dsps.wi.gov/Pages/Professions/SocialWorker/Exams.aspx>

Use the applicant ID, exam name, and password issued to you by DSPS to complete the WI Statutes and Rules exam.

SEND TRANSCRIPT

Wait until you have completed ALL degree requirements, contact the Registrar to submit your official transcript to your DSPS application.

ASWB will send you a letter when your application is fully approved.

ONCE YOUR APPLICATION IS FULLY APPROVED...

YOU ARE AN ADVANCED PRACTICE SOCIAL WORKER!

CONGRATULATIONS!****

FUTURE STEPS

CISW

or

LCSW*****

You may apply to take the advanced practice exam through ASWB after completing 3,000 hours of supervised social work practice. You must meet all prerequisite requirements and be an APSW.

You may apply to take the LCSW exam after 3000 hours of supervised clinical social work practice, including at least 1,000 hours of face-to-face client contact and including DSM diagnosis and treatment of individuals. You must meet all prerequisite requirements and be an APSW.

*ASWB Master Exam Score, Certificate of Professional Education (form 1978), WI Statutes and Rules exam will be uploaded to your file by the respective third party. Be sure to provide all third parties with your application number where applicable so they submit your documents to the right place.

**After receiving your application number, you may request a temporary license to begin working prior to completing the exams and being fully licensed. Students may request a degree completion form to be completed by WSU in the event they intend to begin employment immediately after graduating, but before their degree is posted.

***Unofficial results are received immediately. Official results are sent to ASWB about two weeks after your exam date.

****Licenses in Wisconsin must be renewed on by the 28th of February on every odd year.

*****Students may also have WSU complete a verification form to certify that they have completed a "clinical field placement" if seeking a clinical licensure later on in their career.

