

Association of Social Work Boards



*Candidate Handbook*

ASWB Social Work Licensing Examinations

2010

# Contact Information

Candidate Registration

**1-888-579-3926**

Hours of Operation:

Monday - Thursday, 8:30 a.m. - 6:30 p.m. Eastern time

Fridays, 8:30 a.m. - 5:30 p.m. Eastern time

## Assistance for the Hearing Impaired

ASWB provides support for telephone communications with the hearing impaired. Hearing impaired candidates may contact the ASWB Candidate Registration Center through their local Relay Services by dialing 1-888-332-EXAM (toll free). **This number is for use by hearing impaired candidates ONLY.**

## Registration Center Mailing Address

ASWB Candidate Registration Center

P.O. Box 1508

Culpeper, VA 22701

<b>Fax Communications</b>	<b>(540)-829-0142</b>
<b>Study Guide &amp; Practice Test Orders</b>	<b>1-800-225-6880</b>
<b>ASWB Website</b>	<b><a href="http://www.aswb.org">www.aswb.org</a></b>

## Fee schedule

*-all fees U.S. dollars-*

Examination fee	After 1/1/2010 \$230 Bachelors or Masters \$260 Advanced Generalist or Clinical
Excused absence fee	\$150 (all exams)
Registration change	\$30
Duplicate score report	\$30
Score transfer	\$30
Study/Guide	\$30
Online Practice Test	\$75

Association of Social Work Boards

400 South Ridge Parkway, Suite B

Culpeper, VA 22701

[www.aswb.org](http://www.aswb.org)





# ASWB Examination Candidate Handbook

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## Introduction

*This handbook was designed to help you register for and take the ASWB social work licensing examinations. This is not a complicated process, but it is important that you follow the registration steps carefully. Missing a step, or making a mistake during registration, can delay your examination, or prevent you from taking it entirely.*

*Take the time to read through this handbook before you start to register—it will make the examination process easier for you and for the people who will be helping you along the way. If you have any additional questions, you can call the Association of Social Work Boards at 1-800-225-6880. You may also find it useful to visit our website, [www.aswb.org](http://www.aswb.org).*

*Finally, congratulations on your efforts to become a licensed social worker. In the midst of the paperwork involved in applying for and receiving your jurisdiction's license, it's easy to forget that what you're doing is very important—not only to you, but to the people you will be serving.*

## About ASWB

You will be taking one of the examinations developed by the Association of Social Work Boards (ASWB). Incorporated in 1979, ASWB is the association of regulatory boards that oversee social work. The association owns and maintains the social work examinations used across the U.S. and in some Canadian provinces, and is a central resource for information on the legal regulation of the social work profession.

ASWB is an organization devoted to consumer protection, which is the purpose of licensing and professional regulation. Licensing exists to provide state and provincial governments with a way to verify that a social worker has the skills and knowledge necessary to provide a safe level of practice. Licensing also establishes social work practice as a separate and distinct branch of mental health services, and gives governments a way to monitor the professional conduct of social workers.

### About the examinations

The ASWB examinations are one of the elements used by boards in making licensing decisions (other factors, such as education, and often, supervised experience, are also included in licensing requirements). The examinations themselves were developed from surveys of social work practitioners conducted by ASWB in 1979, 1988, 1996, and 2001. The results of those surveys shape not only the actual questions that appear on the examinations, but the very need for a particular examination within a specific scope of practice.

The examinations are carefully developed and maintained by ASWB and its Examination Committee, following standards developed jointly by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education. There are five categories of examination—Associate, Bachelors, Masters, Advanced Generalist, and Clinical—based on education and practice experience. Complete content outlines and sample questions for four examinations (the Associate and Bachelors exam share the same content outline) can be found beginning on page 19.

Each ASWB examination contains 170 multiple choice questions; 20 of these questions are non-scored items that are being pretested for possible inclusion as a scored question on a future ASWB examination. Your performance on the pretest items will not affect your score on the examination—only the 150 remaining items will count toward your score. The pretest and scored items will be mixed together on the examination. You should try to answer all 170 questions.

You will have four hours to complete the examination, which is administered through a networked personal computer. This testing program will allow you to move freely through the test, change answers, flag questions for later attention, skip questions, and review questions. Taking the examination requires little or no computer experience, and you will receive a brief tutorial to help you become comfortable with the testing equipment. The tutorial will not affect the amount of time you have to take the test—your four hours will begin when you actually start the ASWB examination.

Some boards require additional examinations as part of the licensure process. Check with your jurisdiction's social work board if you are unsure whether the ASWB examination is the only examination you need to take. To find your board's phone number, visit our website at [www.aswb.org](http://www.aswb.org) or call ASWB at 1-800-225-6880.

### **Exam content**

The ASWB examinations are multiple-choice tests designed to measure the minimum competency acceptable to practice social work within a given scope of practice. They are developed from a regularly updated survey of the actual practice of social workers across North America, in a variety of settings and representing demographic variables. Test questions are written by item writers who have been selected to reflect racial, ethnic, gender, geographic, and practice setting diversity. An Examination Committee, composed of content experts from a variety of practice settings and balanced for diversity, reviews and selects questions to be placed on the ASWB examinations.

The Association of Social Work Boards also works to ensure that the examinations are fair measures of competency regardless of the race or gender of the test-taker. As part of this effort, every test item undergoes a statistical and sensitivity analysis by a group of expert social work professionals. If such analysis demonstrates any race or gender bias, the item is deleted. Results over several years have shown that ASWB exams are statistically free from race and gender bias.

**A special note on the Associate Examination:** A small number of jurisdictions license social workers at an Associate level, and require the ASWB Associate examination. The content outline for the Associate examination is identical to the ASWB Bachelors examination, but the Associate examination requires that a lower score be achieved in order to pass.

### **OVERVIEW**

First, keep in mind that there is some variation in the ways jurisdictions handle licensing applications. The procedures outlined here serve as a general guideline only.

- Contact social work regulatory board to request license application (*may not be required in all jurisdictions*).
- Submit application to social work board (*may not be required in all jurisdictions*).
- Submit requests for special testing arrangements to board (if applicable).
- Receive approval to register for ASWB examination from social work board (*may not be required in all jurisdictions*).
- Register for the appropriate ASWB examination (Associate, Bachelors, Masters, Advanced Generalist, Clinical) by calling 1-888-579-3926, by fax, mail or online. Pay exam fee, notify the ASWB representative of any special testing arrangements you may be receiving.

- Receive ASWB Authorization Letter, test center list, and other information. This letter includes an Authorization Number you will need to schedule an examination appointment. Your Authorization Letter is very important—you will not be admitted to take the examination without it.
- Call ACT, ASWB’s testing contractor, to make an examination appointment. Write down all appointment information and make sure you understand where the test center is located. Follow the guidelines in your Authorization Letter and the materials that accompany it.
- Bring valid government-issued photo ID and ASWB Authorization Letter to testing center on day of test. You will not be permitted to test and your registration fee will be forfeited if you do not have your Authorization Letter and the proper ID.
- Take the ASWB examination, and receive unofficial score (this is the only document you will receive regarding your score). Your official score is automatically forwarded to the jurisdiction in which you are seeking licensure within two weeks.
- Receive your license from the social work board in the jurisdiction in which you applied, and pay any other fees required by the board, if applicable (NOTE: this may not be the case in jurisdictions that require successful completion of the ASWB exam as part of the initial application process, or in jurisdictions that allow students to take an ASWB examination in their last semester of study).

## Preparing to take the ASWB Examination

From a “big picture” perspective, arranging to take an ASWB examination will involve three general steps: (1) obtaining your social work board’s approval to sit for the exam (this step may not be required in all jurisdictions); (2) registering to take the examination with ASWB; and (3) choosing a time and place—in other words, making an appointment—to actually take the test.

The registration and appointment processes are fairly simple, provided you get yourself organized before making the necessary calls or going online. Your registration experience will go much more smoothly if you are prepared to supply the information needed. The registration form included on the tear-out sheets in the middle of this handbook mirrors the phone and online registration process. You may find it extremely helpful to fill out this form to use as a reference during your registration call, or for reference when you register online.

Following is a more detailed description of the entire process, from beginning to test day.

## Make sure you are eligible

The first thing you need to know is whether you are eligible to take the social work licensing examination. In most jurisdictions, your board will inform you of your eligibility to sit for the ASWB examination after you have submitted your licensing application. There may be variations in how eligibility to take the exam is established. This is why communication with your board is essential.

Please note that if you have a disability and require special testing accommodations, you must request and receive approval of special accommodations from your board and ASWB before registering to take the examination.

ASWB also permits special testing arrangements for candidates whose first language is not English, although these arrangements are not available in every jurisdiction. If you speak English as a second language and want special arrangements, you must contact your board before registering to take the examination.

## Exam categories

The ASWB examinations are administered in five categories—Associate, Bachelors, Masters, Advanced Generalist, and Clinical. Each is designed to measure entry-level competence at a specific level of education and experience. Usually, the board in your jurisdiction will inform you of the category required, but you should be clear about this before you register for the exam. Refunds will not be given to candidates who register for the wrong ASWB examination. In addition, payment of a \$30 processing fee will be required from all candidates who change examination categories after initial registration with ASWB.

## Disability Accommodations

If you have a disability, you may be eligible to receive testing accommodations. To arrange for special accommodations, you must first receive approval of the accommodation request. Most boards include the necessary forms in their application materials; forms have also been included in the tear-out sheets in the middle of this candidate handbook and are available at [www.aswb.org](http://www.aswb.org). See the instructions for proper submission of the application. Please note: the forms included here may be in addition to disability accommodation forms required by your jurisdiction. If you do not have information from your jurisdiction on how to request special accommodations, you should contact the board for more information. You must be approved for disability accommodations by your board and ASWB before registering with ASWB for an examination.

## ESL Arrangements

Some jurisdictions allow special arrangements for people whose first language is not English. Check with your board to see if such arrangements are allowed. You must be approved for ESL arrangements by your board and ASWB before you register to take an examination.

## Register for the exam

There are four ways to register for the ASWB examinations: by phone, fax, mail, or online. Regardless of how you register, you will need to pay your examination fee at the time you register. The fee for the examinations is **non-refundable**. We accept Mastercard, Visa, and Discover cards, as well as money order and certified check for mail-in registrations. Cash and personal checks are not accepted.

**By phone:** Call the ASWB Candidate Registration Center toll free at 1-888-579-3926. Hours of operation are 8:30 a.m. - 6:30 p.m. Eastern time Monday through Thursday, 8:30 a.m. - 5:30 p.m. on Fridays. Hearing impaired candidates may contact the Candidate Registration Center through their local Relay Service by calling 1-888-332-EXAM (toll free).

When you call, you will be asked a series of questions. The information you provide helps ASWB verify your eligibility, and supplies the association with important demographic data that will assist in the continued maintenance and improvement of the examinations and other ASWB programs.

### FEES:

Examination fees for all candidates have changed effective January 1, 2010:

- Bachelors or Masters exam registration: \$230
- Advanced Generalist or Clinical exam registration: \$260
- Changes to exam registration: \$30

### Optional items available when you register:

- Printed Study Guide: \$30 (plus shipping)
- Online practice test: \$75

You should be prepared to supply the following information when registering:

- First and last names as they appear on a valid government-issued photo-bearing ID—this will be the name that appears on your Authorization Letter
- Address
- Phone number, email address
- Social Security (US)/Social Insurance (CANADA) number
- Jurisdiction in which you are applying for licensure
- Examination requested (Associate, Bachelors, Masters, Advanced Generalist, Clinical)
- Method of payment (including credit card and CID number, expiration, cardholder name, billing zip code)
- Race (optional)
- Primary language
- Gender
- Birth date
- Academic major
- Degrees earned
- Years degrees were earned
- Schools from which degrees were earned, including school codes (see p. 21 of the handbook)
- Years in practice since highest social work degree earned
- Present position
- Special testing arrangements, if applicable (you **MUST** state whether you have been approved for any disability accommodations or ESL arrangements. Failure to do this may result in forfeiture of your exam fee. Any special testing arrangements must be approved before you register to take the examination.)

Use the examination registration form included in the tear-out pages in the middle of this handbook to help you get organized. This form contains all the questions, and space for you to fill in your responses. Having this information ready in advance will speed up your registration. Further, be sure you select the correct ASWB examination (Associate, Bachelors, Masters, Advanced Generalist, Clinical) for your level of licensure. Registration staff cannot tell you which examination you need to take, and changing your examination registration will result in a \$30 processing fee.

Providing all the required information has been supplied, at the end of the call you will be informed that your registration has been accepted.

**Online:** Visit [www.aswb.org](http://www.aswb.org) to register for an examination online (credit card payment only). As with phone registrations, using the enclosed form to gather information will make the process faster.

**Mail or Fax:** Complete the examination registration form included in this handbook and fax it to (540) 829-0142, or send it by mail to ASWB Candidate Registration Center, P.O. Box 1508, Culpeper, VA 22701. Payment for mailed registrations may be made by credit card, certified check or money order—payment for faxed registrations may be made only by credit card. Certified checks and money orders should be made out to ASWB. Cash and personal checks are not accepted.

## Authorization Letter

Once your registration is complete, ASWB will mail you an Authorization Letter, with your Authorization Number, the exam category for which you are registered, the jurisdiction your score will be sent to, your date of eligibility to take the exam, the date your eligibility expires, and information on how to make an appointment to take the examination. You will need this Authorization Letter to make your appointment,

and again on the day of your test. If you arrive at the test site without this letter, you will not be allowed to test and your examination fee will be forfeited.

## Tips

**Read this handbook.** It isn't the most exciting thing you will ever read, but all the rules are clearly laid out—especially the rules about canceling or changing test appointments.

**Know which exam you're taking.** ASWB offers five different examinations, and it is your responsibility to know which examination you must take for the level of licensure you are seeking. If you don't know, call your jurisdiction's regulatory board before you register. If you had to get your board's permission to register for the examination, chances are you have been assigned a particular exam level already.

**Write down information.** When you call to register, and later, when you call ACT to make a testing appointment, keep some paper and a pen or pencil handy. Make note of who you talk to, and any confirmation numbers, telephone numbers, directions, or website addresses they may give you.

**Keep your registration materials together in one place.** You will be receiving an Authorization Letter from ASWB, as well as other materials from your regulatory board. Make sure these documents are well-organized, and easily retrieved.

**Have an email address handy.** Email allows ACT to send you an appointment confirmation, as well as a link to mapping sites that can show you the exact location of your test center. Remember to check your email and any spam filters for this information—you are responsible for keeping track of this material. If you do not receive your appointment email, contact ACT and request that it be resent.

## Schedule your exam

After you receive your Authorization Letter, follow the directions in the letter to make an appointment to take the ASWB examination. The letter will include a list of available test centers and contact information.

Currently, ACT, Inc. offers ASWB examination candidates testing sites across the United States. Most test centers are open Monday - Friday during customary business hours, with many centers open on Saturdays. In Canada, testing is typically arranged based on demand, and is usually administered in a paper-and-pencil format on fixed testing dates.

Although ASWB will inform you over the phone that you have been properly registered, you must wait for the official ASWB Authorization Letter to arrive, via mail, before scheduling an appointment to test. You will NOT be able to make an appointment to test without the ASWB Authorization Letter. You must wait 7 days after your payment is received by ASWB before you are eligible to test. This wait is necessary in order to transfer your registration information and to secure any special testing arrangements. Because of the volume of examinations administered through the test centers, it is wise to schedule your examination date as far in advance as possible. This will help to ensure that you get the location, date, and time that you want, and to make certain that you will be able to take the test within the time limits of your authorization (exam fees are forfeited if you do not schedule an appointment within the authorization period). Your authorization is good for one examination only, and will be valid for up to one year. Please note, however, that your Authorization Letter may also contain an earlier expiration date, if required by your jurisdiction (any discrepancies between jurisdictional deadlines and the authorization expirations should be reported to ASWB). You cannot schedule an examination after this expiration date without first contacting your jurisdiction's board and ASWB. Changes will result in a change fee of \$30.

When you call to make your appointment, you will need to supply the following information:

- Your first and last names as they appear on your Authorization Letter, and Authorization Number (*NOT* SS# or SI#)
- Name of the examination—ASWB Associate, Bachelors, Masters, Advanced Generalist, or Clinical
- The test center you've chosen
- Telephone numbers (and email address, if available) where you can be reached, or where a message can be left

When you make a testing appointment, you will be given a confirmation number (not the same as your Authorization Number), test center address, test center phone number, general information about testing procedures, and cancellation policies. Write down this information, along with the name of the person you spoke to, and confirm your appointment before your actual test date. If you provide an email address when making your test appointment you will receive an email confirmation. It is your responsibility to check this email confirmation.

### Changes to your appointment

You may change your appointment by contacting the ACT call center at 1-800-205-6366 between 9 a.m. and 9 p.m. Eastern time (Monday - Friday) and Saturday between 8 a.m. and 4 p.m. Eastern time. To schedule a new appointment, you must first cancel the existing appointment. See the chart below for cancellation deadlines. It is your responsibility to change your appointment within these deadlines. Keep a record of the date, time, and name of the person handling your appointment change.

### Cancelling an appointment

You may cancel your appointment by contacting the ACT call center at 1-800-205-6366 between 9 a.m. and 9 p.m. Eastern time (Monday - Friday) and Saturday between 8 a.m. and 4 p.m. Eastern time. You must cancel the appointment at least 48 hours before the scheduled time, according to the deadlines in the table below. It is your responsibility to cancel your appointment within these deadlines. Keep a record of the phone number you called, date, time, and name of the person who canceled the appointment for you. Remember that examination fees are non-refundable.

If your test day is	You must call
Monday	no less than 48 hours before appointment time
Tuesday	by 4 p.m. eastern time <b>Saturday</b> before appointment
Wednesday	no less than 48 hours before appointment time
Thursday	no less than 48 hours before appointment time
Friday	no less than 48 hours before appointment time
Saturday	no less than 48 hours before appointment time
If a holiday occurs during the normal cancellation period, deadlines are one day earlier than shown above.	

### No-shows

If you do not show up for your examination at the scheduled time and have not canceled within the deadlines above, you will forfeit your examination fee and authorization to test. You will not be permitted to schedule another examination date until you have first re-registered with ASWB and paid for another examination.

## Excused absences

It is possible to have your absence or late arrival excused by ASWB if circumstances beyond your control made it impossible for you to keep your examination appointment. ASWB may excuse absences due to illness (either you or an immediate family member), death in the immediate family, or disabling traffic accident.

All requests for excused absences must be in writing, accompanied by supporting documentation, and submitted to ASWB within 30 days after the missed examination appointment. Excuses must contain the original signature of the health care practitioner and be on official letterhead. Stamped signatures will not be accepted. Copies and faxes will not be accepted. If you think your absence might qualify as an excused absence, you should call ASWB at 1-888-579-3926 IMMEDIATELY after the missed examination appointment for further details.

If you are excused by ASWB, you may reschedule your examination after payment of a \$115 rescheduling fee (**this fee increases to \$150 as of January 1, 2010**) and receipt of a new Authorization Letter. If your absence is not excused by ASWB, you will be required to reregister and pay the full examination fee (see explanation of fees on p. 5) before you will be allowed to take the examination.

## Inclement weather/natural disasters

Test centers may be closed or may experience delays during severe weather, disasters, or other emergency. Local television and radio stations may broadcast the status of testing centers, or you may call the test center itself to find out if the center is open. Examination appointments that the test center cancels in such circumstances may be rescheduled at no cost by contacting ASWB. If the test center is open and you do not arrive on time for your appointment, your exam fee will be forfeited.

Note that test centers located on college campuses may be open even though the college is closed. You should call the test center directly to verify whether it is open.

## Take the exam

The Association of Social Work Boards has contracted with ACT, Inc. to implement test administration and delivery. Through ACT, candidates for the ASWB examination are allowed access to a network of testing centers. Most test centers are open Monday through Friday during customary business hours, with many centers open on Saturdays.

You will not be seated if you arrive late for your examination. Late arrivals will be treated as no-shows.

The test centers are usually located on or near community college campuses. College campuses can have complex building layouts, so make sure you clearly understand the exact location of your test center. It is a good idea to locate—and, if possible, drive to—your testing center a few days before the actual examination to minimize unwelcome surprises on test day. Remember, it is YOUR responsibility to locate the test center and arrive on time—late arrivals are treated as “no shows,” and exam fees are forfeited. One of the surest ways to locate your test center is to supply ACT with an email address when you schedule your appointment. You will be sent a confirmation number with a link to mapping websites that will help you pinpoint the exact location of the center. When asking for directions on any campus, be sure to ask for the “ACT center” or “ACT test center,” not just the “test center”—many schools have a separate facility for on-campus examinations.

Bring the following items with you to the test center:

- Your original Authorization Letter from ASWB (copies not accepted)
- One current, valid, non-expired, government-issued photo identification (driver's license, military ID, passport, etc.) **The first and last names on your ID must match your name as it appears on your Authorization Letter.**

Before test day, make sure you understand where your test center is located. If you need more information on the exact location of a center, you should call the center number given to you when you made your appointment, or check the mapping website link that will be supplied to you with your email confirmation (if you supplied an email address).

On the day of your scheduled test, you should arrive 30 minutes early to allow yourself plenty of time to check in and become familiar with the surroundings. You must supply center personnel with the proper verification and sign in. Because you have already paid for the examination when you registered with ASWB, no further payments will be required when you check in. Your photo will be taken, and you will be required to sign an Examinee Informed Consent form—testing can be denied if this form is not signed. The content of this consent form can be found at [www.aswb.org](http://www.aswb.org).

You will not be allowed to test and will forfeit your examination fee without the original Authorization Letter from ASWB and proper identification.

After you have checked in, you will be escorted into the testing room at your reserved time. This room will contain several stations with a computer monitor, keyboard, and mouse at each. Testing center staff will seat you. There will probably be other people in the examination room with you, and they may enter and leave the center as you are taking your test. These people may or may not be taking the ASWB examinations. If you would like ear plugs, they are available by request from test center personnel. Test center personnel may monitor the testing room by walking through the room while you are taking the test. Testing rooms are also equipped with video monitors.

You will begin by receiving a brief on-screen tutorial on the operation of the testing equipment. This tutorial is not a part of your four hour-testing time. The testing clock does not start until you begin the actual test.

The sign-in and seating process may take additional time, but this will not be counted against the time allowed for taking the test. Short breaks may be taken during the four-hour test at your discretion, but testing time does not stop for breaks. You must sign out whenever you take a break and sign in when you return to the test. You may not leave the test center during breaks.

### **About computer testing**

Candidates who are completely unfamiliar with computers may also want to visit a local library or computer lab to become acquainted with computer hardware. Although taking the ASWB examination requires no previous computer experience, gaining some familiarity with computers may help relieve some pre-test anxiety.

### **REMEMBER:**

- Take your Authorization Letter and government-issued photo identification with you to the testing center
- Arrive at least 30 minutes early for your appointment at the test center
- The examination has a four-hour time limit
- The pre-examination tutorial does not count against your 4-hour time limit

- You may take short breaks without leaving the test center, but once your 4 hours of testing time has begun, it won't be paused for breaks
- Pay attention to the examinee informed consent form at the test center. This document is an important security measure that helps keep ASWB's examinations secure and reliable

## Test-day tips

**Arrive early.** Try to get to the test center at least **30 minutes before** your scheduled appointment time.

**Bring your original Authorization Letter from ASWB.** You will not be allowed to test without it and will forfeit your exam fee.

**Bring the *RIGHT* ID.** You will be asked to provide a currently valid government issued photo identification (for example, a driver's license)—but the first and last name on the ID must match the name on the Authorization Letter you received from ASWB. ID problems can result in the forfeiture of your examination fee.

**Get some rest.** Cramming for a licensure examination the night before test-day probably won't help your performance; in fact, you may be too tired to do your best. Instead, get a good night's sleep.

**Know where the test site is.** You can greatly reduce your level of stress on test-day by knowing exactly where your test site is located. ACT can email you a link to a mapping site, or you can ask for directions at the time you make your appointment. It is always a good idea to visit the test site **before** your test-day, to get a better idea of where the site is, and how long it will take you to get there. Don't forget that rush-hour traffic, road construction, or weather conditions can increase travel time.

**Wear comfortable clothes, and dress in layers.** Test site temperatures can vary, sometimes even while you are taking your test. It's always a good idea to dress in layers so that you can keep yourself as comfortable as possible.

**Be prepared to stay at the test site.** Although you are allowed to take short breaks (remember, the clock continues to run), you will not be allowed to leave the test site. Trips to your car or another building are not allowed. This behavior will be reported to ASWB and your licensing board, and could result in the shutdown of your exam or invalidation of your test score. Eating is not allowed unless you have received prior approval as part of a disability accommodation.

**Pay attention to the on-screen tutorial.** Before you begin your test, you will receive a tutorial on the operation of the testing program. This tutorial will not affect the amount of time you have to take the actual test. Make sure you are familiar with the computer before you begin the actual examination.

**Report problems when they happen.** If you experience problems with the computer hardware or software, have problems with the facility, or experience other difficulties, tell test center staff immediately. You must allow test center staff at least 30 minutes to correct any problems. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled. The Association of Social Work Boards cannot help to resolve a problem that has not been reported to the test center staff at the time it occurs.

## Examination security

The ASWB social work examinations are high-stakes licensure tests that can dramatically affect a person's ability to practice social work. Violating exam security is a serious offense and ASWB strictly enforces security measures at its examination sites. Many of the rules—from the identification requirements to not being able to take personal items in and out of the testing room—exist to protect the content and

administration of the social work licensing exams. By enforcing these guidelines, ASWB can provide a secure testing environment and a reliable examination program.

You will not be allowed to eat, drink, or smoke in the testing room. Short breaks are allowed, but the exam clock will not stop. You may eat in the check-in room of the testing center **only** if you have been approved for this accommodation.

You will not be allowed to bring material into or take materials from the testing room. Test center staff will supply you with a dry erase board, marker, and earplugs upon request. The dry erase board and marker you receive from the test center staff must be returned when you complete the exam. If it is not returned, ASWB will be notified and your actions will be reported to your jurisdiction's board. Your exam score will be invalidated.

You will not be allowed to consult any study materials at any point during the test, even if these materials are outside the testing room. Surveillance cameras run continuously in the testing room, as well as other areas of the center. Test center staff monitor security by walking through the testing room.

You will not be allowed to leave the test center after you begin your exam.

Access to the testing room is restricted to test center personnel, examinees, and authorized observers.

These rules are stated in the consent form you will be required to sign before taking the exam. Be sure to read the Examinee Informed Consent form before signing it. You can find a link to the consent form at [www.aswb.org](http://www.aswb.org).

Test security is taken very seriously, and your behavior at the test center will be monitored. If you take breaks, keep them short. Do not leave the test center. Keep restroom visits brief. Be courteous to other test-takers at the test site. Do not discuss examination questions with others, including study groups, email, internet forums, etc., as these actions violate the consent form you must sign before taking the exam.

Any violations of these rules, as well as other irregularities, are reported to the testing center, ASWB, and your jurisdiction's social work board. Candidates who violate security will have their examination scores invalidated, will be reported to their board, and will be prosecuted to the fullest extent of the law. Candidates found guilty of a violation could face a range of administrative, civil, and criminal charges.

## After the exam

When you have completed your examination and the brief exit survey that follows, your examination will be scored. **You will receive a printed unofficial score report before you leave the testing center. This is the only document you will receive regarding your score.** After receiving your unofficial score and signing out, you may leave. Your official test results will be forwarded to ASWB and the social work board in the jurisdiction in which you are applying for licensure. Allow two to three weeks for transfer of your score to your board.

### Exam Scoring

All of the ASWB examinations are pass/fail, and ASWB reports scores exclusively as "pass" or "fail", with no accompanying numerical score. All scores are scaled to reflect the same pass point. If you have passed the ASWB examination, you have achieved a passing score in all jurisdictions for the same examination classification. The same applies to failing scores.

Because the ASWB examinations are national examinations with national passing scores, and because test questions change from one administration to the next, statistical adjustments must be made to account for small differences in the overall difficulty of individual examinations.

Examination scores cannot be altered by ASWB, its contractor, or a social work board. You must wait at least 90 days between taking any ASWB examinations, regardless of whether you have passed or failed.

### **If You Fail the Exam**

Candidates who fail the ASWB examination will be supplied with diagnostic information outlining their performance on the test. Please note that some jurisdictions limit the number of times a candidate may retake an ASWB examination. In all cases, you must wait 90 days before taking another ASWB examination. You will need to register and pay the full examination fee again to re-take the examination.

### **Difficulties and remedies**

Although rare, software problems and power outages do occur. Candidates must allow test center staff at least 30 minutes to correct any test delivery, administration or environmental difficulties. If the problem continues for more than 30 minutes, you have the choice to stay until the problem is corrected or to have your appointment rescheduled. Difficulties must be reported to ASWB within TWO business days of the occurrence.

If you experience a problem with the testing software, computer equipment, test facility, or other equipment during the test, or fail to receive a printout of your unofficial score, the problem must be reported to ACT test center staff at the time it occurs. Test center staff must confirm the problem and have the opportunity to solve it. If you do not notify the test center staff of a problem at the time it occurs, ASWB will not be able to verify the problem. In addition to reporting the problem to ACT staff, notify the ASWB Candidate Registration Center at 1-888-579-3926 within TWO business days of the occurrence.

ANY problems you experience--registration, appointment scheduling, testing, scoring, facility, etc.—must also be reported to ASWB at 1-888-579-3926 within TWO business days of the occurrence.

ASWB and its testing vendor make every effort to ensure that all aspects of examination registration and administration are handled properly and that the results of each examination reflect the performance of the candidate. In the unlikely event that an error occurs in registration, administration (including disruptions at the test center that lead to delays), or reporting, ASWB and/or its testing vendor will correct the error, if possible, within 30 minutes. If the problem cannot be corrected within this time period, ASWB and/or its testing vendor may permit the impacted candidate to retest at no additional fee. In the event that a retest is determined to be the most appropriate remedy, the examination will be administered in its entirety and no credit will be given for any portion of the previous examination administration. These are the exclusive remedies that will be available to candidates.

### **Duplicate score reports and score transfers**

You may receive a duplicate score report of your exam results by sending a completed Duplicate Score Request Form to ASWB. The duplicate score report will not contain any diagnostic information. The fee for a duplicate score report is \$30. A copy of the request form is included in the tear-out sheets in the middle of this handbook. Duplicate score reports may also be requested by calling (888) 579-3926.

Your official score report may be transferred to another jurisdiction at any time in the future by sending a completed Score Transfer Request form to ASWB. The fee for a score transfer is \$30. A copy of this form is included in the tear-out sheets in the middle of this handbook. Score transfers may also be requested online at [www.aswb.org](http://www.aswb.org) or by calling 1-888-579-3926.

### **Exam preparation**

Because the ASWB examinations are designed to measure minimum practice competencies, test content reflects what you are expected to know, and what professional social workers within a given scope of

practice are already doing. This does not mean that preparation is unnecessary, but most candidates find that preparation for the ASWB examinations involves reviewing areas of practice that they might not use frequently, rather than learning something completely unfamiliar. Content outlines for each examination are listed beginning on page 15.

### **Study Guides & Practice Tests**

The Association of Social Work Boards offers Study Guides for each ASWB examination and online practice tests for the Bachelors, Masters and Clinical exams. The Study Guides are designed to help you prepare for the examinations. They contain a sample test with answer rationales, references arranged by examination content area, and information on how the examinations are constructed and the kinds of questions you can expect to find on the tests. You may order a Study Guide at the time you register for the test, through the Study Guide Order Form included in the tear-out pages in the middle of this handbook, online, or over the phone by calling 1-800-225-6880. Study Guides are \$30 each, plus \$3 shipping and handling. The practice tests are available for purchase at a cost of \$75 by registered candidates only. More information is available at [www.aswb.org](http://www.aswb.org).

Association of Social Work Boards  
EXAM REGISTRATION

**Registration options:**

**Regardless of the method of registration, the registration fee is \$230 for the Bachelors or Masters exams or \$260 for the Advanced Generalist or Clinical exams (all fees are in US dollars).**

**By phone:** Use this form to collect and organize the information you will need to provide when you call. Fill out this form and call 1-888-579-3926 to register. Only credit card payments (Visa, Mastercard, Discover) will be accepted. **Payment must be made at time of registration.**

**Online:** Go to [www.aswb.org](http://www.aswb.org) and click on "Register Online" on the opening page. Only credit card payments (Visa, Mastercard, Discover) will be accepted when registering online

**By mail:** Fill out this form **completely** and mail to ASWB with a certified check, money order or credit card information (Visa, Mastercard, Discover). **No personal checks will be accepted.** Mail to: ASWB Candidate Registration Center, PO Box 1508, Culpeper, VA 22701.

**By fax:** Fill out this form **completely** and fax to ASWB at 1-540-829-0142. Be sure to fill out the credit card payment information. Only credit card payments (Visa, Mastercard, Discover) will be accepted when registering by fax.

**Make sure all information is correct. There is a \$30.00 (US) fee for processing any changes to registration.**

Name: <small>(as it appears on your government-issued photo ID)</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Last</i></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>First</i></td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;"><i>Middle/Initial</i></td> </tr> </table>			<i>Last</i>	<i>First</i>	<i>Middle/Initial</i>																										
<i>Last</i>	<i>First</i>	<i>Middle/Initial</i>																														
<b>Does the name above match the government-issued photo ID you will present at the testing center?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																																
Address:																																
City:		State/Province:	ZIP/Postal Code:																													
Work phone: (    )		Home phone: (    )	Cell phone: (    )																													
Email address:		Birth date: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%; border: 1px solid black; text-align: center;"> </td> <td style="width: 25%; border: 1px solid black; text-align: center;"> </td> <td style="width: 25%; border: 1px solid black; text-align: center;"> </td> <td style="width: 25%; border: 1px solid black; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"><small>Month</small></td> <td style="text-align: center;"><small>Day</small></td> <td style="text-align: center;"><small>Year</small></td> <td></td> </tr> </table>						<small>Month</small>	<small>Day</small>	<small>Year</small>																						
<small>Month</small>	<small>Day</small>	<small>Year</small>																														
Social Security Number (US)/Social Insurance Number (Canada)		State/Province/Territory to which you are applying for a license:																														
ASWB examination category requested (check ONLY one): <input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Advanced Generalist <input type="checkbox"/> Clinical																																
Registration fee payment <input type="checkbox"/> \$230 for Bachelors/Masters <input type="checkbox"/> \$260 for Advanced Generalist/Clinical All fees are US dollars. <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> Certified check/money order (mail-in ONLY, payable to ASWB) <b>Examination fees are not refundable.</b>	Card Number: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> </tr> </table> Card holder's name: _____ Card holder's signature: _____ Expiration date: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> <td style="width: 25px; border: 1px solid black;"> </td> </tr> </table> Card holder's billing Zip code: _____ CID number (last three digits from the signature panel on back of card): <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 33px; border: 1px solid black;"> </td> <td style="width: 33px; border: 1px solid black;"> </td> <td style="width: 33px; border: 1px solid black;"> </td> </tr> </table>																															
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race/Ethnicity (check one): <i>This information is optional</i> <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American/First Nations <input type="checkbox"/> Hispanic/Latin American <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Multiracial <input type="checkbox"/> Other _____																															

ASWB Exam Registration, page 2

What is your current primary position? (check only one)

<input type="checkbox"/> Administrator/manager	<input type="checkbox"/> Direct service provider	<input type="checkbox"/> Consultant
<input type="checkbox"/> Program planner	<input type="checkbox"/> Policy analyst/lobbyist	<input type="checkbox"/> Educator
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Evaluator/researcher	<input type="checkbox"/> Other
		<input type="checkbox"/> Not currently employed in social work

Total years in practice since receiving highest social work degree: \_\_\_\_\_

First Language:

English     Spanish     Other \_\_\_\_\_

Are you a U.S. Citizen?

Yes     No

**Education PLEASE FILL OUT COMPLETELY**

Indicate ALL degrees earned or programs in which you are currently completing your last semester.

No secondary degree earned

Associate degree  
Academic major (check one):

Social work

Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Bachelor's degree  
Academic major (check one):

Social work

Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Master's degree  
Academic major (check one):

Social work

Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

--	--	--	--	--	--

Doctorate degree  
Academic major (check one):

Social work

Other

Year degree was/will be earned \_\_\_\_\_

School code (listed in Candidate Handbook)

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**Special Testing Arrangements**

For more information, see page 5 of the handbook. All disability accommodations and ESL arrangements must be approved by your board and ASWB **before** you submit this registration form.

Have you requested special accommodations for a disability?

Yes     No

Have you requested special arrangements for English as a second language?

Yes     No

*ASWB and its testing vendor make every effort to ensure that all aspects of examination registration and administration are handled properly and that the results of each examination reflect the performance of the candidate. In the unlikely event that an error occurs in registration, administration (including disruptions at the test center that lead to delays), or reporting, ASWB and/or its testing vendor will correct the error, if possible, within a reasonable period of time. If the problem cannot be corrected within a reasonable period of time, ASWB and/or its testing vendor may permit the impacted candidate to retest at no additional fee. In the event that a retest is determined to be the most appropriate remedy, the examination will be administered in its entirety and no credit will be given for any portion of the previous examination administration. THESE ARE THE EXCLUSIVE REMEDIES THAT WILL BE AVAILABLE TO CANDIDATES.*

*The information provided by you will be used to generate an Authorization Number that allows you to take the ASWB social work licensure examination. The accuracy of this information must be assured to protect the integrity of the licensure process as well as the examination program. Please read and sign the following statement:*

I attest that all the information provided in this registration is true and accurate; and further attest that I am taking the ASWB social work licensure examination for the purpose of submitting an application for licensure with one of the licensing jurisdictions of Canada, the United States, or its territories. I acknowledge the exclusive remedies available to candidates.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

# INSTRUCTIONS

## APPLICATION FOR DISABILITY ACCOMMODATIONS

### ASSOCIATION OF SOCIAL WORK BOARDS

The Application for Disability Accommodations is to help the social work board in your jurisdiction determine (1) whether you are a qualified disabled individual under applicable federal, state, provincial, or local legislation and (2) whether the accommodation you are requesting is reasonable. Consideration of all requests will be made under applicable laws.

**PART I:** The information requested on Part I of the form is self-explanatory. You are not required to furnish your Social Security Number (US)/Social Insurance Number (Canada), but this information would be most helpful in identifying you and relating this Application for Disability Accommodations to other parts of your examination application. After you have completed Part I, the application must be dated and signed by you and notarized by a Notary Public in your jurisdiction. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

**PART II:** Part II of this Application for Disability Accommodations should be completed by your health care practitioner or other appropriate professional and signed and dated where indicated. **ALL APPLICATIONS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES. COPIES OR FAXED SIGNATURES WILL NOT BE ACCEPTED.**

**SUBMISSION OF THE FORM:** The ASWB examinations are offered through the relevant jurisdictional board. Although each board's application process may differ slightly, this form must be submitted before the board can make a decision on any examination accommodations requested. Parts I and II of this Application for Disability Accommodations should be mailed directly to ASWB at the address below.

**EXCEPTION:** For Connecticut applicants only, Part I should be submitted to the Connecticut Department of Public Health by either the applicant or the health care practitioner. **The health care practitioner MUST submit Part II directly to the Connecticut Department of Public Health.**

**You must receive approval from your board and ASWB before registering for an examination. Forms not fully completed will be returned to the applicant.**

**Please consult with your board to determine the appropriate application process and relevant deadlines.**

A submitted Application for Disability Accommodations will remain valid for one year from the date when executed by the applicant. A valid application will be considered for any examination occurring within this one-year period provided the applicant makes a request at the time of registration.

Under any circumstances, it is recommended that you maintain a copy of this form for your records. Questions may be directed to your board or to ASWB (1-800-225-6880, extension 3003).

**SUBMIT PARTS I AND II OF THE APPLICATION FOR DISABILITY ACCOMMODATIONS AT THE SAME TIME**

(CT applicants, see exception above)

**Applications for Disability Accommodations (except for CT applicants) should be mailed to:**

**ASWB Candidate Registration Center**

**P.O. Box 1508**

**Culpeper, VA 22701**

APPLICATION FOR DISABILITY ACCOMMODATIONS  
Social Work Licensure Examination

**PART I**

Name: \_\_\_\_\_  
*Last*
*First*
*Middle/M.I.*

Address: \_\_\_\_\_

City, State/Province: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Home Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Social Security Number (US)/Social Insurance Number (Canada) (Optional—see instructions)

--	--	--	--	--	--	--	--	--	--

Birthdate:

--	--	--	--	--	--	--	--	--	--

Month                      Day                      Year

Examination to be taken (check one):

- Bachelors                       Advanced Generalist  
 Masters                          Clinical

State/province/territory to which you are applying: \_\_\_\_\_

Major life activity impaired by disabling condition:

\_\_\_\_\_

\_\_\_\_\_

Physicians or Other Health Care Practitioners:

(a) Name: \_\_\_\_\_ (b) Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of time as patient: \_\_\_\_\_

Length of time as patient: \_\_\_\_\_

Release:

I authorize each health care practitioner listed above to release to the \_\_\_\_\_ (state/province/territory) board of social work, the Association of Social Work Boards (ASWB), or their designated representatives, information which will verify the current functional limitations imposed by my disability which affect my ability to perform under standard testing conditions; and describe the nature of the examination accommodation(s) being proposed and the rationale for those accommodation(s). I further understand that I may be asked to provide additional information about my functional limitation(s) and the requested accommodations and agree to cooperate with reasonable requests for such additional information.

I understand and agree that the information obtained by this authorization will be used solely for the purpose of determining my eligibility for reasonable accommodations in regard to the social work licensure process and the nature and extent of the accommodations which are reasonably necessary by reason of my disability. The information obtained by this authorization will not be released or disclosed to any person or organization except the referenced parties, and any other governmental agency that may be involved in acting upon my request for reasonable accommodations in connection with the social work licensure process.

I agree that this authorization shall be valid until canceled or revoked in writing by me.

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documents or statements are true. I understand that false information may be cause for denial or loss of a license. I hereby certify that I personally completed this application and that I may be asked to verify the above information at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

**This application is valid for a period of one (1) year from the date when first executed by the applicant. (See instructions.)**

# INSTRUCTIONS

## APPLICATION FOR DISABILITY ACCOMMODATIONS

### ASSOCIATION OF SOCIAL WORK BOARDS

The Application for Disability Accommodations is to help the social work board in your jurisdiction determine (1) whether you are a qualified disabled individual under applicable federal, state, provincial, or local legislation and (2) whether the accommodation you are requesting is reasonable. Consideration of all requests will be made under applicable laws.

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**Please consult with your board to determine the appropriate application process and relevant deadlines.**

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**SUBMIT PARTS I AND II OF THE APPLICATION FOR DISABILITY ACCOMMODATIONS AT THE SAME TIME  
(CT applicants, see exception above)**

**Applications for Disability Accommodations (except for CT applicants) should be mailed to:**  
**ASWB Candidate Registration Center**  
**P.O. Box 1508**  
**Culpeper, VA 22701**











# Content outlines

## Bachelors Examination Content Outline sample questions on page 19

	<b>Percent of content</b>
I. Human Development and Behavior in the Environment	14%
A. Theoretical approaches to understanding individuals, families, groups, communities, and organizations	
B. Human growth and development	
C. Human behavior in the social environment	
D. Impact of crises and changes	
E. Addictive behaviors	
F. Dynamics of abuse and neglect	
II. Issues of Diversity	7%
III. Assessment in Social Work Practice	20%
A. Social history and collateral data	
B. Use of assessment instruments	
C. Problem identification	
D. Effects of the environment on client system behavior	
E. Assessment of client system's strengths and weaknesses	
F. Assessment of mental and behavioral disorders	
G. Indicators of abuse and neglect	
H. Indicators of danger to self and others	
I. Indicators of crisis	
IV. Direct and Indirect Practice	21%
A. Models of practice	
B. Intervention techniques	
C. Components of the intervention process	
D. Matching intervention with client system needs	
E. Professional use of self	
F. Use of collaborative relationships in social work practice	
V. Communication	10%
A. Communication principles	
B. Communication techniques	
VI. Professional Relationships	5%
A. Relationship concepts	
B. Relationship in practice	
VII. Professional Values and Ethics	13%
A. Responsibility to the client system	
B. Responsibility to the profession	
C. Confidentiality	
D. Self-determination	
VIII. Supervision in Social Work	2%
A. Educational functions of supervision	
B. Administrative functions of supervision	
IX. Practice Evaluation and the Utilization of Research	2%
A. Methods of data collection	
B. Research design and data analysis	
X. Service Delivery	5%
A. Client system rights and entitlements	
B. Implementation of organizational policies and procedures	
XI. Social Work Administration	1%
A. Staffing and human resource management	
B. Social work program management	

**Masters Examination Content Outline sample questions on page 19**

	<b>Percent of content</b>
I. Human Development and Behavior in the Environment	18%
A. Theories and concepts	
B. Application of knowledge	
II. Diversity and Social/Economic Justice	7%
A. Diversity	
B. Social/economic justice and oppression	
III. Assessment, Diagnosis, and Intervention Planning	11%
A. Biopsychosocial history and collateral data	
B. Assessment methods and techniques	
C. Assessment indicators, components, and characteristics	
D. Indicators of abuse and neglect	
E. Intervention planning	
IV. Direct and Indirect Practice	22%
A. Intervention models and methods	
B. The intervention process	
C. Intervention techniques	
D. Intervention with couples and families	
E. Intervention with groups	
F. Intervention with communities and larger systems	
G. Consultation and interdisciplinary collaboration	
V. Communication	7%
A. Communication principles	
B. Communication techniques	
VI. Professional Relationships	5%
A. Relationship concepts	
B. Social worker and client roles	
C. Ethical issues within the relationship	
VII. Professional Values and Ethics	11%
A. Professional values	
B. Legal and ethical issues	
C. Confidentiality	
VIII. Supervision, Administration, and Policy	8%
A. Supervision and staff development	
B. Human resource management	
C. Finance and administration	
IX. Practice Evaluation and the Utilization of Research	2%
A. Data collection	
B. Data analysis	
C. Utilization of research	
X. Service Delivery	9%
A. Service delivery systems	
B. Obtaining services	
C. Effects of policies and procedures on service delivery	

## Advanced Generalist Examination Content Outline sample questions on page 19

	<b>Percent of content</b>
I. Human Development and Behavior in the Environment	10%
A. Theories and models	
B. Human growth and development	
C. Family functioning	
II. Issues of Diversity	5%
III. Assessment, Diagnosis, and Intervention Planning	24%
A. Social history	
B. Use of assessment instruments	
C. Problem identification	
D. Effects of the environment on client behavior	
E. Impact of life stressors on systems	
F. Evaluation of client strengths and weaknesses	
G. Evaluation of mental and behavioral disorders	
H. Abuse and neglect	
I. Indicators of danger to self and others	
J. General assessment issues	
K. Intervention planning	
IV. Direct and Indirect Practice	16%
A. Theories	
B. Methods and processes	
C. Intervention techniques	
D. Intervention with couples and families	
E. Intervention with groups	
F. Intervention with communities	
V. Communication	7%
A. Communication principles	
B. Communication techniques	
VI. Relationship Issues	5%
A. Concepts of social worker - client relationship	
B. Effects of social and psychological factors	
VII. Professional Values and Ethics	12%
A. Values and ethics	
B. Confidentiality	
C. Self-determination	
VIII. Supervision and Professional Development	3%
IX. Practice Evaluation and the Utilization of Research	4%
A. Data collection	
B. Data analysis and utilization	
X. Service Delivery	11%
A. Service delivery systems and processes	
B. Effects of policies, procedures, and legislation	
C. Methods of social work advocacy	
D. Interdisciplinary collaboration	
XI. Administration	3%
A. Management	
B. Human resource management	
C. Financial management	

## Clinical Examination Content Outline sample questions on page 20

	<b>Percent of content</b>
I. Human Development and Behavior in the Environment	22%
A. Theories of human development and behavior	
B. Human development in the life cycle	
C. Human behavior	
D. Impact of crises and changes	
E. Family functioning	
F. Addictions	
G. Abuse and neglect	
II. Issues of Diversity	6%
A. Effects of culture, race, and/or ethnicity	
B. Effects of sexual orientation and/or gender	
C. Effects of age and/or disability	
III. Diagnosis and Assessment	16%
A. Assessment	
B. Information gathering	
C. Diagnostic classifications	
D. Indicators of abuse and neglect	
E. Indicators of danger to self and others	
IV. Psychotherapy and Clinical Practice	16%
A. Intervention theories and models	
B. The intervention process	
C. Treatment planning	
D. Intervention techniques	
E. Intervention with couples and families	
F. Intervention with groups	
V. Communication	8%
A. Communication principles	
B. Communication techniques	
VI. The Therapeutic Relationship	7%
A. Relationship theories	
B. Relationship practice	
VII. Professional Values and Ethics	10%
A. Value issues	
B. Legal and ethical issues	
C. Confidentiality	
VIII. Clinical Supervision, Consultation, and Staff Development	4%
A. Social work supervision	
B. Consultation and interdisciplinary collaboration	
C. Staff development	
IX. Practice Evaluation and the Utilization of Research	1%
A. Evaluation techniques	
B. Utilization of research	
X. Service Delivery	5%
A. Policies and procedures of service delivery	
B. Processes of service delivery	
XI. Clinical Practice and Management	5%
A. Advocacy	
B. Finance	
C. Management and human resource issues	

# Sample Questions

All answers appear at the end of this section.

## Bachelors Exam

1. The rapport established between social worker and client reflects the client's belief that the social worker is:
  - (A) able to help the client resolve the presenting problem
  - (B) understanding and interested in the client's well-being
  - (C) like the client in terms of background and social status
  - (D) willing to partialize the client's problem into manageable areas
2. An explicit agreement between the social worker and client concerning target problems, goals, and strategies of social work intervention and the roles and tasks of the participants is known as a:
  - (A) contract
  - (B) process
  - (C) task analysis
  - (D) treatment plan

## Masters Exam

1. A social worker can BEST establish rapport with a client in the first interview by:
  - (A) understanding the client's view of the problem
  - (B) asking only factual information about the problem
  - (C) conducting the interview on a first name basis
  - (D) first allowing time for informal, personal conversation
2. A client who has completed treatment and resolved the targeted problem is making telephone calls to the social worker. The social worker should:
  - (A) inform the client that the therapeutic relationship is finished
  - (B) refer the client to another social worker in the agency
  - (C) limit the number of calls the social worker will accept
  - (D) schedule a session to determine any current problems

## Advanced Generalist Exam

1. A social worker in a family service agency meets with an adolescent client for the first time. The client was brought by the mother to the agency because the parents suspect the client is abusing drugs. Which of the following factors is MOST likely to influence the establishment of rapport with the client?
  - (A) The client is likely to be unwilling to acknowledge drug abuse.
  - (B) The client is likely to believe the social worker is aligned with the parents.
  - (C) The client is likely to relate to the social worker only if the client and the social worker are of the same gender.
  - (D) The client is likely to express feelings of doubt and lack of self-worth.
2. During the first interview with the social worker, a woman says that she is worried about her teenage daughter. The woman talks rapidly and intensely about her own history of illness and hospitalizations, her husband's use of alcohol, and problems with her marriage. What is the BEST course of action for the social worker to take?
  - (A) Explore further her husband's drinking
  - (B) Comment that she seems concerned about many things, and ask her which of these she needs help with
  - (C) Listen without interruption or comment to relieve her anxiety
  - (D) Summarize all that she has disclosed at the end of the session

## Clinical Exam

1. A clinical social worker is conducting a first interview with a client who attempts to dominate the interview from the beginning. Among the client's complaints are that his telephone is tapped and his neighborhood is watched by the police. The social worker can BEST establish a beginning level of rapport with the client by:
    - (A) interrupting the client to ask factual questions about his background
    - (B) asking the client to describe the evidence he has that his telephone is tapped
    - (C) asking the client about the ways in which the social worker can be helpful with these problems
    - (D) questioning the client about when he first believed that his house was being watched
  
  2. In discussing a treatment contract developed with a client, the social worker can BEST help the client anticipate the course of treatment by:
    - (A) explaining to the client the treatment techniques to be employed
    - (B) helping the client understand and anticipate obstacles to change
    - (C) securing the client's commitment to participate fully in all treatment sessions
    - (D) providing the client with reading material that explains the course of treatment
- 

### Answers:

Bachelors:	1, B 2, A
Masters:	1, A 2, D
Advanced Generalist:	1, B 2, B
Clinical:	1, C 2, B

## School codes

The following list of social work schools and programs includes those in candidacy and accredited by the Council on Social Work Education (CSWE), as well as programs accredited by the Canadian Association for Social Work Education (CASWE). When you register for the ASWB examination, **you will need to supply the six-digit school code for all schools from which you received a degree.** If you earned a social work degree from a U.S. or Canadian school not included on this list, or from a school outside the U.S. or Canada, please include the appropriate codes as listed on page 25.

### United States: Alabama to Illinois

<b>Alabama</b>	141325	California State University - Fullerton	181100	Gallaudet University
101000 Alabama A&M University	141350	California State University - East Bay	181200	Howard University
101100 Alabama State University	141300	California State University - Fresno	181300	University of The District of Columbia
101200 Auburn University	141350	California State University - Hayward	999999	Other Schools Not Listed
101300 Jacksonville State University	141400	California State University - Long Beach	<b>Florida</b>	
101350 Miles College	141500	California State University - Los Angeles	191000	Barry University
101400 Oakwood College	141550	California State University - Northridge	191100	Florida A&M University
101500 Talladega College	141600	California State University - Sacramento	191200	Florida Atlantic University - Boca Raton
101600 Troy University	141650	California State University - San Bernardino	191250	Florida Gulf Coast University
101700 Tuskegee University	141660	California State University - Stanislaus	191300	Florida International University
101800 University of Alabama	141700	Humboldt State University	191350	Florida Memorial University
101900 University of Alabama - Birmingham	141800	La Sierra University	191400	Florida State University
102100 University of Montevallo	141850	Loma Linda University	191500	Saint Leo University
102200 University of North Alabama	141900	Pacific Union College	191550	Southeastern University
102300 University of South Alabama	142000	San Diego State University	191600	University of Central Florida
999999 Other Schools Not Listed	142100	San Francisco State University	191700	University of South Florida
<b>Alaska</b>	142200	San Jose State University	191800	University of West Florida
111000 University of Alaska - Anchorage	142400	University of California - Berkeley	999999	Other Schools Not Listed
111100 University of Alaska - Fairbanks	142500	University of California - Los Angeles	<b>Georgia</b>	
999999 Other Schools Not Listed	142600	University of Southern California	200900	Albany State University
<b>Arizona</b>	142300	Whittier College	201000	Clark Atlanta University
121000 Arizona State University - Downtown Phoenix	999999	Other Schools Not Listed	201050	Dalton State College
121000 Arizona State University - Tempe	<b>Colorado</b>		201100	Georgia State University
121200 Arizona State University - West	151000	Colorado State University	201150	Kennesaw State University
121100 Northern Arizona University	151050	Colorado State University - Pueblo	201200	Savannah State University
999999 Other Schools Not Listed	151150	Metropolitan State College of Denver	201250	Thomas University
<b>Arkansas</b>	151100	University of Denver	201300	University of Georgia
131000 Arkansas College	151050	University of Southern Colorado	201400	Valdosta State University
131100 Arkansas State University	999999	Other Schools Not Listed	999999	Other Schools Not Listed
131200 Harding University	<b>Connecticut</b>		<b>Hawaii</b>	
131000 Lyon College	161000	Central Connecticut State University	211000	Brigham Young University - Hawaii Campus
131250 Philander Smith College	161050	Eastern Connecticut State University	211050	Hawaii Pacific University
131275 Southern Arkansas University	161100	Sacred Heart University	211100	University of Hawaii - Manoa
131300 University of Arkansas at Fayetteville	161200	Saint Joseph College	999999	Other Schools Not Listed
131400 University of Arkansas at Little Rock	161300	Southern Connecticut State University	<b>Idaho</b>	
131450 University of Arkansas at Monticello	161400	University of Connecticut	221000	Boise State University
131500 University of Arkansas at Pine Bluff	161500	Western Connecticut State University	221050	Brigham Young University - Idaho
999999 Other Schools Not Listed	999999	Other Schools Not Listed	221100	Idaho State University
<b>California</b>	<b>Delaware</b>		221200	Lewis-Clark State College
141000 Azusa Pacific University	171100	Delaware State University	221300	Northwest Nazarene University
141100 California State Polytechnic University	999999	Other Schools Not Listed	999999	Other Schools Not Listed
141150 California State University - Bakersfield	<b>District of Columbia</b>		<b>Illinois</b>	
141200 California State University - Chico	181000	Catholic University of America	231000	Augustana College
141250 California State University - Dominguez Hills			231100	Aurora University

## United States: Illinois to Minnesota

231150	Bradley University	252300	Wartburg College	301500	Salisbury University
231175	Chicago State University	999999	Other Schools Not Listed	301700	University of Maryland (BSW)
231200	DePaul University	<b>Kansas</b>		301600	University of Maryland (MSW)
231250	Dominican University	261000	Bethany College	301350	Western Maryland College
231100	George Williams College	261100	Bethel College	999999	Other Schools Not Listed
231300	Governors State University	261150	Fort Hays State University	<b>Massachusetts</b>	
231400	Illinois State University	261200	Kansas State University - Manhattan	311000	Anna Maria College
231500	Lewis University	261350	Newman University	311100	Atlantic Union College
231600	Loyola University of Chicago	261250	Pittsburg State University	311200	Boston College
231700	MacMurray College	261300	Saint Mary of the Plains College	311300	Boston University
231800	Northeastern Illinois University	261400	Southwestern College in Kansas	311300	Boston University – Metropolitan College
231900	Olivet Nazarene University	261500	Tabor College	311500	Bridgewater State College
232000	Southern Illinois University - Carbondale	261600	University of Kansas	311600	Eastern Nazarene College
232100	Southern Illinois University - Edwardsville	261700	Washburn University	311700	Elms College
232130	St. Augustine College	261800	Wichita State University	311800	Gordon College
232150	Trinity Christian College	999999	Other Schools Not Listed	311900	Regis College
232200	University of Chicago	<b>Kentucky</b>		312000	Salem State College
232300	University of Illinois - Chicago	270000	Asbury College	312100	Simmons College
232450	University of Illinois - Springfield	270900	Brescia University	312200	Smith College
232400	University of Illinois - Urbana-Champaign	270950	Campbellsville University	312300	Springfield College
232475	University of Saint Francis	271000	Eastern Kentucky University	312400	Western New England College
232500	Western Illinois University	271100	Kentucky Christian University	312450	Westfield State College
999999	Other Schools Not Listed	271200	Kentucky State University	312500	Wheelock College
<b>Indiana</b>		271300	Morehead State University	999999	Other Schools Not Listed
241000	Anderson University	271400	Murray State University	<b>Michigan</b>	
241100	Ball State University	271500	Northern Kentucky University	321050	Adrian College
241200	Goshen College	271600	Spalding University	321000	Andrews University
241250	Grace College	271700	Thomas More College	321100	Calvin College
241270	Huntington University	271800	University of Kentucky	321150	Central Michigan University
241300	Indiana State University	271900	University of Louisville	321175	Cornerstone University
241400	Indiana University	272000	Western Kentucky University	321200	Eastern Michigan University
241500	Indiana Wesleyan University	999999	Other Schools Not Listed	321300	Ferris State University
241600	Manchester College	<b>Louisiana</b>		321400	Grand Valley State University
241700	Purdue University	281000	Grambling State University	321500	Hope College
241900	Saint Mary's College	281100	Louisiana College	321950	Kuyper College
242000	Taylor University	281200	Louisiana State University	321600	Madonna University
242100	University of Indianapolis	281800	Northeast Louisiana University	321700	Marygrove College
241800	University of Saint Francis	281400	Northwestern State University	321800	Michigan State University
242200	University of Southern Indiana	281500	Southeastern Louisiana University	321900	Northern Michigan University
242300	Valparaiso University	281600	Southern University - New Orleans	321925	Oakland University
999999	Other Schools Not Listed	281650	Southern University and A&M College - Baton Rouge	321950	Reformed Bible College
<b>Iowa</b>		281700	Tulane University	322000	Saginaw Valley State University
251000	Briar Cliff University	281800	University of Louisiana - Monroe	321975	Siena Heights University
251100	Buena Vista University	999999	Other Schools Not Listed	322100	Spring Arbor University
251200	Clarke College	<b>Maine</b>		322300	University of Detroit - Mercy/Univ. of Detroit
251300	Dordt College	291000	University of Maine	322400	University of Michigan
251400	Iowa State University	291100	University of Maine at Presque Isle	322450	University of Michigan - Flint
251500	Loras College	291200	University of New England	322500	Wayne State University
251600	Luther College	291300	University of Southern Maine	322600	Western Michigan University
251550	Marycrest International University	999999	Other Schools Not Listed	999999	Other Schools Not Listed
251700	Mount Mercy College	<b>Maryland</b>		<b>Minnesota</b>	
251800	Northwestern College	301000	Bowie State University	331000	Augsburg College
251850	St. Ambrose University	301100	Coppin State University	331100	Bemidji State University
251550	Teikyo Marycrest University	301200	Frostburg State University	331200	Bethel University
252000	University of Dubuque	301300	Hood College	331300	College of St. Benedict/St. John's University
252100	University of Iowa	301350	McDaniel College		
252200	University of Northern Iowa	301400	Morgan State University		

## United States: Minnesota to North Dakota

331400	College of St. Catherine/University of St. Thomas	371100	Creighton University	422400	Marist College
331500	College of St. Scholastica	371200	Dana College	422500	Marymount College of Fordham University
331600	Concordia College	371300	Nebraska Wesleyan University	422600	Mercy College
331700	Mankato State University	371400	Union College	422700	Molloy College
331800	Metropolitan State University	371500	University of Nebraska - Kearney	422800	Nazareth College of Rochester
331700	Minnesota State University - Mankato	371600	University of Nebraska - Omaha	422900	New York University
331900	Minnesota State University - Moorhead	999999	Other Schools Not Listed	423000	Niagara University
331900	Moorhead State University	<b>Nevada</b>		423050	Nyack College
332000	Southwest Minnesota State University	381100	University of Nevada - Las Vegas	423750	Plattsburgh State University of New York
332100	St. Cloud State University	381000	University of Nevada - Reno	423100	Roberts Wesleyan College
332300	St. Olaf College	999999	Other Schools Not Listed	423200	Rochester Institute of Technology
332400	University of Minnesota - Duluth	<b>New Hampshire</b>		423300	Siena College
332500	University of Minnesota - Twin Cities	391000	Plymouth State University	423400	Skidmore College
332700	Winona State University	391100	University of New Hampshire	423600	State University of New York - Albany
999999	Other Schools Not Listed	999999	Other Schools Not Listed	423450	State University of New York - Binghamton
<b>Mississippi</b>		<b>New Jersey</b>		423700	State University of New York - Buffalo
341000	Delta State University	401050	Centenary College	423800	State University of New York - Stony Brook
341100	Jackson State University	401000	Georgian Court University	423500	State University of New York, College at Brockport
341200	Mississippi College	401100	Kean University	423725	State University of New York, College at Fredonia
341350	Mississippi State University - Meridian	401200	Monmouth University	423900	Syracuse University
341300	Mississippi State University - Starkville	401300	Ramapo College	423950	Touro College Main Campus
341400	Mississippi Valley State University	401350	Richard Stockton College of New Jersey	424000	Yeshiva University
341450	Rust College	401400	Rutgers - Camden	424100	York College of the City University of New York
341500	University of Mississippi	401500	Rutgers - New Brunswick	999999	Other Schools Not Listed
341600	University of Southern Mississippi	401600	Rutgers - Newark	<b>North Carolina</b>	
999999	Other Schools Not Listed	401700	Seton Hall University	431000	Appalachian State University
<b>Missouri</b>		401350	Stockton State College	431100	Barton College
351000	Avila University	401900	Upsala College	431200	Bennett College
351100	Central Missouri State University	999999	Other Schools Not Listed	431300	Campbell University
351200	Columbia College	<b>New Mexico</b>		431400	East Carolina University
351250	Evangel University	410100	Eastern New Mexico University	431425	Elizabeth City State University
351270	Lindenwood University	411000	New Mexico Highlands University	431430	Fayetteville State University
351600	Missouri State University	411100	New Mexico State University	431450	Johnson C. Smith University
351300	Missouri Western State University	411200	Western New Mexico University	431500	Livingstone College
351350	Park University	999999	Other Schools Not Listed	431600	Mars Hill College
351400	Saint Louis University	<b>New York</b>		431700	Meredith College
351500	Southeast Missouri State University	421000	Adelphi University	431800	Methodist University
351600	Southwest Missouri State University	421100	Buffalo State College	431900	North Carolina A&T State University
351100	University of Central Missouri	421200	College of New Rochelle	432000	North Carolina Central University
351700	University of Missouri - Columbia	421205	College of Saint Rose	432100	North Carolina State University - Raleigh
351750	University of Missouri - Kansas City	421210	College of Staten Island	432450	Pembroke State University
351800	University of Missouri - St. Louis	421300	Columbia University	432470	Shaw University
351900	Washington University	421400	Concordia College	432700	University of North Carolina - Chapel Hill
352000	William Woods University	421500	Cornell University	432300	University of North Carolina - Charlotte
999999	Other Schools Not Listed	421800	D'Youville College	432400	University of North Carolina - Greensboro
<b>Montana</b>		421600	Daemen College	432450	University of North Carolina - Pembroke
361000	Carroll College	421700	Dominican College of Blauvelt	432750	University of North Carolina - Wilmington
361050	Salish Kootenai College	421900	Fordham University	432500	Warren Wilson College
361100	University of Montana	421950	Greater Rochester Collaborative	432600	Western Carolina University
999999	Other Schools Not Listed	422100	Hunter College of the City University of New York	999999	Other Schools Not Listed
<b>Nebraska</b>		422200	Iona College	<b>North Dakota</b>	
371000	Chadron State College	422300	Keuka College	441000	Minot State University
		422305	Lehman College, City University of New York	441200	University of Mary
		422310	Long Island University - Brooklyn	441100	University of North Dakota
		422320	Long Island University - C.W. Post		

## United States: North Dakota to Vermont

999999 Other Schools Not Listed

### Ohio

451000 Ashland University  
 451100 Bluffton University  
 451200 Bowling Green State University  
 451300 Capital University  
 451400 Case Western Reserve University  
 451450 Cedarville University  
 451500 Cleveland State University  
 451600 College of Mount St. Joseph  
 451700 Defiance College  
 451750 Franciscan University of Steubenville  
 451800 Lourdes College  
 451900 Malone College  
 451950 Miami University  
 451925 Mount Vernon Nazarene University  
 451975 Ohio Dominican University  
 452000 Ohio State University  
 452100 Ohio University  
 452200 University of Akron  
 452300 University of Cincinnati  
 452400 University of Dayton  
 452500 University of Findlay  
 452600 University of Rio Grande  
 452700 University of Toledo  
 452800 Ursuline College  
 452900 Wright State University  
 453000 Xavier University  
 453100 Youngstown State University  
 999999 Other Schools Not Listed

### Oklahoma

461000 East Central University  
 461100 Northeastern State University  
 461150 Northwestern Oklahoma State University  
 461200 Oral Roberts University  
 461250 Southwestern Oklahoma State University  
 461300 University of Oklahoma  
 999999 Other Schools Not Listed

### Oregon

471050 Concordia University  
 471100 George Fox University  
 471000 Portland State University  
 471200 University of Portland  
 999999 Other Schools Not Listed

### Pennsylvania

481000 Albright College  
 481050 Alvernia College  
 481100 Bloomsburg University  
 481200 Bryn Mawr College  
 481250 Cabrini College  
 481300 California University of Pennsylvania  
 481350 Carlow University  
 481400 Cedar Crest College  
 481450 Chatham College  
 483000 College of Bible  
 481600 Eastern University  
 481700 Edinboro University of Pennsylvania

481800 Elizabethtown College  
 481900 Gannon University  
 482000 Juniata College  
 482100 Kutztown University  
 482200 LaSalle University  
 482300 Lock Haven University of Pennsylvania  
 482400 Mansfield University of Pennsylvania  
 482500 Marywood University  
 482600 Mercyhurst College  
 482700 Messiah College  
 482800 Millersville University of Pennsylvania  
 481500 Misericordia University  
 482900 Pennsylvania State University  
 483000 Philadelphia Biblical University  
 483100 Saint Francis University  
 483050 Seton Hill University  
 483200 Shippensburg University  
 483300 Slippery Rock University of Pennsylvania  
 483400 Temple University  
 483500 University of Pennsylvania  
 483600 University of Pittsburgh  
 483700 West Chester University  
 483800 Widener University  
 999999 Other Schools Not Listed

### Rhode Island

501000 Providence College  
 501100 Rhode Island College  
 501200 Salve Regina University  
 999999 Other Schools Not Listed

### South Carolina

511000 Benedict College  
 511100 Coker College  
 511200 Columbia College  
 511250 Limestone College  
 511300 South Carolina State University  
 511400 University of South Carolina  
 511500 Winthrop University  
 999999 Other Schools Not Listed

### South Dakota

521000 Augustana College  
 521050 Oglala Lakota College  
 521100 Presentation College  
 521200 University of Sioux Falls  
 521300 University of South Dakota  
 999999 Other Schools Not Listed

### Tennessee

531000 Austin Peay State University  
 531050 Belmont University  
 531200 East Tennessee State University  
 531300 Freed-Hardeman University  
 531450 Lincoln Memorial University  
 531100 Lipscomb University  
 531500 Middle Tennessee State University  
 531550 Southern Adventist University  
 531600 Tennessee State University  
 531700 Trevecca Nazarene College

531750 Union University  
 531775 University of Memphis  
 531800 University of Tennessee - Chattanooga  
 532100 University of Tennessee - Knoxville  
 531900 University of Tennessee - Martin  
 531950 University of Tennessee - Memphis  
 532000 University of Tennessee - Nashville  
 999999 Other Schools Not Listed

### Texas

541000 Abilene Christian University  
 541100 Baylor University  
 542550 East Texas State University  
 541300 Hardin Simmons University  
 541400 Howard Payne University  
 541500 Lamar University  
 541600 Lubbock Christian University  
 541700 Midwestern State University  
 541800 Our Lady of the Lake University  
 541900 Paul Quinn College  
 542000 Prairie View A&M University  
 542200 Southwest Texas State University  
 542300 Southwestern Adventist University  
 542100 St. Edwards University  
 542400 Stephen F. Austin State University  
 542500 Tarleton State University  
 542525 Texas A&M International University  
 542550 Texas A&M University - Commerce  
 542575 Texas A&M University - Kingsville  
 542600 Texas Christian University  
 542700 Texas Lutheran University  
 542800 Texas Southern University  
 542200 Texas State University - San Marcos  
 542900 Texas Tech University  
 543000 Texas Woman's University  
 543100 University of Central Texas  
 543200 University of Houston  
 543250 University of Houston - Clear Lake  
 543300 University of Mary Hardin-Baylor  
 543400 University of North Texas  
 543500 University of Texas - Arlington  
 543600 University of Texas - Austin  
 543700 University of Texas - El Paso  
 543800 University of Texas - Pan American  
 543850 University of Texas - Permian Basin  
 543870 University of Texas - San Antonio  
 543900 West Texas A&M University  
 999999 Other Schools Not Listed

### Utah

551000 Brigham Young University  
 551200 University of Utah  
 551100 Utah State University  
 551300 Weber State University  
 999999 Other Schools Not Listed

### Vermont

561000 Castleton State College  
 561200 Trinity College  
 561300 University of Vermont  
 999999 Other Schools Not Listed

## United States: Virginia through U.S. Territories; Canada; other schools not listed

### Virginia

571000 Christopher Newport University  
 571100 Eastern Mennonite University  
 571200 Ferrum College  
 571300 George Mason University  
 571400 Hampton University  
 571500 James Madison University  
 571600 Longwood University  
 571700 Norfolk State University  
 571800 Radford University  
 571900 Virginia Commonwealth University  
 572000 Virginia Intermont College  
 572100 Virginia State University  
 572200 Virginia Union University  
 999999 Other Schools Not Listed

### Washington

581000 Eastern Washington University  
 581050 Heritage University  
 581100 Pacific Lutheran University  
 581150 Seattle University  
 581300 University of Washington  
 581200 Walla Walla College  
 999999 Other Schools Not Listed

### West Virginia

591000 Alderson-Broaddus College  
 591100 Bethany College  
 591350 College of West Virginia  
 591200 Concord University  
 591300 Marshall University  
 591350 Mountain State University  
 591400 Shepherd University  
 591500 West Virginia State University  
 591700 West Virginia University  
 591600 West Virginia Wesleyan College  
 999999 Other Schools Not Listed

### Wisconsin

601000 Carroll College  
 601100 Carthage College  
 601200 Concordia University of Wisconsin  
 601300 Marian University  
 601400 Marquette University  
 601500 Mount Mary College  
 601600 Mount Senario College  
 601700 University of Wisconsin - Eau Claire  
 601900 University of Wisconsin - Green Bay  
 602000 University of Wisconsin - La Crosse  
 602100 University of Wisconsin - Madison  
 602200 University of Wisconsin - Milwaukee

602300 University of Wisconsin - Oshkosh  
 601800 University of Wisconsin - River Falls  
 602400 University of Wisconsin - Superior  
 602500 University of Wisconsin - Whitewater  
 602600 Viterbo University  
 999999 Other Schools Not Listed

### Wyoming

611000 University of Wyoming  
 999999 Other Schools Not Listed

### Guam

201900 University of Guam  
 999999 Other Schools Not Listed

### Puerto Rico

491200 Pontificia Univ Catolica de PR, Ponce Campus  
 491600 Univ Interamericana de PR, Recinto de Arecibo  
 491100 Univ Interamericana de PR, Recinto Metropolitano  
 491500 Universidad del Sagrado Corazon  
 491400 University of Puerto Rico - Rio Piedras Campus  
 491300 University of Puerto Rico at Humacao  
 999999 Other Schools Not Listed

## CANADA

### Alberta

621000 University of Calgary  
 999999 Other Schools Not Listed

### British Columbia

631050 Nicola Valley Institute of Technology  
 631000 Okanagan University College  
 631200 Thompson Rivers University  
 631200 University College of the Cariboo  
 631300 University College of the Fraser Valley  
 631100 University of British Columbia  
 631000 University of British Columbia Okanagan  
 631400 University of Northern British Columbia  
 631500 University of Victoria  
 999999 Other Schools Not Listed

### Manitoba

641000 University of Manitoba  
 999999 Other Schools Not Listed

### New Brunswick

651000 St. Thomas University  
 651200 Universite de Moncton  
 999999 Other Schools Not Listed

### Newfoundland & Labrador

661000 Memorial University of Newfoundland  
 999999 Other Schools Not Listed

### Nova Scotia

671000 Dalhousie University  
 999999 Other Schools Not Listed

### Ontario

681000 Carleton University  
 681200 King's University College/Univ. of Western Ontario  
 681300 Lakehead University  
 681400 McMaster University  
 681500 Renison College/University of Waterloo  
 681600 Ryerson University  
 681800 Universite D'Ottawa  
 681700 Universite Laurentienne/Laurentian University  
 681900 University of Toronto  
 682000 University of Windsor  
 682100 Wilfrid Laurier University  
 682200 York University  
 999999 Other Schools Not Listed

### Quebec

691000 McGill University  
 691200 Universite de Montreal  
 691300 Universite de Sherbrooke  
 691500 Universite du Quebec a Chicoutimi  
 691600 Universite du Quebec a Hull  
 691700 Universite du Quebec a Montreal  
 691400 Universite du Quebec en Abitibi-Temiscamingue  
 691600 Universite du Quebec en Outaouais  
 691100 Universite Laval  
 999999 Other Schools Not Listed

### Saskatchewan

701000 First Nations University of Canada  
 701000 Saskatchewan Indian Federated College  
 701100 University of Regina  
 999999 Other Schools Not Listed

### Foreign Trained

888888

### Other schools not listed

999999

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