



**NORTH CAROLINA
SOCIAL WORK CERTIFICATION AND LICENSURE BOARD**

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EXAM REQUEST FORM

STEP ONE: TO BE ELIGIBLE TO SIT FOR EXAMINATION, you must submit an application for certification or licensure to the N.C. Social Work Certification and Licensure Board and been determined “eligible” to sit for examination. Upon satisfactory review of your application, you will receive a notice of “Exam Candidacy Approval” from the Board. [LCSW ASSOCIATE (LCSWA) LICENSEES ARE GRANTED EXAM ELIGIBILITY AT THE TIME THE ASSOCIATE LICENSE IS ISSUED AND SHOULD USE THIS FORM TO INITIATE THE EXAM PROCESS.]

STEP TWO: UPON RECEIPT OF EXAM CANDIDACY APPROVAL, OR WHEN REQUESTING TO SIT FOR SUBSEQUENT EXAM ATTEMPTS, candidates must complete this form and submit to this Board, the exam processing fee of forty dollars (\$40.00) with your request to sit for examination. The processing fee made payable to NCSWCLB must be paid by certified bank check or money order (no personal checks accepted). THE PROCESSING FEE **DOES NOT** INCLUDE THE COST OF THE EXAMINATION.

A SEPARATE PROCESSING FEE IS REQUIRED FOR EACH EXAM REQUEST.

- Candidates applying for multiple credential levels must include a processing fee for each level.
- Candidates requesting to sit for repeat examination following a failed attempt must submit another fee and completed form to obtain continued exam approval.

STEP THREE: The Board contracts with the Association of Social Work Board (ASWB) for examination services. Upon receipt of your payment and exam request, the Board will forward to you instructions for registering to sit for the examination including an expiration date. The exam approval is good for **ONE** exam attempt during the approval period. The actual cost of the exam will be assessed by and payable to ASWB at the time of registration.

STEP FOUR: Upon registration with ASWB you will be sent authorization and a list of testing centers with their contact information. You select the center of your choice and schedule directly with the testing center. Testing is generally available Monday through Saturday at most sites. A PASS/FAIL report will be presented to you at the testing site upon completion of the examination. If you do not pass your examination, you may retake it after 90 days and upon obtaining continued approval and payment of a second examination fee.

An official score report will be sent automatically to this Board from ASWB. **We do not notify you when we receive your results from the exam board.** Your pending credential will be issued following receipt of your official PASS score result. For LCSWA licensees your PASS score result will be held until all other requirements are satisfied.

Study guides are available through ASWB at **1-800-225-6880**.

CIRCLE THE EXAM YOU ARE APPROVED TO TAKE:

CLINICAL ADVANCED GENERALIST BACHELORS MASTERS

NAME: _____

[Certified check/Money Order (\$40.00) must be enclosed to ensure proper processing]

ADDRESS: _____

SSN: _____