



NORTH CAROLINA  
SOCIAL WORK CERTIFICATION AND LICENSURE BOARD

Post Office Box 1043  
Asheboro, North Carolina 27204

Phone (336) 625-1679  
Fax (336) 625-4246

www.ncswboard.gov

**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. **[This applies only to the CSW, CMSW and CSWM credentials]**

**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 check, money order, or cashier’s check submitted within six months of issuance (*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 contact information for PSI Testing Centers. You may 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 request to re-examine 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.

Study guides are available through ASWB at [www.aswb.org](http://www.aswb.org) or 1-800-225-6880.

---

**CIRCLE THE EXAM YOU ARE APPROVED TO TAKE:**

ADVANCED GENERALIST

BACHELORS

MASTERS

NAME: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SSN: \_\_\_\_\_