GRADUATE SCHOOL OF SOCIAL WORK
AND SOCIAL RESEARCH
OF
BRYN MAWR
COLLEGE

How to Apply to Take the Master's License Exam in Pennsylvania

To be eligible for the master's licensing exam in PA, you must be in the final semester of a master's or doctoral degree program or hold a master's or doctoral degree in social work.

Recommendation: Review the following:

- **PA State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors**
- **ASWB Examination Guidebook**

Step One: Register/Create an Account in PA Licensing System (PALS)

All first-time applicants must start the application process by creating a PA Licensing System (PALS) account. Once you have a PALS account you can start your application. The PALs system can be accessed from the PA State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors site.

Step Two: Start/Submit PA State Board Application in PALS

Recommendation: Print the Application Checklist that is available in PALS. The application checklist contains all required steps.

If you are a current master's student and applying for the LSW, you should select the following when prompted:

For Board/Commission, select "**State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors**". For License Type, select "**Social Worker**"

Once you complete mandatory fingerprinting and the National Practitioner Data Bank Self Query, you should have the option to submit your application and pay the fee. You will still have to complete the mandatory child abuse training, which can be found here but this can be completed after you submit your application. You can continue to upload required documents after your application is submitted.

If applying in your final semester of your program, you will need to submit an **Education Verification form** (this form only becomes available after you apply). When prompted within PALS, submit an email to **registrar@brynmawr.edu** and name Sara Forrest. This will send a request directly to the registrar who will submit your Education Verification form to the Board electronically.

Post-Masters applicants will skip the Education Verification form and instead request an official graduate school transcript from the college Registrar's Office be sent to the PA State Board. BMC MSS alums follow instructions on the BMC Registrar's website.

Wait for Approval: Once the PA State Board has approved your application, they will send you an approval letter with information about how to register for the exam with the Association of Social Work Boards (ASWB).

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Step Three: Register for the exam with ASWB

Follow the instructions for how to register for the exam provided by the PA State Board in your approval letter.

Wait for Authorization from ASWB: ASWB will send you an Authorization to Test via e-mail (usually within two business days) to the e-mail address you provided. Retain your Authorization to Test for future reference. If you do not receive your Authorization to Test, notify ASWB.

Step Four: Schedule your exam with Pearson Vue Test Center

You must first receive *ASWB Authorization to Test* before scheduling your exam with **Pearson Vue**. There are no fixed test administration dates.

Non-Standard Testing Accommodations must be requested before you register to take the exam. (LINK to request Nonstandard Testing Arrangements.)

Confirmation of your testing appointment can take 24 hours.

Step Five: Prepare for Exam Day

Review the ASWB Examination Guidebook!

Consider test preparation resources such as the Bryn Mawr College GSSWSR Center for Professional Development's License Exam Prep workshop or the study guide available to current students through TriPod Library.

Know where your Test Center is located and what to expect on check-in, ID, personal belongings, etc. (Information can be found in the ASWB Examination Guidebook)

Reminders

Once you graduate, it is *your* responsibility to request from the College Registrar an official transcript to be sent to the PA State Board. *Your license will not be finalized until the official final transcript is received by the Board.*

Official transcripts can be mailed or e-mailed (see below). The Board will mail your license to you once all requirements are met.

Check out additional information and resources available through GSSWSR Career Services and Center for Professional Development.

State Board Contact Information:

The State Board of Social Workers, Marriage & Family Therapists and Professional Counselors
P.O. Box 2649 Harrisburg, PA 17105-2649
Phone: 1-833-367-2762
Email: **st-socialwork@pa.gov**

ASWB Contact Information:

Association of Social Work Boards
400 Southridge Parkway, Suite B
Culpeper, VA 22701
Candidate Services: 888-579-3926

Pearson Vue Testing Center

Candidate Services: 877-884-9537

Bryn Mawr College Registrar

Request transcript here: https://www.brynmawr.edu/inside/academic-information/registrar/transcripts