

MINNESOTA BOARD OF SOCIAL WORK

A HANDBOOK FOR STUDENTS

This Handbook for Students provides an overview of the Minnesota Social Work Practice Act, Minnesota Statutes, Sections 148D.001 through 148D.290. This information is intended to serve as a guide, from a student's perspective, to the application process and licensure requirements the Board is authorized to implement and enforce. Complete information, including the Standards of Practice and Grounds for Action, is available at the Board's website www.socialwork.state.mn.us.

NOTE: The Board's Practice Act was revised during the 2005 Legislative Session. The requirements and fees listed in this Handbook are effective January 1, 2006.

*In compliance with the Americans with Disabilities Act,
this information may be made available in alternative formats upon request.*

TABLE OF CONTENTS

❖ Board Mission	
• What is the Board of Social Work?.....	1
❖ Licensure Requirements	
• Who must be licensed?.....	1
• May I begin practice before becoming licensed?.....	2
• What are the eligibility requirements for licensure?.....	2
• What is a temporary license?.....	3
❖ Practice Requirements	
• What licenses are there?.....	4
• What is the authorized scope of practice for each license?.....	4
• What is the definition of social work practice?.....	5
❖ Application Process	
• What is involved in the application process?.....	6
• Fees.....	7
❖ Continuing Competence and Maintaining your License	
• Standards of Practice.....	8
• Continuing Education (CE) requirement.....	8
• Supervised practice requirement.....	9
▪ LSW and LGSW requirements.....	9
▪ Types of licensure supervision.....	10
▪ Required content of supervision.....	10
▪ Documentation of supervised practice.....	10
❖ Appendices	
• ASWB Examination Content Outline.....	12
• Resources.....	13

Minnesota Board of Social Work
2829 University Avenue Southeast · Suite 340
Minneapolis, Minnesota 55414-3239

Phone (612) 617-2100 · Toll Free (888) 234-1320 · TTY (800) 627-3529 · Fax (612) 617-2103
Email: social.work@state.mn.us · Website: www.socialwork.state.mn.us

Revised August 2005

■ *What is the Board of Social Work?*

The mission of the Board of Social Work is “to ensure to the citizens of Minnesota quality social work services by establishing and enforcing professional standards.” (Board Strategic Plan, September 1994)

The Board is an agency of the State of Minnesota. The Board is comprised of 15 members who are appointed by the Governor. Ten members are persons licensed as social workers, at both the bachelors and masters level and represent various practice settings. Five members are public members.

The Board’s purpose is to regulate social workers. A board has a different purpose than an association. The purpose of an association of social workers is to provide services and assistance to social workers. The Board, by contrast, ensures that social workers meet appropriate standards of professional behavior. As such, the Board exists to serve the public, not social workers. As a state regulatory agency, the duty of the Board and purpose of licensure is “to promote and protect the public health, safety and welfare through the licensure and regulation of persons who practice social work in this state”.

The Minnesota Social Work Practice Act (Minnesota Statutes, Sections 148D.001 through 148D.290) is the law enacted by the Minnesota Legislature, which governs the practice of social work in the State of Minnesota. The Board’s duties include, but are not limited to:

- establishing qualifications and procedures for licensure and continued competence, including supervised practice and continuing education requirements;
- issuing licenses to qualified individuals;
- establishing standards of practice and ethical conduct for social workers, including taking disciplinary, adversarial, corrective, or other action justified by the facts;
- educating social workers and the public on the requirements of the board.

■ *Who Must Be Licensed to Practice Social Work in Minnesota?*

The Social Work Practice Act is both a title **and** a practice act. The Act requires that persons 1) who use a title which incorporates the words “social work” or “social worker,” or 2) who practice social work in Minnesota, with a social work degree, be licensed. Therefore, based on the statutory definition of “social work practice” the Board may determine that a person is engaged in the practice of social work even if the person has another job title, or even if an employer does not require social work licensure for a position.

There are particular settings identified in Statute in which a person is exempted from licensure. Licensure is not mandated, but voluntary in the following settings:

- a student involved in an internship experience that is required for the completion of an accredited program of social work;
- city, county and state agency social workers; and
- social workers employed by private, nonprofit agencies whose primary service focus addresses ethnic minority populations **and** who are themselves members of ethnic minority populations within those agencies, or social workers who are employed by federally recognized tribes.

■ ***May I Practice Before Becoming Licensed?***

As a student you may practice social work without a license or temporary license for the purpose of completing an internship experience that is required for the completion of your social work degree. However, you may NOT begin social work practice in Minnesota, outside the parameters of your internship, in a setting for which licensure is required until you are licensed. ***Applying for licensure and beginning the application process does NOT authorize you to begin practice.***

Social work practice without a valid license or temporary license in a setting for which licensure is required is considered the unauthorized practice of social work, and may be pursued as a misdemeanor. The Board has the authority to take action to prohibit the unauthorized practice of social work.

■ ***What are the Eligibility Requirements for Licensure in Minnesota?***

Academic Degree: Applicants must have obtained a BSW or MSW degree from an academic program accredited by the Council on Social Work Education (CSWE) or a DSW (doctorate) degree in social work. Students enrolled in BSW or MSW programs accredited by CSWE may apply for licensure and take the exam prior to completing all degree requirements.

Examination: Applicants must pass the required Association of Social Work Boards (ASWB) examination.

Background Check: Applicants must authorize a criminal background check by the Minnesota Bureau of Criminal Apprehension (BCA).

Ethical Conduct: Applicants must answer standards of practice questions on the Application for Licensure. Applicants must not have engaged in conduct that was or would be in violation of the Board's standards of practice.

FB/ESL Alternative Licensing Provision: The legislature has extended the provision establishing an alternative licensing procedure for applicants who 1) speak English as a second language (ESL), 2) were born in a foreign country and 3) meet the following criteria. The provision expires August 1, 2007.

1. Applicants must have taken and failed the required licensure exam since January 1, 2000;
2. Applicants must have been born in a foreign country and must speak English as a second language;
3. Applicants must provide letters of recommendation and experience ratings (on a form provided by the Board) from two licensed social workers and one professor from the applicant's social work program who can attest to the applicant's competence; and
4. Applicants must meet all other licensure requirements.

Supervised Practice: Supervised practice is not required to be eligible for the Licensed Social Worker (LSW) or the Licensed Graduate Social Worker (LGSW) license; but is required once the license is issued and practice begins. To be eligible for the Licensed Independent Social Worker (LISW) and the Licensed Independent Clinical Social Worker (LICSW) license, applicants must document completion of 4,000 hours of supervised social work practice, which is authorized by law in the jurisdiction obtained.

■ **What is a Temporary License?**

Minnesota Statutes, Section 148D.060, subdivision 1, allows students who have applied for permanent licensure and are not licensed in any other jurisdiction to apply for a temporary license. This is an optional provision. The intent of this provision is to enable students to begin their social work practice as soon as possible after passing the examination and completing **all** degree requirements, while waiting for their college or university to issue their official transcript. There is a \$50.00 fee for the temporary license. A temporary license is valid for six months, until a permanent license is issued, or until the Board takes final action on an application for a permanent license. A temporary license is nonrenewable.

If you are engaged in the unauthorized practice of social work when you apply for a temporary license, you are **ineligible for a temporary license**. The Board may take disciplinary action against an applicant who is engaged in the unauthorized practice of social work.

It is unlawful to practice social work in the State of Minnesota without a temporary license or permanent license, unless you are practicing in a setting for which licensure is not required (as described on page 1).

• **Qualifying for a Temporary License :**

To qualify for a temporary license, while a student, you must:

- apply for a permanent license;
- Complete **all** degree requirements;
- Pass the applicable ASWB licensure examination;
- Not be engaged in the unauthorized practice of social work; and
- Submit a temporary license application form with the required \$50.00 fee.

If you are interested in applying for a temporary license, it is critical that you apply for licensure at least six months prior to completing your degree requirements to ensure that you can take the examination before completing degree requirements. Both the ASWB examination and degree requirements must be completed in order to qualify for the temporary license.

• **Applying for a Temporary License:**

To apply for a temporary license, you must complete the Application for Licensure form and request that a Temporary License application form “*Applicant for Permanent License – Students and Other Persons Not Licensed In Any Other Jurisdiction*” be sent to you. You must submit all other required documentation, including the BCA background check authorization form and application fee with your application for permanent license. An Application for Temporary License form will then be mailed to you. You must then submit the completed form with the required \$50.00 temporary license fee to the Board office.

• **Required Supervision:**

If you practice social work while holding a temporary license under the provision “*Applicant for Permanent License – Students and Other Persons Not Licensed In Any Other Jurisdiction*”, you must obtain the required licensure supervision and submit an attestation from your supervisor before your license will be granted. Provided the supervised practice you obtain while holding a temporary license meets the Board’s requirements, it will be applied to your post-licensure supervision requirements.

■ ***What is the Licensing Structure in Minnesota?***

The following table outlines the specific requirements for each of the four licenses.

LICENSURE REQUIREMENTS			
License	Degree (CSWE BSW & MSW)	ASWB Exam	Supervised Practice
Licensed Social Worker (LSW)	BSW	Bachelor	Not required for initial licensure*
Licensed Graduate Social Worker (LGSW)	MSW or DSW	Masters	Not required for initial licensure*
Licensed Independent Social Worker (LISW)	MSW or DSW	Advanced Generalist	Required for eligibility 75 hrs direct supervision per 4,000 hours practice
Licensed Independent Clinical Social Worker (LICSW)	MSW or DSW	Clinical	Required for eligibility 75 hrs direct supervision per 4,000 hours clinical practice

*The LSW and the LGSW license do not require documentation of supervised practice for license eligibility. Supervised practice is required once a license is issued and practice begins.

■ ***What is the Authorized Scope of Practice for each License?***

The following table outlines the authorized scope of practice for each of the four licenses.

SCOPE OF PRACTICE REQUIREMENTS	
License	Authorized Scope of Practice
Licensed Social Worker (LSW)	May engage in social work practice, except that an LSW must not engage in clinical social work practice.
Licensed Graduate Social Worker (LGSW)	May engage in social work practice, except that an LGSW must not engage in clinical social work practice except under supervision of a LICSW.
Licensed Independent Social Worker (LISW)	May engage in social work practice, except that an LISW must not engage in clinical social work practice except under supervision of a LICSW.
Licensed Independent Clinical Social Worker (LICSW)	May engage in social work practice, including clinical social work practice.

■ *What is the Definition of Social Work Practice?*

Minnesota Statutes, Section 148D.010, subdivisions 6 and 9, define social work practice as follows:

Subdivision 6. "**Clinical practice**" means applying professional social work knowledge, skills, and values in the differential diagnosis and treatment of psychosocial function, disability, or impairment, including addictions and emotional, mental, and behavioral disorders. Treatment includes a plan based on a differential diagnosis. Treatment may include, but is not limited to, the provision of psychotherapy to individuals, couples, families, and groups. Clinical social workers may also provide the services described in subdivision 9.

Subdivision 9. "**Practice of social work**" means working to maintain, restore, or improve behavioral, cognitive, emotional, mental, or social functioning of clients, in a manner that applies accepted professional social work knowledge, skills, and values, including the person-in-environment perspective, by providing in person or through telephone, video conferencing, or electronic means one or more of the social work services described in clauses (1) to (3). Social work services may address conditions that impair or limit behavioral, cognitive, emotional, mental, or social functioning. Such conditions include, but are not limited to, the following: abuse and neglect of children or vulnerable adults, addictions, developmental disorders, disabilities, discrimination, illness, injuries, poverty, and trauma. Social work services include:

(1) providing assessment and intervention through direct contact with clients, developing a plan based on information from an assessment, and providing services which include, but are not limited to, assessment, case management, client-centered advocacy, client education, consultation, counseling, crisis intervention, and referral;

(2) providing for the direct or indirect benefit of clients through administrative, educational, policy, or research services including, but not limited to:

- (i) advocating for policies, programs, or services to improve the well-being of clients;
- (ii) conducting research related to social work services;
- (iii) developing and administering programs which provide social work services;
- (iv) engaging in community organization to address social problems through planned collective action;
- (v) supervising individuals who provide social work services to clients;
- (vi) supervising social workers in order to comply with the supervised practice requirements specified in sections 148D.100 to 148D.125; and
- (vii) teaching professional social work knowledge, skills, and values to students; and

(3) engaging in clinical practice.

■ *What is Involved in the Application Process?*

• **Submitting an Application:**

Students are encouraged to apply for the LSW or the LGSW level of licensure and take the licensing examination before completing degree requirements. **You must complete all requirements specified within one year of the time the Board receives your application. Completing the entire application and examination process can take four to six months, so you are encouraged to begin the application process early.** Applying for licensure and passing the examination before graduation will enable you to apply for a temporary license after completing degree requirements, if necessary, and enable you to be licensed shortly after your official transcript is available after graduation. You may also apply for licensure after completing all degree requirements and graduation. However, this will delay obtaining your license and your ability to begin social work practice.

A student must submit the following documentation when applying for licensure:

- A completed, signed Application for Licensure form;
- A completed, signed Minnesota BCA background check authorization form;
- The required, non-refundable \$60.00 fee (\$45.00 application fee and \$15.00 fee for the BCA background check);

An applicant may also apply for special examination provisions based on English as a Second Language (ESL) status or examination accommodations based on the Americans with Disabilities Act (ADA).

• **Association of Social Work Boards (ASWB) Examination:**

The Board utilizes a national, multiple-choice examination developed and maintained by the Association of Social Work Boards (ASWB). The examination content covers areas such as human development and behavior; issues of diversity; assessment in practice; service delivery; direct and indirect practice; communication; professional relationships; professional values and ethics; practice evaluation and the utilization of research; supervision; and administration. (See page 12) Your academic training should prepare you for the examination. If you are interested in additional resources, you may contact ASWB to purchase a Study Guide at www.aswb.org or 1-800-225-6880.

The examination is administered by ACT, Inc., and is offered daily at various sites in Minnesota and other states. The examination is administered on a personal computer. There is a tutorial before the examination begins. The maximum time allowed to complete the examination is four hours. You will receive your test results before leaving the testing site. Your official score report is then sent to the Board office approximately fourteen days after you have taken the examination.

• **Board Approval for the ASWB Examination:**

You should expect up to a 30-day processing time from the date all application materials are received by the Board. The Board will then send you written notification informing you that you have been approved to take the examination, including a Candidate Handbook, which will explain the entire process, how to register and pay for the examination with ASWB, and schedule your examination date.

You must register, pay for and take the examination within 90 days of being approved by the Board. To register for the examination, you must contact ASWB and pay the examination fee. ASWB will then send you written authorization to schedule a date for the examination at the testing site of your choice. If you

fail the examination, you must reapply with the Board. You will be required to pay the application and testing fees again and wait 90 days according to ASWB policy before retaking the examination.

Effective January 1, 2006, if an applicant fails an examination, an applicant may not take the examination more than three times without special consideration and permission from the Board. A passing score must be obtained in no more than 18 months after the date of the first failed examination. However, an applicant may petition the Board to take the examination a fourth or subsequent time by 1) demonstrating that he or she meets all other requirements for licensure, 2) providing a description of the efforts made which will likely improve the examination score, and 3) providing letters of recommendation from two persons licensed as social workers attesting to the applicant’s ability to practice social work competently and ethically.

• **Completing the Application Process:**

When your degree is completed, and has been posted to your transcript, you must contact the registrar’s office to submit an official transcript directly to the Board office before your license can be granted.

Once you complete all application requirements, the Board will send an approval/invoice letter to inform you of your licensure fee. Your **license will be effective** when the Board receives payment of your initial licensure fee. It is only on this date that you may begin to practice in regulated settings, unless you were issued a valid temporary license previously.

If the Board does not receive all required items within one year of receiving your application, your application will be closed and you will need to reapply and pay another application fee. If an application is closed after you pass the required examination, and if you reapply for the same license within eight years of having passed the examination, it will not be necessary to retake the examination.

■ ***Application/Examination/Licensure/Temporary License Fees***

NOTE: The fees listed are effective January 1, 2006 through June 30, 2009.

Level of Licensure	Application Fee (includes \$15.00 fee for the BCA check)	ASWB Licensure Examination Fee	Initial License Fee & Biennial Renewal Fee (24 month fee)	Temporary License Fee
LSW	\$60.00	\$175.00	\$ 90.00	\$50.00
LGSW	\$60.00	\$175.00	\$160.00	\$50.00
LISW	\$60.00	\$175.00	\$240.00	\$50.00
LICSW	\$60.00	\$175.00	\$265.00	\$50.00

Your first renewal/expiration date will be the last day of your birth month in the second calendar year from the effective date of your license. The 24-month initial license fee listed above will be prorated to reflect the number of months you will be licensed in the first cycle. For example, if the effective date of your license is August 2006, and your birth month is March, then your first renewal date will be March 31, 2008. Licenses must be renewed every two years, by the last day of your birth month.

■ *Once I am Licensed, What Are the Requirements to Maintain My License?*

After the Board receives your licensure fee, your license will be issued and you will be sent a license wall certificate and license card indicating your license renewal date. All licensees are required to renew their license on a biennial basis, in their birth month, to demonstrate continuing competence. A renewal notice will be sent automatically to the most current mailing address on file, 45 days prior to your renewal date.

Applications for renewal may be submitted online using a credit card or by submitting a paper application form and check or money order. When renewing, you will submit:

- a completed Application for License Renewal form;
- a license renewal fee (and late fee if submitted within the 60-day period after the expiration date);
- documentation of 30 CE hours per 24 months (which will be prorated for the first renewal for the number of months from the issue date of your license through your birth month renewal date);
 - *Effective January 1, 2006, a minimum of two CE hours (out of the 30 hour requirement) in social work ethics are required at each license renewal.*
- documentation of supervised practice when applicable;
- responses to standards of practice questions on the application form to demonstrate continued compliance with the Board's Standards of Practice.

• **The Board's Standards of Practice**

All social workers are required to conduct all professional activities as a social worker in accordance with the Standards of Practice established by the Board's statute. The purpose of sections 148D.185 to 148D.290 is to protect the public by ensuring that all persons licensed as social workers meet minimum standards of practice. The board is required to promptly and fairly investigate and resolve all complaints alleging violations of statutes and rules that the board is empowered to enforce and (1) take appropriate disciplinary action, adversarial action, or other action justified by the facts, or (2) enter into corrective action agreements or stipulations to cease practice, when doing so is consistent with the board's obligation to protect the public.

This section also details the Board's investigative powers and procedures; a licensee's obligation to cooperate; and actions the board may take including disciplinary, adversarial but non-disciplinary, or voluntary action. The Board's Standards of Practice include the statutory grounds for action and are provided in detail on the Board's website address listed on the introductory page of this handbook.

The Standards of Practice apply to the following:

- representations to clients and the public;
- competence and impairment;
- professional and ethical conduct;
- responsibilities to clients;
- relationships with clients, former clients, and other individuals;
- treatment and intervention services;
- confidentiality and records;
- fees and billing practices;
- reporting requirements; and
- unauthorized practice and use of titles.

- **Continuing Education (CE) Hour Requirement:**

Your license card will indicate the number of CE hours required at your first renewal. CE hours reported at license renewal must be obtained after your license is issued and within the current licensure period.

CE activities in which you participate need **not be pre-approved by the Board**. At the time of license renewal the Board will determine compliance with requirements. CE hours may be 1) offered by a CE provider approved by the Board or by ASWB, or 2) offered by a program approved by the National Association of Social Workers (NASW) or the Board. The content of the program must promote the standards of practice, contribute to the practice of social work as defined in the Board's statute, not be primarily oriented towards business practices or self-development, and the person presenting must be qualified in the subject matter being presented.

CE hours may be obtained from different types of activities, such as academic course work (obtained after your license is issued), staff training programs, educational workshops or institutes at conferences or association meetings, and a limited number of independent study is allowed. *A minimum of two CE hours (out of the 30 hour requirement) at each license renewal must be in social work ethics.*

The Board conducts a random audit of license renewal applications to verify compliance with CE requirements. You are required to maintain verification of attendance and completion of CE activities for at least one year after your license renewal in the event you are audited.

- **Supervised Practice Requirement:**

Licensure supervision is a professional relationship in which the supervisor provides evaluation and direction over the supervisee's practice to promote competent and ethical services to clients and for the purpose of continued professional development. The supervisee must, to the satisfaction of the supervisor, practice competently and ethically in accordance with professional social work knowledge, skills, and values. In general, the supervised practice requirements specify 1) practice time, 2) supervision hours and types of supervision, 3) content of supervision, 4) supervisor qualifications, and 5) methods to document supervised practice.

LSW Supervised Practice Requirement: This is a one-time requirement for the LSW. After a license is issued an LSW must be supervised for any social work practice in Minnesota for the first 4,000 hours of practice. At least 75 hours of supervision must be obtained over the duration of practice. At least three hours of supervision must be obtained during every 160 hours of practice.

LSW Supervisor Requirements: At the LSW level of licensure, you may be supervised by an LSW (who has completed the supervised practice requirements), an LGSW, an LISW, or an LICSW. In limited circumstances, if you are unable to secure the required supervisor, the Board may approve an alternative supervisor.

LGSW (Not Engaged in Clinical Social Work Practice) Requirement: This is a one-time requirement for the LGSW licensee who is not engaged in clinical social work practice. After a license is issued an LGSW (non-clinical practice) must be supervised for any social work practice in Minnesota for the first 4,000 hours of practice. At least 75 hours of supervision must be obtained over the duration of practice. At least three hours of supervision must be obtained during every 160 hours of practice.

LGSW (Engaged in Clinical Social Work Practice) Requirement: An LGSW who is engaged in clinical social work practice must be supervised on an ongoing basis not to exceed 8,000 hours. In order to practice clinical social work for more than 8,000 hours an LGSW must obtain an LICSW license. Upon completion of 4,000 hours of clinical supervised practice the LGSW is eligible to apply for the LICSW license. The Board may grant the LGSW permission to engage in clinical social work for an additional period not to exceed 2,000, without obtaining the LICSW license, if the LGSW petitions the Board and demonstrates personal hardship.

LGSW Supervisor Requirements: An LGSW **not engaged** in clinical practice may be supervised by either an LISW or an LICSW. An LGSW **engaged** in clinical social work practice (as defined on page 5) must be supervised by an LICSW. In limited circumstances, if you are unable to secure the required supervisor, the Board may approve an alternative supervisor.

Types of Supervision for the LSW and LGSW:

- One-on-one in-person supervision
 - At least 37.5 hours must be obtained in this type of supervision

- Additional supervision
 - The additional 37.5 hours must be obtained in one of the following types of supervision subject to the limitation on electronic supervision
 - One-on-one in-person supervision
 - In-person group supervision
 - Not to exceed seven members in group including supervisor
 - Electronic supervision such as telephone or video conferencing
 - Not to exceed 25 hours

Required Content of Supervision for the LSW and LGSW: Supervision must be received in the following content areas:

- development of professional values and responsibilities;
- practice skills;
- authorized scope of practice;
- ensuring continuing competence; and
- ethical standards of practice.

Documentation of Supervised Practice: The Board requires documentation of supervised practice on the forms noted below, which are provided by the Board, at the times specified.

Supervision Plan Requirements: Licensees who require supervision **must** submit a Supervision Plan form after becoming licensed and within 90 days of beginning a social work position. If the Supervision Plan meets the requirements, completion of the supervised practice will apply toward the supervised practice requirement, provided there is no substantial change from the approved supervision plan.

Licensees must submit a *revised* Supervision Plan form within 90 days of any of the following changes: 1) the licensee secures a new supervisor; 2) the licensee begins a new social work position; 3) a substantial change in the scope or content of the licensee's practice occurs; or 4) the number of practice or supervision hours, or type of supervision changes substantially.

If a licensee fails to submit a Supervision Plan as required, a supervision plan late fee of \$50.00 will be assessed at the time of license renewal.

Attestation of Supervised Practice at License Renewal: When a licensee submits an application for license renewal the licensee and supervisor will attest on a form provided by the Board that the supervisee has met or has made progress on meeting the applicable supervised practice requirements as specified in the Supervision Plan submitted previously.

Verification of Supervised Practice: In addition to completing the Attestation of Supervised Practice, a more detailed Supervision Verification Form will be required 1) at the time of license renewal if the Board audits the licensee, and 2) when an LGSW applies for either the LISW or the LICSW license.

For additional information regarding social work licensure and professional associations in Minnesota visit the Board's website to obtain the following publications:

- Educator Manual. Choices & Responsibilities for Social Workers: Licensure and the Professional Associations, A Curriculum Module for CSWE-Accredited Bachelor and Master's Level Social Work Programs in Minnesota
- Student Manual. Choices & Responsibilities for Social Workers: Licensure and the Professional Associations, A Curriculum Module for CSWE-Accredited Bachelor and Master's Level Social Work Programs in Minnesota

The Board hopes this Handbook for Students provides you with information you need about social work licensure and regulation in Minnesota, as well as information about the licensure requirements and the application and examination process. Please contact the Board office if you have additional questions.

Good luck as you complete your social work program and move into the profession!

**ASSOCIATION OF SOCIAL WORK BOARDS (ASWB)
EXAMINATION CONTENT OUTLINE**

<i>Effective May 17, 2004</i>	BACHELOR	MASTERS	ADVANCED GENERALIST	CLINICAL
Human Development & Behavior in the Environment	14%	18%	10%	22%
Issues of Diversity	7%		5%	6%
Diversity & Social/ Economic Justice		7%		
Assessment in Social Work Practice	20%			
Assessment, Diagnosis & Intervention Planning		11%	24%	
Diagnosis & Assessment				16%
Psychotherapy & Clinical Practice				16%
Service Delivery	5%	9%	11%	5%
Direct & Indirect Practice	21%	22%	16%	
Communication	10%	7%	7%	8%
Professional Relationships	5%	5%		
Relationship Issues			5%	
The Therapeutic Relationship				7%
Professional Values & Ethics	13%	11%	12%	10%
Practice Evaluation & the Utilization of Research	2%	2%	4%	1%
Supervision in Social Work	2%			
Supervision, Administration & Policy		8%		
Supervision & Professional Development			3%	
Clinical Supervision, Consultation & Staff Development				4%
Social Work Administration	1%			
Administration			3%	
Clinical Practice & Management				5%

Copyright 2004 by Association of Social Work Boards (ASWB)

RESOURCES

AGENCY	CONTACT INFORMATION
Minnesota Board of Social Work	2829 University Avenue Southeast · Suite 340 Minneapolis MN 55414-3239 Phone (612) 617-2100 Toll Free (888) 234-1320 TTY (800) 627-3529 Fax (612) 617-2103 Email: social.work@state.mn.us Website: www.socialwork.state.mn.us
Association of Social Work Boards (ASWB)	400 South Ridge Parkway · Suite B Culpeper VA 22701 Toll Free (800) 225-6880 Fax (540) 829-0142 Website: www.aswb.org
Council on Social Work Education (CSWE)	1725 Duke Street · Suite 500 Alexandria VA 22314-3457 Phone (703) 683-8080 Fax (703) 683-8099 Email: info@cswe.org Website: www.cswe.org
National Association of Social Workers (NASW) MN Chapter	1885 University Avenue W · Suite 340 St Paul MN 55104 Phone (651) 293-1935 Fax (651) 293-0952 Email: email@naswmn.org Website: www.naswmn.org
National Association of Social Workers (NASW)	750 First Street NE · Suite 700 Washington DC 20002-4241 Phone (202) 408-8600 Toll Free (800) 638-8799 Website: www.socialworkers.org
Minnesota Coalition of Licensed Social Workers	Phone (651) 636-3769 Fax (651) 636-1067 Email: swcoalition@visi.com