



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Social Work Examiners**

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[www.llronline.com/POL/SocialWorkers/](http://www.llronline.com/POL/SocialWorkers/)



**REQUIREMENTS FOR BACCALAUREATE LEVEL LICENSURE**

An applicant for licensure as a Licensed Baccalaureate Social Worker must have a baccalaureate degree from a social work program accredited by the Council on Social Work Education (CSWE). Go to [www.cswe.org](http://www.cswe.org) to verify accreditation. The applicant must take and pass the bachelors level of the examination that is administered by a testing service through the Association of Social Work Boards (ASWB).

1. An applicant for licensure as a Licensed Baccalaureate Social Worker must submit an application and pay \$45 non-refundable application fee.
2. Applicants that have a “Yes” answer to any question will be considered for licensure on a case-by-case basis after receipt of all required materials. For each case, the applicant should submit:
  - a. A personal written explanation for the “Yes” answer
  - b. A copy of the formal complaint pleading(s), if applicable
  - c. A copy of the final action, disposition or settlement, if applicable
  - d. Any further information requested by the Board office
  - e. You must agree to a Board appearance if requested
3. Must have official transcript reflecting degree in social work sent directly to the Board office.
4. Send the “Verification of Social Work License” form to each state if you are licensed, currently or were previously licensed in another state. The Board will also accept another state board’s verification form.
5. Must have your test score sent to the Board office from ASWB if you have already taken and passed the licensure examination. (1-800-225-6880 or [www.aswb.org](http://www.aswb.org) )

Following receipt of the above materials you will be approved by the Board to sit for the bachelors level examination (if you have not previously passed the examination). When you receive your approval letter, you must contact the testing service, Association of Social Work Boards (ASWB) to register for the bachelors level examination.

Students may be allowed to take the bachelors exam prior to receipt of BSW degree, if they are in the final semester of their social work program and provide a letter from the Dean of their social work program to verify that information.

The exam is only one component of the application process and a license **will not** be issued until the Board is in receipt of a completed application package, which includes a passing exam score and a transcript reflecting a degree in social work with the conferred date.

**ASWB Requires That Candidates Present A Photo I.D. At The Testing Site. This I.D. Must Match The Name Given To The Board When The Candidate Registers To Take The Exam. If The Name Does Not Match The Name On The Photo I.D., The Candidate Will Not Be Allowed To Take The Exam.**

Before calling the Board office – You may check your application status online at: [www.llr.state.sc.us/pol/socialworkers](http://www.llr.state.sc.us/pol/socialworkers) and select Application Status.