

# Wisconsin Department of Regulation & Licensing

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## EXAMINING BOARD OF SOCIAL WORKERS, MARRIAGE AND FAMILY THERAPISTS AND PROFESSIONAL COUNSELORS

### SOCIAL WORKER SECTION

### INFORMATION AND APPLICATION INSTRUCTIONS FOR THE SOCIAL WORKER TRAINING CERTIFICATE

#### I. INTRODUCTION

A Social Worker Training Certificate (SWTC) permits individuals who hold a bachelor's degree from an accredited college or university in psychology, sociology, criminal justice, or another approved human services program to obtain the necessary requirements in order to qualify for a social worker certificate.

To obtain a social worker training certificate, individuals must complete the application (Form #2159), pay the required fee, and provide verification of one of the acceptable degrees (see below for further information).

**A social worker training certificate is only valid for a maximum of 24 months and may not be renewed.** However, the SWTC will expire on the date on which the certificate holder receives the results of the national social work examination if that date occurs before the end of the 24 months. SWTC holders may practice as a social worker and use that title.

During the period in which a SWTC is valid, the certificate holder must complete the following requirements in order to obtain the social work certification:

- (1) The required coursework as found in s. MPSW 3.13 (2), Wis. Admin. Code;
- (2) Either a human services internship of at least 400 hours (if not completed as part of the degree program) or one year of supervised social work employment;

Before being eligible to receive a social worker certificate applicants must also pass the national social work examination and the Wisconsin state statutes and administrative rules' examination.

#### II. INSTRUCTIONS FOR OBTAINING A SOCIAL WORKER TRAINING CERTIFICATE

1. Complete the application form (Form #2159), including a notarized signature.
2. Attach \$10.00 required fee to the application. Make the check or money order payable to the DEPARTMENT OF REGULATION AND LICENSING.
3. In addition to the application form and fee, the following supporting documents must be forwarded to the Social Worker Section:
  - a. Certified transcript(s) of all professional education leading to your bachelor's degree (psychology, sociology, criminal justice, or another approved human services program). These must be sent directly to the Section from the academic institution.
  - b. Form #2805 must be completed. Separate course catalog descriptions of your human services program, must also be provided along with individual course descriptions, including the instructors course syllabus or outline for any coursework you have identified on Form #2805 unless they appear on the list of approved courses for the social worker training certificate. The list of approved courses is available on the department website at <http://drl.wi.gov>.

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- c. If your major is something other than sociology, criminal justice or psychology, Form #2807 must be completed. Separate course catalog descriptions of your human services program must also be provided along with individual course descriptions, including the instructors course syllabus or outline for any coursework you have identified on Form #2807.

## III. INSTRUCTIONS FOR OBTAINING A SOCIAL WORKER CERTIFICATION

Upon successful completion of all of the requirements under the SWTC, the following items must be submitted before a “basic level” social work certification credential will be issued:

1. An application form (Form #1992) and the required fee (may be submitted after the training certificate is issued).
2. An official transcript of the courses required under s. MPSW 3.12 (2), Wis. Admin. Code, and the college catalog course descriptions, and the instructor’s course syllabus, unless they appear on the list of approved courses for the social worker training certificate. The list of approved courses is available on the Department of Regulation and Licensing website at <http://drl.wi.gov>. (If this was submitted with your original SWTC application, these items do not need to be resubmitted.)
3. Either the Supervisor’s Affidavit for Employment form (Form #2802) or the Supervisor’s Affidavit for Internship (Form #2801).
4. An official description of the duties performed by the applicant during the internship or employment period.
5. Evidence of having passed the national social work examination. (This information will be forwarded to the Section by ASWB.)
6. Evidence of having passed the Wisconsin statutes and rules’ examination. (This information will be forwarded to the Section.)

## IV. NOTE:

If you hold a social worker training certificate and **have not** completed all the requirements for obtaining the social work certificate, and you have failed the national exam, your social worker training certificate (SWTC) must be returned to the Social Worker Section c/o the Department of Regulation and Licensing, and you may only become certificated as a social worker by obtaining a bachelor’s or master’s degree in social work. You must also stop using the title “social worker.”

If you hold a social worker training certificate and **have** completed all the requirements for the training certificate, but you have failed the national exam, you must return your social worker training certificate (SWTC) to the Social Worker Section c/o of the Department of Regulation and Licensing and you must stop using the title “social worker.” However, you may retake the examination following the 90-day waiting period.

Please have all documents addressed to:

SOCIAL WORKER SECTION  
DEPARTMENT OF REGULATION AND LICENSING  
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