

4757-19-04

**Social worker examination policy.**

- (A) Applicants shall have applied for the applicable license per rules 4757-1-04 and 4757-19-01 or 4757-19-02 of the Administrative Code and shall be approved prior to sitting for the examinations. When an applicant is approved they shall receive an approval letter or electronic mail from the board. This ~~letter~~ correspondence shall be presented to the testing ~~site administrator~~ for admission to the examination. The letter shall be in effect for six months. If the examination is not taken within the time frame applicants shall request in writing another admission letter.
- (1) Applicants who have a bachelor, master or doctoral degree from an accredited educational institution may provide a student copy of their transcript(s) via mail, email or facsimile in order for the board to make an examination approval or disapproval decision.
- (2) Applicants in the last term prior to receiving their bachelor, master or doctoral degree in social work from an accredited educational institution may provide ~~a letter, facsimile or email~~ correspondence from a professor, the social work department or registrar that states the student is on track to graduate at the end of that term in order for the board to make an examination approval or disapproval decision.
- (3) Applicants upon completion of the examination should know that the board receives the official exam reports directly and promptly from the association of social work boards, "ASWB."
- (B) Applicants who fail the examination shall be required to wait ninety days to re-take the examination and shall request in writing a new admission letter /electronic mail be sent from the board.
- (C) The social worker professional standards committee shall approve in writing applicants for licensure as social workers and independent social workers to sit for the examination up to four times.
- (D) After the ~~fourth~~ third attempt, if the applicant has not achieved a passing score, they shall not be approved to re-take the examination until they have completed ~~a total of six semester hours or eight quarter hours of~~ additional undergraduate or graduate coursework as appropriate or other approved remediation as approved by the board. A plan of correction ~~should~~ must be approved ~~in writing~~ by the social worker professional standards committee or its staff prior to beginning the coursework.
- (E) Applicants who are denied admission to the examination shall be afforded an opportunity for a hearing pursuant to Chapter 119- of the Revised Code.

Effective: 9/3/2018

Five Year Review (FYR) Dates: 5/24/2018 and 07/03/2023

CERTIFIED ELECTRONICALLY

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Certification

07/31/2018

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Date

Promulgated Under: 119.03  
Statutory Authority: 4757.10, 4757.27, 4757.28  
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