

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsp@wisconsin.gov
Website: <http://dsp.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING **INFORMATION FOR SOCIAL WORK APPLICATION COMPLETION**

Following is information for completing social work applications for applicants, schools, and supervisors. Questions may be directed to the social work credentialing team at DSPSCredJointBd@wisconsin.gov or (608) 266-2112.

SOCIAL WORK – ALL LEVELS

Initial Application Form – All Levels (Form numbers [1992](#), [2159](#), and [2681](#))

- Carefully read and follow form instructions.
- Ensure all information is provided. Fields commonly missed by applicants are birth date, social security number, and full address (including city, state, and zip code).
- Please be sure to sign and date your application.

Exam Information – All Levels

- If required, Wisconsin Statutes and Rules Exam information will be provided once an application is received and processed at the Department.
- Approval to take a national exam is valid for one year from date of approval. If an applicant determines that reapproval will be needed, contact the credentialing team even if the current approval period has not expired.

Processing Time – All Levels

- Processing time for additional documents to be added to a file, including exam scores, is up to three (3) weeks from the time a document is received at the Department **or** up to six (6) weeks during peak workloads. Application process information: [Application Process](#).

Background Checks – All Levels

- If the submission of Form [2252](#) or Form [3085](#) for convictions or pending charges is applicable, retain copies of all submitted documentation in the event you apply for an additional level of licensure or specialty certification in the future.

SOCIAL WORK TRAINING CERTIFICATE

Form 2998, Social Work Training Certificate Other Human Services Degree Evaluation Request

- Form 2998 must be submitted by Social Work Training Certificate applicants who have a degree in **Human Services**. (Do not use this form if your degree was in Sociology, Criminal Justice, or Psychology.)
- When completing Form 2998, please carefully read all options (1, 2 and 3) to help ensure you select the correct option. Information is available in [Form 2998](#), on the Department [Social Work Training Certificate](#) webpage, and in [Wis. Admin. Code § MPSW 3.13\(2\)](#).

Form 2805, Social Worker Training Certificate Required Coursework

- Please ensure that the correct option (1 or 2) is selected for each course.
- A listing of Option 1 pre-approved courses is available on the Department website: [SWTC Approved Courses](#).
- An Option 2 course is any course **not** listed on the pre-approved courses list.
- Applicants must submit **transcripts** and **course descriptions** (not course syllabi) for each Option 2 course. (Official transcripts must be sent directly from the school to the Department.)

Form 2802, Supervisor's Affidavit for Employment/Internship

- Dates of supervision must be specified.
- Supervisors must hold a bachelor's or master's degree in social work.
- Ensure the hours are placed in the correct category. Face-to-Face Supervision hours are the number of hours the applicant met with a supervisor during the time period specified on Form 2802 Face-to-Face Client Contact hours are the number of client contact hours accrued during the time period specified on Form 2802.

Transcripts

- Transcripts must be submitted to the Department directly from the school. The school may email transcripts directly to DSPSCredJointBd@wisconsin.gov or mail them to the address on this document header. Transcripts will not be accepted from the applicant unless they are received by the Department in a sealed envelope that has been stamped by the school. NOTE: Transcripts for the original human services degree are required *as well as* transcripts listing each course an applicant lists as "Option 2" on Form 2805, *Social Worker Training Certificate Required Coursework*.

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SOCIAL WORKER, ADVANCED PRACTICE SOCIAL WORKER, AND INDEPENDENT SOCIAL WORKER

Form 1978, Certificate of Professional Education

- School should ensure that the degree type and date on which the diploma was granted are completed.
- School should not complete Form 1978 until the applicant has graduated. (Anticipated dates of graduation will not be accepted.)
- School must check box if school was CSWE-accredited at the time of applicant graduation.
- School may email, fax, or mail the completed form. See school instructions on Form 1978.

License Verification(s)

- If an applicant is or has ever been licensed in another state, license verification is required. An applicant should have each state board submit a letter of verification directly to the Department. **As it may take some time for other jurisdictions to process verification requests, it is recommended that verifications be requested as early in the application process as possible.** State boards may mail verification to the address on this document header, or fax or email the verification with a cover sheet or cover letter to DSPSCredJointBd@wisconsin.gov or (608) 251-3036.

LICENSED CLINICAL SOCIAL WORKER

Form 2560, Documentation of Post-Graduate Clinical Experience - Supervisor's Affidavit

- Dates of supervision must be specified.
- Supervisor must meet [Wis. Admin. Code § MPSW 4.01](#) criteria. If a supervisor does not meet [Wis. Admin. Code § MPSW 4.01](#) criteria, applicant may, **before** accruing hours, submit a petition to the Social Work Section stating why the supervisor is needed along with the supervisor's résumé (including supervisory experience) to request approval.
- Ensure hours information is entered in the correct category. Face-to-Face Supervision hours are the number of hours the applicant met with a supervisor. The Total Numbers of Clinical Social Work Practice hours should include both Face-to-Face Client Contact hours and Face-to-Face Supervision hours.

Form 2672, Documentation of Clinical Field Placement or Supervised Clinical Work Experience for Clinical Social Worker License

- If completing Part 2 of Form 2672, the 1,500 hours listed cannot overlap hours listed on Form 2560.

Form 2673, Clinical Course Work for Social Work License

- The course title for "Psychopathology in Social Work" listed on Form 2673 should be the *same title* listed on the school transcript. Unless the course title is *specifically* listed as "Psychopathology in Social Work" on the transcript, a **course syllabus** must be included with Form 2673. (A course *description* will not be accepted.)
- If an applicant's master's or doctoral degree was **not** obtained in Wisconsin, **course descriptions** are required for each course listed on this form. (Course *syllabi* will not be accepted.)

Transcripts

- Transcripts must be submitted to the Department directly from the school. The school may email transcripts directly to DSPSCredJointBd@wisconsin.gov or mail them to the address on this document header. Transcripts will not be accepted from the applicant unless they are received by the Department in a sealed envelope that has been stamped by the school.

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