Social Work License FAQ

1. **Is there a particular course I should take at SSA to make sure I pass the LCSW exam in Illinois?**
   No. There is no required course you need to take.

2. **Will the DSM-5 be on the exam?**

3. **What costs can I expect?**
   Each state may have its own fees for processing applications and issuing licenses. Please check with the social work board for these fees. In Illinois, the IDFPR charges $50 to process your application. The Association of Social Work Boards (ASWB) charges $230 to take the exam.

4. **The state I want to get my license in needs a transcript. Where do I get that?**
   All transcript requests are handled by the Office of the Registrar. You may order your transcript online through my.uchicago.edu. For more information see: [http://registrar.uchicago.edu/transcripts](http://registrar.uchicago.edu/transcripts)

5. **For Illinois, the application is over 20 pages! Do I fill out the entire packet?**
   No. You only fill out the sections specified on page titled “Examination—Social Worker”. You will not have to fill out all of the supplemental documents.

6. **Who completes the verification of degree form? When?**
   The Office of the Dean of Students (DOS) is responsible for verifying that you have earned your degree. In Illinois, this form is called the Certification of Education (ED) form and is part of the application packet provided by IDFPR. Please only send us the Certification of Education form, not the whole application. The form is promptly filled out by the DOS Office (usually within 2 or 3 business days) and you can arrange to pick it up or have it mailed to you. You will be given the opportunity to drop off the form prior to graduation and have it completed 2 or 3 business days after graduation. We cannot fill out this form before you graduate even if you have completed all your requirements. **Note:** Some states do allow us to fill out their form ahead of time.

7. **Can the DOS Office fax or email my completed Illinois Certification of Education form to me?**
   No. The form requires our school seal which is impressed on the form so we cannot email or fax it. Also, IDFPR requires your original signature. Forms with photocopied
signatures will be sent back to the applicant. We will mail back the form to you or you can arrange to pick it up at the Office of the Dean of Students’ front desk.

8. I don’t see the school seal on the Certification of Education form.  
Our school seal is impressed into the paper so you will not see a sticker or ink mark on the form.

9. What is the earliest I can submit my application to IDFPR?  
Two business days after graduation if all your paperwork is complete and you pick up your Certification of Education form from SSA.

10. How long does it take to get approved by the social work board?  
It typically takes 6-8 weeks to get approved to take the exam.

11. What if there is a mistake on my application?  
The IDFPR will mail you back the portion of the application that is missing information or has an error. This can delay processing time significantly.

12. I must be licensed for a job/externship/etc. that I will begin as soon as I graduate.  
What happens if I am not licensed?  
Most employers are familiar with the process to get your license and will give you limited job responsibilities until you receive your license. These arrangements should be worked out with your employer.

13. I don’t have the exam codes. What do I do?  
Per the instructions given, you do not fill this section (Section VII) out. This information will not be made available to you until you have been approved to take the exam. After approval then you will receive information on the testing locations and dates.

14. Where can I find review materials?  
Your coursework at SSA will prepare you for the questions on the exam. If you would like to familiarize yourself with the exam the Office of Professional Development offers a test prep course at a discounted rate for recent graduates. The Association of Social Work Boards (ASWB) also has a practice exam online available for a fee.

15. How can I request special accommodations?  
Accommodations should be arranged directly with the ASWB after you have been approved by the IDFPR to take the exam.

For other questions please contact the Dean of Students Office at 773-702-1135 or dos@ssa.uchicago.edu