**LMSW Accommodations: Application Process**

The standard AWSB exam administration is:

* Have four hours to complete 170 multiple-choice questions administered on a computer
* Select answers directly on the computer using a mouse and keyboard
* May take short breaks during the four-hour test at their discretion; testing time does not stop for breaks

1. Get approved to sit for the exam in the state you want licensure by applying online and paying the 100-dollar application fee.

2a. Lactation arrangements:

* Use of the locker during a break to access a pump
* Sixty minutes of extra time for pumping or expressing
* Use of a designated space for pumping or expressing
* Permission to keep water in a transparent, spill proof, sports-type bottle with a spout at the testing desk
* Permission to leave the test center only for those approved to breastfeed in person

**Email** **specialarrangements@aswb.org** **for questions or to request the form and sign it with a digital signature.**

2b.Requesting English as a second language arrangement:

* Qualified candidates who use English as a second language may request additional time (up to two extra hours) and the use of up to two dictionaries (one bilingual word-to-word dictionary and/or one English dictionary).

**Email** **specialarrangements@aswb.org** **for questions about ESL arrangements.**

2c. Nonstandard testing arrangements for a disability or other health condition

1. **Complete the nonstandard testing arrangements:**
	1. *Fill out Part I of the Request for Nonstandard Testing Arrangements*
	2. *A practitioner who evaluated you, is aware of your condition/needs, and is qualified to make a diagnosis must complete Part II of the Request for Nonstandard Testing Arrangements*
		1. The practitioner who completes Part II **MUST** be listed on Part 1 of the form
	3. *Complete a personal statement describe your diagnosis(es), condition, and/or needs and how daily activities are affected.*
		1. List accommodations you are currently receiving or have received in the past, for example, in your work environment or in testing situations.
		2. If you have taken an ASWB examination previously without nonstandard testing arrangements, provide the reason that you are requesting the arrangements now.
	4. *Learning disability evaluation report: If requesting nonstandard testing arrangements for a diagnosed learning disability, submit the evaluation report from the practitioner who made or confirmed the diagnosis.*
	5. Submit Part I and Part II, the personal statement, and if needed the learning disability evaluation report at the same time to avoid delays.
		1. Keep a copy of all documentation for your records.
	6. **All applications must be submitted with original ink signatures. Copies or faxed signatures will not be accepted**
		1. **Mail the request to ASWB Candidate Services ǀ Special Arrangements ǀ 17126 Mountain Run Vista Ct. ǀ Culpeper, VA 22701**
			1. This will cost 3-5 dollars to mail
2. **Submit the request to ASWB. The decision of whether or not your request is approved will take two weeks process. The decision will be sent via email with a determination letter attached.**
	1. If a request form is incomplete, you will be notified by email and given 60 days to respond and complete it.
3. **Register with AWSB to take the exam**
	1. If you request is approved, you will register online. Once your registration is complete, you will receive an Authorization to Test email that specifies the nonstandard testing arrangements you are approved for.
4. **Schedule your exam with Pearson VUE**
	1. Depending on the nature of your nonstandard testing arrangements, you may not be able to schedule your exam online but will be able to schedule by phone. Refer to your Authorization to Test email for scheduling and cancellation instructions.