

PATHWAYS TO THE PROFESSION

# MSW GRADUATION PREP

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# KU SCHOOL OF SOCIAL WELFARE

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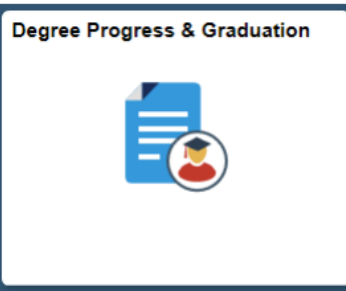
# APPLICATION FOR GRADUATION (AFG)

- Application for Graduation in Enroll & Pay for spring 2024 MUST be filed BEFORE submitting any applications for LMSW licensing
- Deadline is March 1 – If it is not completed before this date, your name will not appear in the KU Commencement Book until spring 2024
- Very important survey – Destination Survey
  - Feedback and responses are critical to us sharing accurate and essential information with perspective students and donors
- All graduating MSW students need to complete the AFG

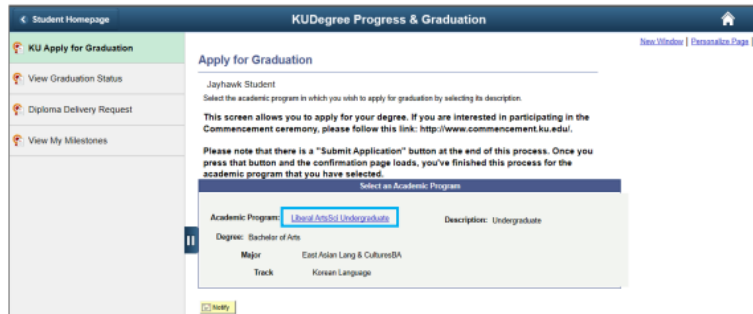
# “AFG” INSTRUCTIONS

## Apply for Graduation

After signing into the Enroll & Pay system, select the Degree Progress & Graduation tile on the Student Homepage.



On the KU Apply for Graduation page, click on the hyperlink next to Academic Program. If there are multiple academic programs listed for the student, the student must go through the application process for graduation separately for each of the academic programs.

A screenshot of a web application. The top bar is dark blue with "Student Homepage" on the left and "KU Degree Progress & Graduation" in the center. On the right of the top bar are links for "New Student" and "Commencement Page". A left sidebar contains a green header "KU Apply for Graduation" and three menu items: "View Graduation Status", "Diploma Delivery Request", and "View My Milestones". The main content area is titled "Apply for Graduation" and contains instructions for students. It includes a "Select an Academic Program" section with a table. The table has two columns: "Academic Program" and "Description". The first row shows "Liberal Arts/BA Undergraduate" and "Undergraduate". Below this, a "Degree: Bachelor of Arts" section lists "Major: East Asian Lang & CulturesBA" and "Track: Korean Language". An "Apply" button is at the bottom right of the main content area.

Academic Program	Description
Liberal Arts/BA Undergraduate	Undergraduate

Degree: Bachelor of Arts

Major	East Asian Lang & CulturesBA
Track	Korean Language

Apply

# LICENSURE WORKSHOPS

*MSW:*

The Practicum Office plans to host a 60-minute LMSW Licensure Workshop – Advanced Year, via Zoom. **Attendance is optional.**


- Licensure Workshop- Advanced Year
- Date: TBD (January 2024)
- Keep checking Sonia messaging or email [practicum@ku.edu](mailto:practicum@ku.edu)

# KS AND MO LICENSING PAPERWORK

- Students must apply for licensure and be approved by the licensing board ***before*** they can register for the ASWB exam
- In Kansas, you can apply 4 months before graduation. In Missouri, you can apply 60 days prior to graduation
- KS State Board: <https://ksbsrb.ks.gov/professions/social-workers>
  - Verification of Academic Requirements page– Write “See KU Graduation List” in Section II, no Dean’s signature is required – **Your name will be submitted to the KS BSRB as a future MSW graduate ONLY if you have filed your spring 2024 Application for Graduation in Enroll & Pay**
- MO State Board: [MO Division of Professional Registration](#)
  - You will need an Academic Advisor to type you an academic verification letter and we will send it to the MO board social work committee office. See page 5 of the [application](#).
  - Step by step guide for starting the MO licensure process is [here](#)
- If you want to be licensed in both states (or another state), please refer to this website to learn about other states’ requirements: <https://www.socialworkguide.org/licensure/>

# Page 7 of Kansas application

- You do not need the Dean's signature on this page
- Do not contact the Dean for a signature
- Please write "See KU Graduation List" in place of the signature of Dean or Director
- Application for Graduation must be completed before paperwork is verified

  
**Kansas**  
Behavioral Sciences  
Regulatory Board

**APPLICATION FOR SOCIAL WORK LICENSURE: LBSW OR LMSW**  
**Verification of Academic Requirements**

This form is to be used only for students who have not yet graduated

**Instructions for Applicant:** Please complete **Section I** and submit to your school. Once your school has completed the form, they should return it to you in a sealed envelope with their signature or school stamp across the seal.

**Instructions for the School:** Please complete **Section II** and return the completed form to the student. Please make certain that you return this form in a **sealed envelope with your signature/school stamp across the seal.**

**SECTION I: STATEMENT OF STUDENT**

I, Amea Jayhawk, understand that if my college or university transcript is not immediately available through the Registrar's Office, because I have not yet completed the degree requirements, I may submit this form, **signed by the Dean or Director of the school's social work program**, to the Behavioral Sciences Regulatory Board (BSRB). This document certifies that I have met the academic requirements for being awarded a degree. This certification will be reviewed with my application in order for the Board to determine my eligibility to be seated for the exam. I further understand that the official transcript from the registrar's office must be received by the Board before I can be issued a license. It is my responsibility to request the official transcript. Failure to do so will result in the expiration of the current application for licensure.

Amea Jayhawk 1-25-2021  
Signature of Student Date

**SECTION II: STATEMENT OF DEAN OR DIRECTOR OF SOCIAL WORK PROGRAM**

I, \_\_\_\_\_, Title \_\_\_\_\_ of the Social Work  
Program at University of Kansas, in Overland Park, KS  
College or University City State  
certify that Amea Jayhawk is in the final stages of completion and is  
Students Name  
expected to graduate in June, 2021 with a: (please check appropriate box)  
Month Year  
☐ Baccalaureate Degree from a CSWE accredited social work program (BSW).  
☒ Masters Degree from a CSWE accredited social work program (MSW)  
See KU Graduation List  
Signature of Dean or Director Date

# ASWB Candidate Handbook

STEPS FOR TAKING THE EXAM		
STEP 1	APPLY for a license with the board in your state or province	<ul style="list-style-type: none"><li>• <a href="#">Directors of social work boards</a></li><li>• Obtain and submit an application for license</li><li>• Pay license application fee</li><li>• Receive approval to register for the exam</li></ul>
STEP 2	REGISTER and pay for the exam with the Association of Social Work Boards (ASWB)	<ul style="list-style-type: none"><li>• <a href="#">ASWB exam candidates</a></li><li>• Order exam guide and online practice test</li><li>• Receive Authorization to Test</li><li>• Request nonstandard testing arrangements if you have needs that prevent you from taking your exam under standard testing conditions or if you have a disability or other health condition</li><li>• Request English as a second language arrangements</li><li>• Request 90-day waiver</li><li>• Request excused absence</li></ul>
STEP 3	SCHEDULE your testing appointment with Pearson VUE	<ul style="list-style-type: none"><li>• <a href="#">Nonstandard testing arrangements</a></li><li>• <a href="#">Nonstandard testing accommodations</a></li><li>• <a href="#">Special arrangements @swb.us</a></li><li>• <a href="#">Other arrangements</a></li><li>• <a href="#">example@swb.us</a></li><li>• <a href="#">ASWB social at Pearson VUE</a></li><li>• Schedule your testing appointment (You must have your Authorization to Test email to schedule your testing appointment.)</li><li>• Receive confirmation of your appointment</li><li>• Cancel or reschedule an appointment</li><li>• Get directions to the test center</li></ul>

## First page of KS app

Behavioral Sciences Regulatory Board  
100 SW Kansas St., Suite 420  
Topeka, KS 66601-3024  
David R. Fye, JBS, Executive Director

**Kansas**  
Behavioral Sciences  
Regulatory Board

Phone: 785-296-3240  
Fax: 785-296-3112  
[www.kaswb.org](http://www.kaswb.org)

Laura Kelly, Governor

**SOCIAL WORK LICENSURE APPLICATION LBSW or LMSW**

**Instructions**

Applications may not be submitted until you are within four months of receiving your degree.

Please read all instructions and review the statutes and regulations, before beginning to complete the application. The statutes and regulations can be found on our website: [www.kaswb.org](http://www.kaswb.org).

1. **Application:** Please answer all questions on the application completely and accurately. If there have been any felony convictions or other past or current events that potentially raise questions about your ability to meet the public trust, additional information will be required.

2. **Fee:** The \$50.00 application fee must accompany your application. Make checks or money orders payable to "Behavioral Sciences Regulatory Board" or "BSRB." Credit cards are also accepted. **ALL FEES ARE NON-REFUNDABLE.**

3. **Transcript:** As part of the application process, an official transcript (paper or electronic) sent directly from the Registrar's office is required. Transcripts must be sent directly from the university to the BSRB. **Note: We will ONLY ACCEPT TRANSCRIPTS THAT HAVE THE DEGREE POSTED TO THE TRANSCRIPT. DO NOT HAVE A TRANSCRIPT SENT TO THE BSRB IF THE DEGREE HAS NOT BEEN POSTED.**

4. **Student Applicant:** If you have not received your degree, but are within four months of graduation, you are required to submit the Verification of Academic Requirements form. This form attests to the expected completion of academic requirements leading to conferral of the social work degree. The program director should return the completed form to you in a sealed envelope with their signature or school stamp across the seal. Once your social work degree is conferred, an official transcript must be submitted to the Board office as outlined in the above paragraph.

5. **Professional References:** Three references are required as part of your complete application packet.

1. Each reference should return the completed form to you in a sealed envelope with their signature across the seal. The three reference forms will need to be included when the application is submitted to the Board office. **NOTE:** It is very important that references sign across the seal of the envelope to ensure the Board of the confidentiality and integrity of the referencing process.

2. One of the references must be from the **on-site supervisor** of the final field education program (graduates), from the current or most recently completed social work degree. If this person is unavailable, the director of the field education program or a designated person who has knowledge of the applicant's field education course may provide the reference.

3. The additional two references must be from social workers licensed (or licensed **EL** or **above** the intended level of licensure). For example, an LBSW applicant must have references from an LBSW or a person who holds a BSW degree. In addition, the professional references cannot be related to the applicant and must be familiar with the applicant's social work skills.

6. **Examination:** Once your application has been reviewed and approved, you will receive written notice

## First page of MO app

STATE COMMITTEE FOR SOCIAL WORKERS  
401 Missouri Boulevard  
P.O. Box 1101  
Jefferson City, MO 64502-2100  
Telephone: (314) 751-0887  
Fax: (314) 751-0220  
800-735-2666 TTY: Relay Missouri  
ksw@dc.state.mo.gov  
<http://www.psw.mo.gov>

**Application for Licensure - LMSW/BSW**  
\*\*Effective August 28, 2019\*\*

Dear Sir/Madam,

Thank you for your interest in obtaining the materials to apply for a licensed clinical or advanced macro social worker in Missouri. Attached you will find the following information:

1. Application for Licensure Form (Original signature required)

2. Instructions for completing the required fingerprint/background check

Application for Licensure fees are not considered complete until ALL the following information has been received in the committee office:

1. Completed Application for Licensure form (Original signature required)

2. Licensure fee, payable to the Missouri State Committee for Social Workers

3. Official MSW or BSW transcript sent directly from college/university via [regular@mail.missouri.edu](mailto:regular@mail.missouri.edu)

4. Evidence of completion of two (2) hours of suicide prevention training

5. Fingerprinting/background check results valid for one (1) year

6. Passing exam score from the ASWB examination

You will be notified by the committee office in writing after items 1-5 (above) have been received with instructions on contacting the ASWB to schedule for the appropriate examination.

An applicant for licensure who answers "yes" to any question in the application which relates to possible grounds for denial of licensure under section 337.030, RSMo, shall submit a sworn affidavit setting forth in detail the facts that explain the answer and shall submit copies of appropriate documents related to that answer, if requested by the committee.

The committee reminds you to read the rules & statutes regarding licensure. Should you have any questions, please contact the committee office at (314) 751-0887 or [ksw@dc.state.mo.gov](mailto:ksw@dc.state.mo.gov).

Revised 8/8/18

Each application has instructions that are extremely helpful. We recommend reading the entire application and the ASWB Candidate Handbook before you attend a Field Education licensure session.

# DIPLOMAS VS TRANSCRIPTS

- **Transcripts:** Conferred transcripts are the official document verifying degree completion which most employers and licensing boards require as proof of degree.
- KU *will not* send your transcript to the licensing board. You will order and pay for a copy to be sent **after** your degree is conferred
  - MSW: Around the first week in June, 2024.
  - Please do not order your transcripts until we have sent you an email (KU Account) letting you know that your degree has been conferred.
- **Diplomas** display achievement but are not an official form of degree verification.
- You will need to complete a Diploma Delivery Request in Enroll & Pay. You can choose to pick it up in Lawrence or KUEC for free or have it mailed to you for \$10. Diplomas are ready around 3 months *after* graduations are certified/conferred.
- **Official degree conferral (a.k.a. “Graduation”)** takes place when all academic requirements have been verified by the School of Social Welfare and the Office of the University Registrar.



# CAREER PREP

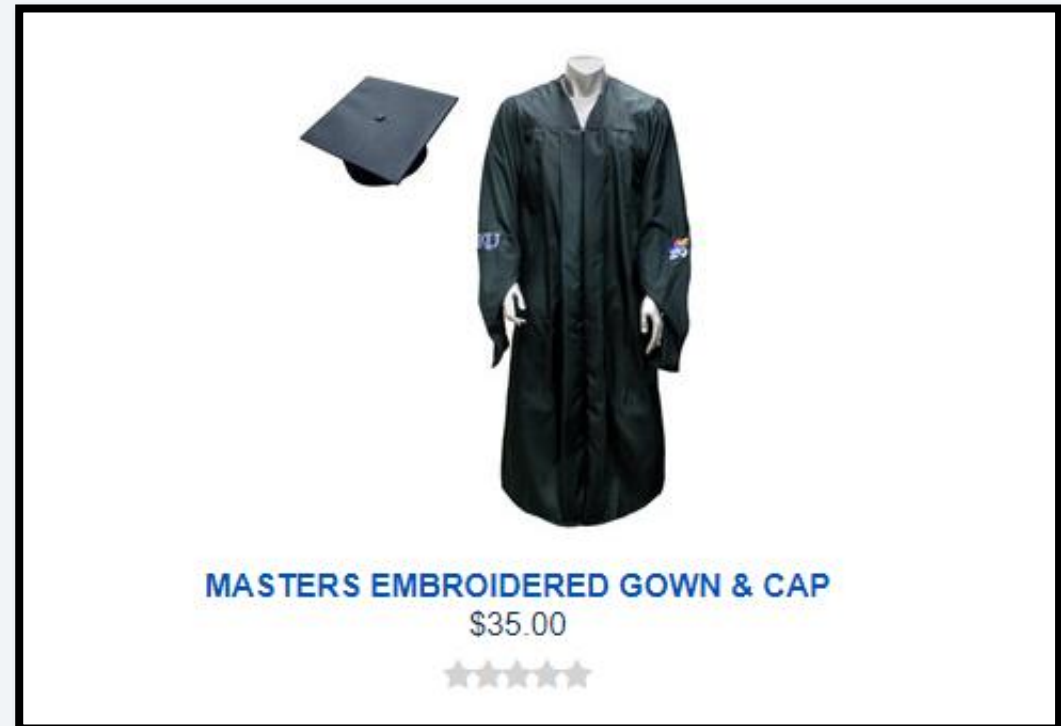
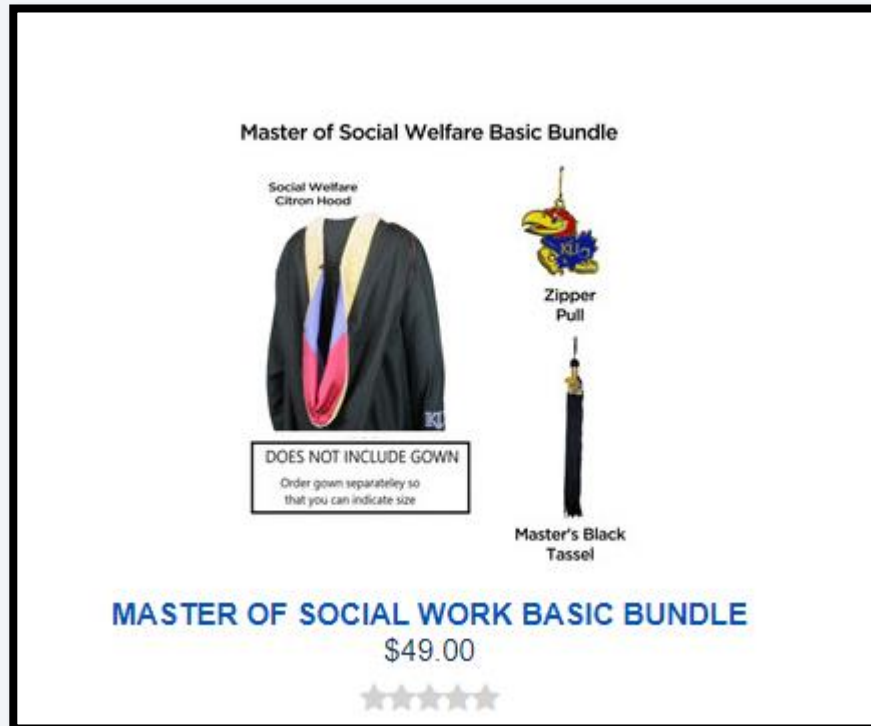
- Career Coaching appointments are available through the University Career Center:  
<https://career.ku.edu/career-coaching>
  - Resume Review
  - Cover Letter Review
  - [Professional House of Garments](#) (PHOG) - 206 Summerfield Hall and [The Trans Closet](#) – Office of Multicultural Affairs room 102
  - Job Search Resources
  - Networking
  - Interview Preparation
  - Job Offer/Salary Negotiation
  - Graduate or Professional School Exploration
  - Career Exploration
  - Job Search Exploration/Focus
  - Mock Interview
- Connecting students and careers: <https://hirejayhawks.ku.edu/>
- Alumni perks – free for 6 months after graduation

# KU COMMENCEMENT AND SSW RECOGNITION CEREMONY

- **SSW Recognition Ceremony/KU Commencement**: The ceremonies celebrating SSW graduates are not official degree conferring events, but are recognition ceremonies to allow you, your family and friends the opportunity to celebrate your achievements. [This website will be updated in February:](#)  
<https://socwel.ku.edu/graduation>
- [SSW Recognition Ceremony](#): Tentatively scheduled for Friday, May 10, 2024 at the Lied Center in Lawrence, KS
  - This is the Ceremony when you walk across a stage.
- [KU University Commencement](#): Scheduled for Sunday, May 12, 2024 (thousands of people attend this)
  - “Walking the Hill” <https://www.youtube.com/watch?v=WPIDICmV6SU> (no walking across a stage)

# REGALIA

- See “Grad Preparation” here: <https://socwel.ku.edu/graduation>. All regalia can be purchased at the KU Bookstore online or in-person.
  - MSW – Cap, Gown, black tassel, and citron Social Welfare Hood (“Basic Bundle” does not include cap or gown)
  - Edwards Campus Grad Fair is scheduled TBD You can purchase regalia at this fair.
- If you cannot afford regalia, please email the Assistant Dean, Kristin Trendel ([katrendel@ku.edu](mailto:katrendel@ku.edu)) to see if there are extra caps and gowns to borrow from the Regalia Closet in Twente Hall. It is first come first serve.



# AFTER GRADUATION

- **School of Social Welfare Alumni List** – <http://socwel.ku.edu/keep-in-touch>
- **Obtaining CEU's for license renewal** – Center for Community Engagement & Collaboration:  
<http://socwel.ku.edu/ccec>
- **University Career Center** – Alumni get 6 months of free access to the UCC directly after graduation. After that, it is \$50 each time you want to meet with a Career Coach for an hour-long appointment
- **Professional Social Work organizations** - <https://www.socialwork.org/resources/professional-organizations>
- **Social Work P.R.N.** - <https://www.socialworkprn.com/>
  - Temporary Staffing
  - Temp to Perm Staffing
  - Permanent Placement
  - Clinical Social Work Supervision
  - Training and Education
  - Consultation
  - FAQ's <https://www.socialworkprn.com/social-workers/faqs>



**ANY QUESTIONS?**  
**EMAIL: [GSPEAR@KU.EDU](mailto:GSPEAR@KU.EDU)**

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**THANK YOU!**

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