

**UNCP Department of Social Work**  
**School Social Work Licensure: BSW Practitioner**

BSW professionals who have already completed a CSWE-approved BSW program and are currently employed in a NC Public Schools setting as a school social worker have the option to complete a speciality in School Social Work. Successful completion of all requirements can result in a recommendation to the NC Department of Public Instruction for school social work licensure at the A-Level.

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| <b>Plan of Study for School Social Work (Post-BSW Practitioner)</b><br>Coursework is to be completed in conjunction with the employment experience. Students must earn a grade of C or better in all courses. |
| <b>SWK 3540 School Social Work Practice (3hr)</b>                                                                                                                                                             |
| <b>SED 3310 Introduction to Exceptional Children (3hr)</b>                                                                                                                                                    |
| One year of paid employment as a school social worker in a NC Public School under the supervision of a school social worker licensed in NC at a minimum of an A-level of licensure.                           |

Upon receipt of your plan of study, please immediately enroll in the School Social Work Licensure Canvas Shell at <https://canvas.uncp.edu/enroll/C48KLT> and complete the following:

- ☐ Step 1: Review school social work information, including the NC School Social Work Evaluation Instrument that is to be used as an addendum to your employment documentation.
- ☐ Step 2:
  - ☐ Upload your final transcript from your BSW degree.
  - ☐ Upload a letter from the system's Human Resources Department verifying your current employment as a school social worker in a NC Public School District.
  - ☐ Upload a copy of your supervisor's School Social Work license (directions can be found in the Assignments section of the CANVAS shell). The person who supervises you must have a School Social Work license, A-level or M-level. If supervision is not provided by a licensed school social worker, external supervision must be completed and documented.
- ☐ Step 3: Complete the School Social Work Licensure Data Form.

Upon completion of all course and employment requirements, complete Steps 4 and 5 in the School Social Work Licensure Canvas Shell by submitting:

- ☐ Documentation of 1 year of full-time paid employment as a school social worker.
- ☐ A final year-end evaluation using the NC DPI School Social Work evaluation instrument completed in partnership **with the principal**, showing proficiency in all standards. Your evaluation information must be entered into the Final School Social Work Evaluation link found in the CANVAS shell.
- ☐ A final transcript indicating completion of all required school social work coursework with a grade of C or higher.
- ☐ The Request for Licensure Recommendation Form. The link can be found in the CANVAS shell.

The School Social Work Licensure Program Coordinator will evaluate the documentation then submit written notification of approval/ disapproval to the student and UNCP School of Education Licensure Specialist, who will then work with the student to apply to the NC Department of Public Instruction for licensure.