

**The University of Memphis
Department of Social Work
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Memphis, TN 38152**

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Tennessee State School Social Work Licensure Application

Prepared by: Click here to enter text.

Signature of Applicant: Click here to enter text.

Date: Click here to enter text.

The University of Memphis Department of Social Work Procedures for Application for Tennessee State Licensure in School Social Work

The University of Memphis Department of Social Work, in collaboration with the University of Memphis College of Education, will certify applicants for the state of Tennessee school social work licensure program after their satisfactory completion of the requirements. **Applicants must be enrolled in a Bachelor's and/or Master's Degree program in Social Work from an accredited program. There are post-graduate options for non-degree seeking students.** The following application materials meet the approved plan for acquiring the necessary competencies to meet each of the licensure standards.

1. **STUDENTS CURRENTLY ENROLLED AT THE UNIVERSITY OF MEMPHIS DEPARTMENT OF SOCIAL WORK:** Students should meet with their academic advisor/major professor early in their first year of study (MSSW) or prior to their junior year of study (BSSW) in order to plan an appropriate program which meets the course requirements, field experience requirement, and the six standards for state licensure. Upon completion of the degree and additional requirements, application for Tennessee state licensure in school social work can be made.
2. **POST GRADUATE LICENSURE PROCESS AT THE UNIVERSITY OF MEMPHIS DEPARTMENT OF SOCIAL WORK:** Students who have graduated from a CSWE accredited university and hold a BSW, BSSW, or MSW in social work are eligible to complete the Social Work Licensure in School Social Work. The returning student seeking Licensure in School Social Work as a non-degree seeking student must submit transcripts from their former university, must take a School Social Work elective course from the University of Memphis Department of Social Work (required- Proof of passing the course with a B or higher if previously taken), and proof of previous internship in a school setting. If no previous school social work internship experience was obtained the applicant must also submit documentation that shows 1 year post undergraduate/ graduate work in the field of social work specifically in the area of children/ adolescents and families preferably in a school setting or clinical setting (If you are employed currently in a school setting please have your direct administrator from the school write the letter of support). The letter from a current or previous employer must describe the roles and responsibilities of the applicant in working with children/ adolescents and families. Once these materials are submitted they will be reviewed for approval by the Department of Social Work and the Department of Education. Additional TEP application is required by the Department of Education at the University of Memphis.

General Information

Please note: This application **must** be typed. You may obtain an electronic copy from the University of Memphis Department of Social Work website
<http://www.memphis.edu/socialwork/>

Name: Click here to enter text.

Address: Click here to enter text.

UID # Click here to enter text.

Phone Number: Click here to enter text.

Email: Click here to enter text.

Date of Birth: Click here to enter text.

Place of Birth: Click here to enter text.

Citizenship: Click here to enter text.

SOCIAL WORK EMPLOYMENT: List organization, address, position/duties and dates employed. (The applicant may attach a resume to complete this section.)

Organization	Address	Position/Duties	Dates Employed
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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PREVIOUS LICENSURE: Has the applicant ever been certified or licensed as a school social worker in another state?

Yes

No

If so, please list the name and address of the organization that provided licensure:

Click here to enter text.

Is this license or certification still valid?

Yes

No

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND/OR HONOR SOCIETIES: (list below if applicable)

Click here to enter text.

Academic Information

Academic History

College/ University	Click here to enter text.
Major	Click here to enter text.
Degree	Click here to enter text.
Date Conferred	Click here to enter text.
	Click here to enter text.

College/ University	Click here to enter text.
Major	Click here to enter text.
Degree	Click here to enter text.
Date Conferred	Click here to enter text.
	Click here to enter text.

Three references with their addresses, telephone numbers and email addresses (persons who may be contacted in reference to the applicant's competencies for school social work):

#1

Name	Click here to enter text.
Address	Click here to enter text.
Phone Number	Click here to enter text.
Email	Click here to enter text.

#2

Name	Click here to enter text.
Address	Click here to enter text.
Phone Number	Click here to enter text.
Email	Click here to enter text.

#3

Name	Click here to enter text.
Address	Click here to enter text.
Phone Number	Click here to enter text.
Email	Click here to enter text.

DIRECTIONS FOR THE COMPLETION OF THE STATE OF TENNESSEE SCHOOL SOCIAL WORK LICENSURE STANDARDS

Documentation of having met the course requirements, experience requirements, and field placement requirements is necessary in order to obtain the license in school social work in Tennessee. There are also six distinct standards that are required by the Tennessee State Department of Education in order to qualify a clinician as a School Social Worker in the state of Tennessee. After submitting the required documentation and information The University of Memphis Department of Social Work School Social Work Licensure Committee will review these materials and assess the extent to which an applicant meets each of the course, experience, field placement, and the six required standards before recommending the applicant for state licensure. Directions for completion of the three sections under each of the six standards:

1. All applicants **must** complete section 1: Course title/description/course objectives. If the applicant is a graduate of the University of Memphis Department of Social Work, he/she must list the course numbers/titles that apply to each standard and attach a copy of his/her transcripts to the application. If the applicant received his/her degree from another university or college, the applicant must also include a copy of the relevant course syllabi as an appendix to the application. Only one copy of a course syllabus is necessary if a particular course meets more than one standard. The School Social Work Licensure Committee reserves the right to request any course syllabus from any applicant when there is a question related to course content or learning objectives of any listed course.
2. All applicants should complete section 2: Identify any specific field practice experiences/activities related to this standard. This section should be completed by any applicant who has had any field practice experiences that meet a particular standard. NOTE: The applicant should provide a detailed description of any field experiences he/she has had as an undergraduate and/or graduate student in social work which demonstrates his/her knowledge competencies in working with children and families. These experiences may or may not have been in a public school setting.
3. All applicants should complete section 3: Other work/professional development activities related to this standard. This section should include any professional work experiences and/or professional development related to school social work (i.e. conferences, workshops, seminars, in-service training, etc.) or to practice with children and families in any setting. You may use additional paper if more room is needed for each standard.

STANDARD ONE: Understanding of social, emotional, cultural and economic issues affecting students and schools and ability to assist students and families in overcoming barriers to learning.

1. Course title/description/course objectives:[Click here to enter text.](#)

2. Identify any specific field practice experiences/activities related to this standard: [Click here to enter text.](#)

3. Other work/professional development activities related to this standard:[Click here to enter text.](#)

STANDARD TWO: Understanding of the needs of students at risk due to disability, economic condition, family disruption or other environmental factors and ability to work with teachers, school counselors, school psychologists and family resource center staff in addressing student needs.

1. Course title/description/course objectives:[Click here to enter text.](#)

2. Identify any specific field practice experiences/activities related to this standard: [Click here to enter text.](#)

3. Other work/professional development activities related to this standard:[Click here to enter text.](#)

STANDARD THREE: Ability to serve as liaison between home and school, assist parents in understanding their children's needs, interpret student assessments to parents, and work with the parents in developing parenting skills.

1. Course title/description/course objectives:[Click here to enter text.](#)

2. Identify any specific field practice experiences/activities related to this standard: [Click here to enter text.](#)

3. Other work/professional development activities related to this standard:[Click here to enter text.](#)

STANDARD FOUR: Ability to perform case management functions, facilitating the coordination and integration of community services to benefit students and their families.

1. Course title/description/course objectives:[Click here to enter text.](#)

2. Identify any specific field practice experiences/activities related to this standard: [Click here to enter text.](#)

3. Other work/professional development activities related to this standard:[Click here to enter text.](#)

STANDARD FIVE: Ability to support students with special needs by preparing social histories, contributing to the development and implementation of individualized education programs (IEPs) and helping ensure the participation of parents.

1. Course title/description/course objectives:[Click here to enter text.](#)

2. Identify any specific field practice experiences/activities related to this standard: [Click here to enter text.](#)

3. Other work/professional development activities related to this standard:[Click here to enter text.](#)

STANDARD SIX: Understanding of federal, state and local laws and policies affecting students including issues such as services for disadvantaged students, services required by students with disabilities, due process rights of students and families, child abuse and neglect, HIV and AIDS, confidentiality, attendance, suspension and expulsion.

1. Course title/description/course objectives: [Click here to enter text.](#)

2. Identify any specific field practice experiences/activities related to this standard: [Click here to enter text.](#)

3. Other work/professional development activities related to this standard: [Click here to enter text.](#)