

## How to Request Nonstandard Testing Arrangements (Special Accommodations) for ASWB Exams

The Council and the Texas SW Board partner with the Association of Social Work Boards (ASWB) such that ASWB performs all exam eligibility, preapproval, and accommodations processes. All questions regarding exam registration, exam approval, or accommodations must be directed to ASWB through their webpage: [www.aswb.org/texas](http://www.aswb.org/texas), via email: [texas@aswb.org](mailto:texas@aswb.org), or by phone: 1-866-825-9580.

**The following guidelines have been taken from information provided by ASWB as of January 21, 2026. Updates to requirements and processes may have occurred since then.**

ASWB exam candidates with a documented disability, health condition, or other need – or those who use English as a second language – may be eligible to receive nonstandard testing arrangements.

This How-To Guide includes the following steps: *(click on a step to jump to that section)*

1. [Register with ASWB for pre-approval to take exam \(\\$60 fee\)](#)
  - o Receive from ASWB pre-approval to take exam (pre-approval to take the exam is valid for one year)
2. [Submit to ASWB your request nonstandard testing arrangements](#)
  - o Receive from ASWB approval of nonstandard testing arrangements (may take up to 3 weeks)
3. [Register with ASWB to take exam](#)
  - o Bachelors or Masters exam registration fee: \$230
  - o Clinical exam registration fee: \$260
4. [Schedule testing appointment with Pearson VUE](#)
5. [Prepare for ASWB exam](#)
6. [After passing ASWB exam, apply with BHEC/Texas SW Board for license](#)

If needed ...

- [Reschedule or cancel your testing appointment](#)
- [If more than one exam attempt is needed](#)
- [Contact ASWB Nonstandard Testing Arrangements by phone, email, or online](#)

### 1. Register with ASWB for pre-approval to take exam

Launch the online *ASWB Social Work Exam Registration* on the SW Board's [ASWB Licensure Examinations webpage](#). Then, on the resulting ASWB “Examination preapproval

## How to Request Nonstandard Testing Arrangements for ASWB Exam

for the Texas Behavioral Health Executive Council” webpage, complete your online application for exam pre-approval via the “Apply for exam preapproval now” button. Follow the prompts to login to ASWB Central or, if needed, create a new account, and complete your application for exam preapproval. **NOTE: Texas partners with ASWB, such that ASWB staff perform all exam eligibility and pre-approval processes. If you need help, please contact ASWB staff at [texas@aswb.org](mailto:texas@aswb.org) or 866-825-9580.**

Receive approval from ASWB to register for the exam.

### 2. Submit to ASWB your request for nonstandard testing arrangements

After you have submitted your pre-approval application, read through ASWB’s [Nonstandard testing arrangements webpage](#) and “Nonstandard Testing Arrangements Handbook” via the link to the Handbook on the page. NOTE: The Handbook is written for most states’ processes. **Texas’ process differs than some of those stated in the Handbook** in that all exam eligibility and preapproval processes are completed by ASWB staff. For example:

- On page 8, it **WRONGLY** says “English as a Second Language arrangements may be requested only if you have been approved by your social work licensing board to take an ASWB exam.” **FOR TEXAS**, ASWB staff complete the exam pre-approval process, before you may request ESL arrangements.
- On page 9, it **WRONGLY** says “If ASWB has not received your board approval, you must first apply for a social work license and be approved to take the licensing exam. Obtain license application instructions by selecting your state or province, under Step 1 at Getting Ready for the Exam. When ASWB receives the board approval, you can register for the ASWB exam.” **FOR TEXAS**, you must first receive confirmation of ASWB’s exam preapproval process; then, request and receive approval of your nonstandard testing arrangements; and then, you may register for the ASWB exam.
- On page 10, it **WRONGLY** says “If you register for the exam before your arrangements expire, the arrangements will be valid until you take the exam or until your board approval or ASWB registration expires, whichever comes first.” **FOR TEXAS**, the authorization for your nonstandard testing arrangements will be valid until you take the exam or until your ASWB exam preapproval expires or your ASWB registration expires, whichever comes first.

After you have read through ASWB’s “Nonstandard Testing Arrangements Handbook,” revisit ASWB’s [Nonstandard testing arrangements webpage](#) and see links under the heading “Details and application instructions” for each category of arrangements. All candidates must request nonstandard testing arrangements through their [ASWB Central](#) candidate account. If you need help, submit your question or concern via the web-form at the bottom of the [Nonstandard testing arrangements webpage](#).

ASWB staff review requests for nonstandard testing arrangements in the order received. It may take up to three weeks. ASWB will notify you by email of their decision regarding your requests. You can check the status of your request by logging into [ASWB Central](#) and reviewing the request’s status. **Wait** to register for exam and schedule a testing appointment until *after* you receive ASWB’s decision notice by email. You must receive approval for your requested arrangements before registering for and scheduling your ASWB exam so the necessary resources can be prepared at the test center. If you register for ASWB exam and

## How to Request Nonstandard Testing Arrangements for ASWB Exam

schedule a testing appointment *before* being approved for nonstandard testing arrangements, the testing appointment must be canceled before your exam registration can be updated.

If you must reschedule or cancel your testing appointment with nonstandard testing arrangements, please see your *Authorization to Test* email for instructions. Within 24 hours, you will receive an email confirmation of the appointment cancellation/rescheduling from Pearson VUE. If you do not receive this confirmation email, contact Pearson VUE immediately.

### **3. After receiving email notice from ASWB that your nonstandard testing arrangements have been approved, register for ASWB exam**

You may register for the ASWB exam beginning on the day you receive the email from ASWB, approving your nonstandard testing arrangements. During the registration process, you will be asked to verify that you will use your approved arrangements for your exam. Within two business days of completing your exam registration, you will receive an *Authorization to Test email* from ASWB. The email includes your approved arrangements and scheduling instructions. When you receive the *Authorization to Test* email, you must check that the arrangements listed in the decision notice are also listed on your *Authorization to Test* email.

- If they do not match, you must immediately contact ASWB at [specialarrangements@aswb.org](mailto:specialarrangements@aswb.org) and do not schedule a testing appointment until corrections are made.
- If the testing arrangements are listed correctly in the *Authorization to Test* email, follow the instructions in the *Authorization to Test* email to schedule your testing appointment.

Keep your *Authorization to Test* email for future reference. Your Authorization to Test is good for one examination only and may be valid for up to one year. If circumstances prevent you from testing before your *Authorization to Test* expires, you may be eligible for an extension. See ASWB's "Nonstandard Testing Arrangements Handbook" on the [Nonstandard testing arrangements webpage](#) for more information about requesting an extension.

### **4. Schedule testing appointment with Pearson VUE**

Schedule your individual testing appointment with Pearson VUE. ASWB has contracted with Pearson VUE for exam administration. There are no set times or dates for taking an ASWB exam. You may choose an available time and location that works for you. Test-takers with approved nonstandard testing arrangements must schedule their Pearson VUE testing appointment by phone per the instructions in the *Authorization to Test* email. If you don't have your *Authorization to Test* email, contact the [ASWB Candidate Services Center](#).

**TIP:** Schedule your examination as soon after receiving your *Authorization to Test* email as you can. You will have the best opportunity to schedule your preferred date if you schedule four to six weeks before your preferred date. This will help to ensure that you get the location, date, and time that you want and are able to take the exam within the time limits of your authorization.

## How to Request Nonstandard Testing Arrangements for ASWB Exam

Within 24 hours of scheduling your testing appointment, you will receive an email confirmation from Pearson VUE. If you do not receive this confirmation email, contact Pearson VUE immediately.

### 5. Prepare for your ASWB exam

Begin to prepare for your exam by reading through [ASWB's Examination Guidebook](#). The Guidebook includes a study plan template, reference lists, exam content outlines, and sample questions from each exam category with the correct answer and explanation – as well as detailed information about the exam process. NOTE: The Guidebook is written for most states' processes. **Texas' process differs in that all exam eligibility and preapproval processes are completed by ASWB staff.** For example:

- On pages 2, 11, and 12, Step 1 **WRONGLY** says “Apply for a license with your social work board,” “**APPLY** for a license with the board in your state or province,” and “Apply for a license with your social work board” respectively. **FOR TEXAS**, the exam candidate must complete ASWB's exam preapproval process as described in [Step 1 Register with ASWB for pre-approval to take exam \(above\)](#).
- Also, on page 12, the first paragraph **WRONGLY** says “Before you may register for the exam, you must apply for your license and receive approval from your state or provincial regulatory board. Your board will inform you of your eligibility to sit for an ASWB examination...” **FOR TEXAS**, you must complete ASWB's exam pre-approval process, paying the preapproval application fee to ASWB. ASWB will inform you of your eligibility to sit for an ASWB examination.
- And in the sixth paragraph on page 12, it **WRONGLY** says “You must be approved by your state or province to take an exam before requesting ESL arrangements.” **FOR TEXAS**, you must complete ASWB's exam pre-approval process, before requesting English as a Second Language arrangements.
- On page 17, it **WRONGLY** says “Your name must be updated by your jurisdiction before ASWB can make a change to your Authorization to Test.” **FOR TEXAS**, your name must be updated by ASWB staff who completed your exam pre-approval process, before ASWB may change your *Authorization to Test*.
- On pages 14 and 22, it **WRONGLY** says “You may take the exam at any Pearson VUE test center; your score will always be reported to the state or province where you applied” and “Your official exam results will be forwarded to ASWB and the social work board or college in the state or province in which you are applying for licensure,” respectively. **FOR TEXAS**, Pearson VUE will forward your exam results to ASWB, and ASWB will release your exam results via ASWB's portal to Texas staff – assuming you completed ASWB's exam pre-approval process for Texas. After passing the ASWB exam, you must apply for license with the Texas Behavioral Health Executive Council (BHEC or Council) and the Texas State Board of Social Worker Examiners (Texas SW Board). The Texas SW Board is one of four member boards of BHEC. See the Texas SW Board's [Applying for a Social Work License webpage](#).

## 6. After passing ASWB exam, apply with BHEC/Texas SW Board for license

After passing the ASWB exam, you must apply for license with the Texas Behavioral Health Executive Council (BHEC or Council) and the Texas State Board of Social Worker Examiners (Texas SW Board). The Texas SW Board is one of four member boards of BHEC. See the Texas SW Board's [Applying for a Social Work License webpage](#).

### Reschedule or cancel your testing appointment

If you must reschedule or cancel your testing appointment with nonstandard testing arrangements, please see your *Authorization to Test* email for instructions. Within 24 hours, you will receive an email confirmation of the appointment cancellation/rescheduling from Pearson VUE. If you do not receive this confirmation email, contact Pearson VUE immediately.

### If more than one exam attempt is needed

If you must retake the exam, contact [ASWB Candidate Services](#) to determine whether the approval for your nonstandard testing arrangements is still valid.

Please know: The exam is designed for consistent results, *unless* the examinee takes steps to increase knowledge between attempts. Before your next attempt, the Texas SW Board encourages you to complete one or more courses in your weakest area(s) as well as an exam preparatory course.

[ASWB's Examination Guidebook](#) includes a study plan template, reference lists, exam content outlines, and sample questions from each exam category with the correct answer and explanation – as well as detailed information about the exam process. [See Step 5 Prepare for your ASWB exam \(above\)](#).

ASWSB recognizes the mental and emotional toll of repeated attempts and has contracted with Fifth Theory, an independent firm with expertise in helping test-takers reduce anxiety and develop test mastery mindset. This FREE program is offered to ALL registered test-takers. When you register for the social work licensing exam, your *Authorization to Test* email invites you to access the FifthTheory Test Mastery Inclusion program. See <https://www.aswb.org/exam/getting-ready-for-the-exam/test-taking-support/> for more information.

The Texas SW Board imposes no requirement for study plan – not even after three attempts – nor does the Texas SW Board limit the number of times a person may attempt the exam. However, ASWB may set its own policies concerning exam attempts or waiting a certain time period between exam attempts. See [ASWB's Examination Guidebook](#) for current details on ASWB's policies.

When you are ready, begin again with [Step 1 Register with ASWB for pre-approval to take exam \(above\)](#) – keeping in mind that your pre-approval is valid for one year. If you need help, please contact ASWB staff at [texas@aswb.org](mailto:texas@aswb.org) or 866-825-9580.

### Contact ASWB Nonstandard Testing Arrangements by phone, email, or online

**At any point in the above-described process, contact ASWB Nonstandard Testing Arrangements**

## How to Request Nonstandard Testing Arrangements for ASWB Exam

- by phone: 888.579.3926, ext. 3250;
- by email: [specialarrangements@aswb.org](mailto:specialarrangements@aswb.org); or
- online: [nonstandard testing arrangements - ASWB](#).