

**REQUIREMENTS FOR APPLICANTS WHO CURRENTLY HOLD EITHER THE
BACHELOR'S AND/OR MASTER'S DEGREE IN SOCIAL WORK FROM AN
ACCREDITED PROGRAM**

Please send all application materials to:
School Social Work Coordinator
UT College of Social Work
201 Henson Hall
Knoxville, TN 37996-3333

PARTS OF THE APPLICATION:

Degree and Academic Documentation

1. Evidence of graduation from a CSWE-accredited Social Work Program by providing one OFFICIAL transcript of ALL academic work (graduate and undergraduate, including community college transcripts).

Experience and Documentation

2. Evidence of a minimum of two years of direct social work practice with children and families following receipt of MSSW or BSSW degree. However, persons with less than two years' experience may be eligible if they:
 - (a) Have had a school social work field placement in a MSSW or BSSW Program (minimum of 400 clock hours required).
 - OR**
 - (b) Have been employed as a school social worker or have provided social work services in an educational setting for a minimum of six months. We must receive a letter directly from your supervisor with a description of length of employment, duties, and an evaluation of your performance in this setting.

Employment Reference

3. A letter of reference from current or most recent social work employer in the area of children and families on company letterhead.

Applications (Two)

4. Application for Tennessee Teaching License
5. College of Social Work School Social Work Application

School Social Work Documentation

6. Official transcript verifying completion of a course in school social work (include the course syllabus if the course is taken anywhere other than UT).

Application Fee

7. A money order (NO personal checks or cash) for \$100 made payable to The University of Tennessee College of Social Work for evaluation and processing fee.

Praxis Exam

Please note: At this time the state of Tennessee no longer offers the School Social Work section of the Praxis exam. If that exam is reinstated these requirements will be updated to include a Praxis score.