

**Information Booklet with  
Application and Reference  
Evaluation Rating Forms**

NASW Invites You to Apply for the

**Academy of Certified  
Social Workers  
(ACSW)**



NASW Credentials Accounting, 750 First St. NE, Suite 800, Washington, DC 20002  
202.408.8600 x 447 • [credentialing@naswdc.org](mailto:credentialing@naswdc.org) • [www.socialworkers.org](http://www.socialworkers.org)



# Contents

<b>ACADEMY OF CERTIFIED SOCIAL WORKERS (ACSW)</b>	<b>1</b>
Benefits	1
Requirements for ACSW Membership	1
How to Apply	2
Fees	2
ACSW Certificates	3
Maintaining the Credential	3
Additional Useful Information	3
The National Association of Social Workers (NASW)	3
Graduates of Foreign Schools	3
<b>PRACTICE INFORMATION CODES</b>	<b>4</b>
Ethics Definition	4
<b>APPLICATION FORM</b>	<b>5</b>
Affirmation of Professional Standards	8
<b>SUPERVISORY REFERENCE EVALUATION RATING FORM</b>	<b>9</b>
Information about Supervisor	12
<b>COLLEAGUE REFERENCE EVALUATION RATING FORMS</b>	<b>13 &amp; 17</b>
Information about Social Work Colleague	16 & 20
<b><i>NASW CODE OF ETHICS</i></b>	<b>21</b>
Preamble	21
Ethical Principles	21



# Academy of Certified Social Workers (ACSW)

The Academy of Certified Social Workers credential (ACSW) is the oldest, most respected, and best recognized social work credential. Created by the National Association of Social Workers (NASW) in 1960, it was the first national credential for the social work profession and has become the cornerstone of NASW's efforts to obtain high-quality social services for the public. It also helps NASW in its efforts to promote nationwide recognition of sound professional standards and social workers who have achieved a level of skill and knowledge beyond what they acquired in a graduate program in social work education. Since that time, ACSW has set high standards for social work practice. Currently over 40,000 social workers are certified as members of the Academy nationwide.

## BENEFITS

There are many benefits in joining the Academy:

- identification by the public and by employers as a social worker who has met enduring, uniform, high national standards for practice.
- recognition by social work colleagues as having demonstrated knowledge and experience beyond the entry level into the profession
- acceptance by many insurance companies as being eligible for third-party reimbursement
- satisfaction of one criterion for inclusion in the *NASW Register of Clinical Social Workers*.

## REQUIREMENTS FOR ACSW MEMBERSHIP

**Degree:** A master's degree in social work from a program accredited by the Council on Social Work Education (CSWE) is required. Schools in candidacy are not accepted.

**Experience:** At least two years of MSW supervised social work experience in an agency or organizational setting after receiving a master's degree in social work are required. Supervision is defined as regular accountability to a supervisor for your assigned work and must have been received as an employee within an agency or organizational setting.

**Paid full- and/or part-time work experience totaling at least 3,000 hours or two years of full-time employment is required. Your employment experience must occur in no less than a full 24 months.**

**Self-employment as a private practitioner does not count toward meeting the two-year requirement.**

Regular annual employment in a preschool, elementary, or a secondary school year of 10 months is accepted as a full year of experience.

**Professional references:** Three references are required to be submitted from professional social workers who hold a master's or doctoral degree in social work from a CSWE-accredited school. A current or former supervisor familiar with your work must complete one reference. Two references must be from social work colleagues familiar with your work. If the person you ask to provide a reference does not believe that he or she knows you well enough to complete the reference, please choose another person.

**Supervision:** Two years of social work supervision by a MSW as a full-time paid employee of an agency or institutional setting after receiving your master's degree are required. Full- and/or part-time employment in an agency or institutional setting after receiving your master's degree is required. Because the ACSW is a social work credential, the Academy believes it is important for the beginning social worker to be supervised and evaluated by someone who represents the social work profession's ethical and value base as well as its knowledge and unique perspective. There is no requirement for a minimum number of supervisory hours. However, it is recommended that the guidelines specified in the *NASW Standards for Clinical Social Work in Social Work Practice* be followed: *a minimum of one hour of supervision for every 15 hours of client contact.*

In situations in which the same person did not provide supervision for the entire period, it is acceptable for the social work supervisor completing the reference evaluation rating form to have supervised you for less than two years. If, however, the current supervisor supervised you for six months or less, please provide two supervisory reference evaluation rating forms.

If your agency or organization supervisor does not have a master's degree in social work, the following alternative supervisory arrangements will be accepted:

- Your employer may designate another supervisor or colleague in the agency who has an MSW to provide supervision. When your employer does so, both your immediate administrative supervisor and your social work supervisor should sign the supervisory reference evaluation rating form.
- You or your employer may contract outside the agency with an MSW to provide social work supervision.

The contract between the supervisor and the agency or ACSW candidate should be in writing and should specify the frequency, duration, and format (individual or group) of supervisory sessions; the compensation and terms of payment; and the circumstances under which the contract can be terminated. When this contract is between the ACSW candidate and the social work supervisor, it should also contain a statement that the supervisor will provide an objective, impartial reference evaluation rating form for the ACSW candidate and a signed acknowledgment of the supervisory arrangement by the agency/organization supervisor or administrator. When such a contract exists, attach a copy of it to the supervisory reference evaluation rating form.

Supervision of private practice is *not acceptable* for fulfilling any part of the two-year supervision requirement. Supervision as an employee of a private practice or private group practice is acceptable. Individual supervision is preferred; however, group supervision is acceptable. Peer supervision, that is, partners supervising each other, is *not acceptable*. Family members are not acceptable as supervisors or colleague raters.

***If the supervisor is unable to be located or the employer you worked for no longer exists.***

Submit a letter specifically explaining why you are unable to locate your former employer or supervisor. Provide documentation from the organization's human resource office attesting to the supervision or include a copy of your state social work board application. A colleague familiar with your work may then complete the supervisory form.

**Continuing Education:** Verification of 20 hours of relevant continuing education (of which 3 hours should be in Ethics) within the past two years is required.

**NASW Membership:** Regular, current membership in NASW is required.

## HOW TO APPLY

- Complete the application at the back of this booklet.
- You must have your school or university send your official transcript *directly* to NASW for primary verification of your degree. An "official" copy of your transcript must show the degree and date earned and be embossed with the school's seal. If you received your social work degree from a school outside the United States, you must have your degree evaluated by CSWE and submit that evaluation (see page 3).
- Obtain one supervisory and two social work colleague references on the forms provided at the back of this booklet.
- Document 20 hours of continuing education (of which 3 hours should be in Ethics) within the past 2 years and submit with the appropriate number of attendance certificates.
- Remit payment of the \$140 application fee to NASW.

For assistance, call the NASW Credentialing Office at 800.638.8799, ext 447.

## FEES

The application fee of \$140 is payable to NASW and must accompany the ACSW application. If you are joining NASW at the same time that you are applying for the ACSW, please send your membership application form and dues at least two weeks earlier than the ACSW application deadline. Your early response will enable us to process your ACSW application without delay. Payment may be made by check, money order, American Express, NASW Visa, or other Visa or MasterCard.

**Refund Policy:** A processing fee equal to the total application fee will be retained. Letters of explanation will be mailed to all applicants who have been deemed ineligible.

NASW will contact those applicants whose applications are incomplete or who are found to be ineligible.

Mail completed application, fee, and references to:

NASW Credentials Accounting  
750 First Street, NE, Suite 800  
Washington, DC 20002-4241

**Your transcript must be sent directly to NASW:**

NASW/ACSW  
750 First Street, NE, Suite 800  
Washington, DC 20002-4241

## ACSW CERTIFICATES

If you are accepted into the Academy, you are authorized to use the ACSW designation after your name. This designation will certify your status as a self-directed social work practitioner. You will also receive an ACSW certificate.

Continued use of the ACSW designation depends on continued NASW membership, payment of the annual ACSW fee, and such other requirements as NASW may stipulate. If you do not maintain NASW and ACSW membership, you may not continue to designate yourself as an ACSW.

## MAINTAINING THE CREDENTIAL

Renewal of your ACSW membership is required every year at the same time that you renew your NASW membership. The renewal fee, covering administrative costs, is \$35 per year in addition to your NASW membership dues. A current seal is sent to be affixed to the ACSW certificate. Please note that active membership in the Academy and use of the ACSW designation after your name is contingent upon maintaining active NASW membership.

## ADDITIONAL USEFUL INFORMATION

### ***The National Association of Social Workers (NASW)***

NASW has a membership of nearly 150,000 social workers who meet or exceed defined professional standards. Headquartered in Washington, DC, it has 56 chapters throughout the United States, Puerto Rico, the Virgin Islands, and internationally. NASW works to accomplish the following:

Professional development of members through

- local, state, and national continuing education programs
- professional journals and publications
- opportunities for formal and informal exchanges.

Development of professional standards of social work practice, such as

- a code of ethics and adjudication procedures for those who allegedly violate the code
- personnel standards for agencies
- professional standards of social work practice in many settings, including schools

- the Academy of Certified Social Workers, the oldest professional credential for social workers
- the Qualified Clinical Social Worker and the Diplomate in Clinical Social Work credentials
- the School Social Work Specialist certification
- the Social Worker in Health Care certification
- the Alcohol, Tobacco and Other Drugs Social Worker certification
- the Social Work Case Manager certification
- the Advanced Social Work Case Manager certification
- the Children, Youth, and Family Social Worker certification
- the Advanced Children, Youth, and Family Social Worker certification
- the Social Worker in Gerontology certification
- the Advanced Social Worker in Gerontology certification
- the Clinical Social Worker in Gerontology certification

Advancement of sound social policies through

- lobbying to influence legislation that supports social work issues and values
- training members to affect political processes
- supporting political candidates whose philosophies are consistent with social work issues and values.

Other membership services, including

- hospital indemnity plan
- life and disability insurance
- dental plan
- professional liability insurance
- accidental death and dismemberment.

### ***Graduates of Foreign Schools***

If you received your social work degree in a country other than the United States or Canada, NASW will accept an evaluation by CSWE that your degree is equivalent to one from an accredited U.S. school. To obtain an application form for evaluation, including applicable fees, and instructions for submitting your educational documents, please contact:

Council on Social Work Education  
1701 Duke Street, Suite 200  
Alexandria, VA 22314  
Telephone 703.683.8080  
Fax 703.683.8099  
[www.cswe.org](http://www.cswe.org)

CSWE generally completes equivalency evaluations within four weeks of the receipt of materials; therefore, you should start this process before applying for the ACSW credential. Enclose the acceptance letter from CSWE with your ACSW application.

**Remember, your official MSW transcript must be sent directly from the college or university to:  
NASW/ACSW**

**750 First Street, NE, Suite 800 • Washington, DC 20002-4241**

# Practice Information Codes

- A. Current Employment AUSPICE
01. Public Service—Local
  02. Public Service—State
  03. Public Service—Federal
  04. Public Service—Military
  05. Private and Nonprofit—Sectarian
  06. Private and Nonprofit—Nonsectarian
  07. Private for-Profit; Proprietary
  08. Tribal Government
- B. Current Employment SETTING
01. Social Service Agency/Organization
  02. Private Practice—Self-Employed/Solo
  03. Private Practice—Partnership/Group
  04. Membership Organization
  05. Hospital
  06. Institution (Non-Hospital)
  07. Outpatient Facility: Clinic/Health or Mental Health Center
  08. Group Home/Residence
  09. Nursing Home/Hospice
  10. Court/Criminal Justice System
  11. College/University
  12. Elementary/Secondary School System
  13. Employment in Non-Social Service Organization (e.g., business/manufacturing, consulting/research firm, etc.)
  14. Home Health Care
- C. Current Employment FUNCTION
01. Direct Service (e.g., Casework, Group Work, Clinical, Community Work)
  02. Supervision
  03. Management/Administration
  04. Policy Development/Analysis
  05. Consultation
  06. Research
  07. Planning
  08. Education/Training
  09. No Social Work Function
- D. Current Employment PRACTICE AREA
01. Children & Youths
  02. Community Organizing/Planning
  03. Family Services
  04. Corrections/Criminal Justice
  05. Group Services
  06. Medical/Health Care
  07. Mental Health
  08. Public Assistance/Welfare
  09. School Social Work
  10. Services to Older Persons
  11. Alcohol/Drug & Substance Abuse
  12. Developmental Disabilities/Mental Retardation
  13. Other Disabilities
  14. Occupational
  15. Combined Areas

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## ETHICS DEFINITION

The NASW Credentialing Center has defined a social work ethics program as one that teaches principles of making ethical decisions and provides models for addressing ethical issues in social work practice.

### **Ethics includes one, some, or all of the following components:**

- NASW Code of Ethics
- Statutes, state laws and regulations for social work practice
- Confidentiality
- Boundary issues
- Ethical dilemmas inherent in social work practice
- Ethics consultation
- Ethical misconduct
- Professional malpractice and liability
- Health Insurance Portability and Accountability Act (HIPAA).

The sole objective of the program must be to convey the aforementioned definition and/or components. If the ethics content is part of a larger conference, it must fulfill at least three (3) hours (evident in either the program agenda or on the certificate of completion).



# Application Form

## Academy of Certified Social Workers

Please read the *Information Bulletin* and directions before completing this form.

### I. NASW Membership Number

           

Check this box if you are a new member and have not yet received your membership number.

### 2.A. Name (Print your name as you want it to appear on your certificate, one letter to a box.)

                 

Last

             

First

             

Middle

### 2. B. Name under which transcript was issued, if different from current name.

                 

Last

             

First

### 3. Address

                    

Number, Street, and Apartment Number

             

City

 

State

     

Zip Code

(Use two-letter postal abbreviation.)

E-mail Address:

   -    -    

Business Telephone

   -    -    

Fax Number

### 4. Race/Ethnicity (Optional; see directions.)

- |  |   |   |
|--|---|---|
| 1. <input type="radio"/> Native American           | 4. <input type="radio"/> White (not Hispanic)     | 7. <input type="radio"/> Other Hispanic |
| 2. <input type="radio"/> Asian or Pacific Islander | 5. <input type="radio"/> Chicano/Mexican American | 8. <input type="radio"/> Other _____    |
| 3. <input type="radio"/> African American          | 6. <input type="radio"/> Puerto Rican             |   |

**5. Age**

1.  Under 26      3.  35–44      5.  60 and older  
 2.  26–34      4.  45–59

**6. Education (In Social Work; Master's & above)**

Degree	Date Awarded		School of Social Work	State
	Month	Year		

**7. Gender**

1.  Male      2.  Female

**8. Years of Professional Social Work Experience (How much social work experience do you have since receiving the master's degree? For part-time work, see Item 10.)**

and   
 Years                      Months

**9. Practice Characteristics (Use codes listed on p. 4.)**

Present Employment or Practice	Code
A. Auspice (government or nongovernmental)	<input type="text"/> <input type="text"/>
B. Setting (location of practice)	<input type="text"/> <input type="text"/>
C. Function (responsibility of practice)	<input type="text"/> <input type="text"/>
D. Practice area (professional field)	<input type="text"/> <input type="text"/>

**10. Qualifying Experience (Since Master's Degree) List most recent agency first. Include all full-time and part-time social work experience. The supervisor listed here must be the same as on the Supervisor's form.**

From Mo./Yr.	To Mo./Yr.	Full- or Part-Time Hrs. per Week	Months of Experience	Name and Address of Employer	Immediate Supervisor's Name and Degree	Your Title

Total Experience = \_\_\_\_\_ Yrs., \_\_\_\_\_ Mos.

### 11. Professional References

Supervisor 

  
 (must be at least an MSW) Last Name First Initial

Social Worker Colleague 

  
Last Name First Initial

Social Worker Colleague 

  
Last Name First Initial

### 12. Fee: Mail your completed application and fee of \$140. Make checks payable to NASW/ACSW.

Check or money order  
  NASW Visa\*  
  Visa  
  MasterCard  
  American Express

Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

\*Use of this card generates funds to support work on behalf of your profession.

Refund Policy: A processing fee equal to the total application fee will be retained. Letters of explanation will be mailed to all applicants who have been deemed ineligible.

### 13. Statement of Understanding

I hereby apply for membership in the Academy of Certified Social Workers. I understand that admission to the Academy depends on successful completion of the credentialing procedure and my ability to meet all the requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I further understand that if any information is later determined to be false, NASW reserves the right to revoke any credential that has been granted on the basis thereof. I further understand that NASW reserves the right to terminate the credential of any person who is found to be in violation of the *NASW Code of Ethics* or state social work laws or regulations.

I understand that continued use of the ACSW designation depends on continued NASW membership, payment of the ACSW annual fee, and such other requirements as NASW may stipulate, and if at any time, both my NASW and my ACSW memberships are not active, I may not designate myself as an ACSW.

I hereby release, discharge, and exonerate NASW, its directors, officers, members, examiners, representatives, and agents including the Competence Certification Commission from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with any aspect of the application process including the results, or decisions on the part of NASW and/or its agents which may include a decision to not issue me a credential.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AFFIRMATION OF PROFESSIONAL STANDARDS

***This form must be completed and returned with your application.***

Have you ever been found in violation of a state social work licensing law or regulation or the *NASW Code of Ethics* or are there any cases pending against you?

- NO
- YES—I understand that NASW certifications will not be awarded until violations are satisfactorily reviewed. (Attach an explanation of the corrective action taken and the current status of this matter.)

I certify that my social work practice conforms to the *NASW Code of Ethics*, and the *NASW Standards for Continuing Professional Education*. I further agree to adhere to the *NASW Code of Ethics* and the *NASW Standards for Continuing Professional Education*, and to voluntarily participate, if requested to do so, in any NASW adjudication proceedings involving alleged violations of the *NASW Code of Ethics*, and to be subject to any verification process established by NASW concerning practice and continuing education standards.

I understand that refusal or failure to participate in an adjudication proceeding or verification process may be grounds for revocation of this credential. I further understand that NASW reserves the right to revoke NASW social work credentials of any person found to have violated the *NASW Code of Ethics*, or found to be noncompliant with the *NASW Standards for Continuing Professional Education*, or whose state license to practice has been terminated or suspended by a duly authorized state regulatory agency. The *Code of Ethics* and all NASW Standards are available online at [www.socialworkers.org](http://www.socialworkers.org).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACSW Supervisory Reference Evaluation Rating Form

*To be completed by MSW supervisor  
This form must be completed by an MSW, a DSW or PhD in social work.*

**Supervisor must be able to answer 32 of the 38 questions with a nonzero (0) response.**

You have been selected to complete the reference evaluation rating form for a social worker applying for admission to the Academy of Certified Social Workers (ACSW). The information that you provide on this form will help to establish the candidate's eligibility for the ACSW credential.

Please review the form before completing. You must be able to rate at least 32 questions with a score of 1–5. If you are unable to do so, please notify the applicant.

Please return the form in an envelope with your signature over the sealed flap to the candidate immediately.

Thank you for your contribution to maintaining high professional standards in the social work profession.

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone (include area code): \_\_\_\_\_

The rating scale is:

- 0 – Not Applicable
- 1 – Minimal Ability
- 2 – Moderate Ability
- 3 – Average Ability
- 4 – Excellent Ability
- 5 – Exceptional Ability

1. Ability to analyze client information

0      1      2      3      4      5

2. Skill identifying client strengths as an integral component of planned change

0      1      2      3      4      5

3. Demonstrates ability to engage client in the change process

0      1      2      3      4      5

4. Capacity to lead therapy or task groups

0      1      2      3      4      5

5. Demonstrates effective crisis intervention skill

0      1      2      3      4      5

6. Demonstrates self-awareness in assessing individuals or groups

0      1      2      3      4      5

7. Ability to use self in small group interactions

0      1      2      3      4      5

8. Demonstrates knowledge of human development for making in-depth psychosocial assessment

0      1      2      3      4      5

9. Demonstrates an understanding of the ethnic and culturally diverse client populations

0      1      2      3      4      5

Name of Candidate: \_\_\_\_\_

- 10. Ability to establish professional relationships with clients  
0      1      2      3      4      5
- 11. Ability to engage in ethnic/gender/age sensitive practice  
0      1      2      3      4      5
- 12. Demonstrates expertise in service planning and monitoring  
0      1      2      3      4      5
- 13. Has ability to carry out agency's programs and operating procedures  
0      1      2      3      4      5
- 14. Understands ethnic and cultural patterns of clients and client groups  
0      1      2      3      4      5
- 15. Ability to function within the framework of *NASW Code of Ethics*  
0      1      2      3      4      5
- 16. Demonstrates skill selecting/applying individual and/or family treatments  
0      1      2      3      4      5
- 17. Ability to engage in case advocacy  
0      1      2      3      4      5
- 18. Demonstrates knowledge of local resources that provide clients shelter, food, clothing, money, employment, etc.  
0      1      2      3      4      5
- 19. Has capacity to identify at-risk factors  
0      1      2      3      4      5
- 20. Skill teaching clients how to use available resources when appropriate  
0      1      2      3      4      5
- 21. Skill in appropriate use of advocacy on behalf of client  
0      1      2      3      4      5
- 22. Ability to deal with situations of conflict  
0      1      2      3      4      5
- 23. Ability to be introspective and critically evaluate one's own practice  
0      1      2      3      4      5
- 24. Ability to seek and use consultation  
0      1      2      3      4      5
- 25. Understands principles for social policy analysis and their implications for influencing policy decisions  
0      1      2      3      4      5
- 26. Demonstrates skill facilitating staff decision making and problem solving  
0      1      2      3      4      5
- 27. Able to gather, organize, and present written/oral presentations related to organization and delivery system  
0      1      2      3      4      5

Name of Candidate: \_\_\_\_\_

28. Knowledge of community organization principles

0            1            2            3            4            5

29. Demonstrates ability to maintain up-to-date knowledge of a variety of service programs

0            1            2            3            4            5

30. Demonstrates skill building and maintaining interagency coordination and links

0            1            2            3            4            5

31. Fosters the development of partnerships between agency and community to support new and revised programs

0            1            2            3            4            5

32. Demonstrates ability to facilitate positive organizational climate for establishing service provisions

0            1            2            3            4            5

33. Capacity to facilitate work of staff

0            1            2            3            4            5

34. Understands the principles of research as they relate to social work practice

0            1            2            3            4            5

35. Capacity for planning workshops, seminars, or in-service training programs

0            1            2            3            4            5

36. Willingness to act on professional convictions in controversial areas

0            1            2            3            4            5

37. Ability to express self in writing

0            1            2            3            4            5

38. Commitment to continuing professional development

0            1            2            3            4            5

## INFORMATION ABOUT SUPERVISOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone number (including area code): \_\_\_\_\_

Do you hold a social work degree?  YES  NO

Highest degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

School awarding degree: \_\_\_\_\_

Years of postmaster's social work experience: \_\_\_\_\_

Current position: \_\_\_\_\_

Name and address of agency or organization where supervision took place:

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Date of Supervision: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_ Frequency of sessions: \_\_\_\_\_

Average number of hours per week the applicant was engaged in social work practice under my supervision: \_\_\_\_\_

If you are not the agency/organizational supervisor, please describe under what condition the applicant's supervision took place and attach required documentation: \_\_\_\_\_

\_\_\_\_\_

I hereby affirm that I directly supervised the applicant and the information I have provided on this form is correct to the best of my knowledge and belief. I hereby recommend that the applicant be admitted to membership in the Academy of Certified Social Workers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO THE APPLICANT  
IN A SEALED ENVELOPE WITH YOUR SIGNATURE OVER THE FLAP.



# ACSW Colleague Reference Evaluation Rating Form

To be completed by MSW social work colleague

**Colleague must be able to answer 32 of the 38 questions with a nonzero (0) response.**

You have been selected to complete the reference evaluation rating form for a social worker applying for admission to the Academy of Certified Social Workers (ACSW). The information that you provide on this form will help to establish the candidate's eligibility for the ACSW credential.

Please review the form before completing. You must be able to rate at least 32 questions with a score of 1–5. If you are unable to do so, please notify the applicant.

Please return the form in an envelope with your signature over the sealed flap to the candidate immediately.

Thank you for your contribution to maintaining high professional standards in the social work profession.

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone (include area code): \_\_\_\_\_

The rating scale is:

- 0 – Not Applicable
- 1 – Minimal Ability
- 2 – Moderate Ability
- 3 – Average Ability
- 4 – Excellent Ability
- 5 – Exceptional Ability

1. Ability to analyze client information

0      1      2      3      4      5

2. Skill identifying client strengths as an integral component of planned change

0      1      2      3      4      5

3. Demonstrates ability to engage client in the change process

0      1      2      3      4      5

4. Capacity to lead therapy or task groups

0      1      2      3      4      5

5. Demonstrates effective crisis intervention skill

0      1      2      3      4      5

6. Demonstrates self-awareness in assessing individuals or groups

0      1      2      3      4      5

7. Ability to use self in small group interactions

0      1      2      3      4      5

8. Demonstrates knowledge of human development for making in-depth psychosocial assessment

0      1      2      3      4      5

9. Demonstrates an understanding of the ethnic and culturally diverse client populations

0      1      2      3      4      5

Name of Candidate: \_\_\_\_\_

- 10. Ability to establish professional relationships with clients  
0      1      2      3      4      5
- 11. Ability to engage in ethnic/gender/age sensitive practice  
0      1      2      3      4      5
- 12. Demonstrates expertise in service planning and monitoring  
0      1      2      3      4      5
- 13. Has ability to carry out agency's programs and operating procedures  
0      1      2      3      4      5
- 14. Understands ethnic and cultural patterns of clients and client groups  
0      1      2      3      4      5
- 15. Ability to function within the framework of *NASW Code of Ethics*  
0      1      2      3      4      5
- 16. Demonstrates skill selecting/applying individual and/or family treatments  
0      1      2      3      4      5
- 17. Ability to engage in case advocacy  
0      1      2      3      4      5
- 18. Demonstrates knowledge of local resources that provide clients shelter, food, clothing, money, employment, etc.  
0      1      2      3      4      5
- 19. Has capacity to identify at-risk factors  
0      1      2      3      4      5
- 20. Skill teaching clients how to use available resources when appropriate  
0      1      2      3      4      5
- 21. Skill in appropriate use of advocacy on behalf of client  
0      1      2      3      4      5
- 22. Ability to deal with situations of conflict  
0      1      2      3      4      5
- 23. Ability to be introspective and critically evaluate one's own practice  
0      1      2      3      4      5
- 24. Ability to seek and use consultation  
0      1      2      3      4      5
- 25. Understands principles for social policy analysis and their implications for influencing policy decisions  
0      1      2      3      4      5
- 26. Demonstrates skill facilitating staff decision making and problem solving  
0      1      2      3      4      5
- 27. Able to gather, organize, and present written/oral presentations related to organization and delivery system  
0      1      2      3      4      5

Name of Candidate: \_\_\_\_\_

28. Knowledge of community organization principles

0            1            2            3            4            5

29. Demonstrates ability to maintain up-to-date knowledge of a variety of service programs

0            1            2            3            4            5

30. Demonstrates skill building and maintaining interagency coordination and links

0            1            2            3            4            5

31. Fosters the development of partnerships between agency and community to support new and revised programs

0            1            2            3            4            5

32. Demonstrates ability to facilitate positive organizational climate for establishing service provisions

0            1            2            3            4            5

33. Capacity to facilitate work of staff

0            1            2            3            4            5

34. Understands the principles of research as they relate to social work practice

0            1            2            3            4            5

35. Capacity for planning workshops, seminars, or in-service training programs

0            1            2            3            4            5

36. Willingness to act on professional convictions in controversial areas

0            1            2            3            4            5

37. Ability to express self in writing

0            1            2            3            4            5

38. Commitment to continuing professional development

0            1            2            3            4            5

## INFORMATION ABOUT SOCIAL WORK COLLEAGUE

To be filled out by the colleague completing this reference evaluation rating form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone number (including area code): \_\_\_\_\_

Do you hold a social work degree?  YES  NO

Highest degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

School awarding degree: \_\_\_\_\_

Years of postmaster's social work experience: \_\_\_\_\_

Current Position: \_\_\_\_\_

How long have you known/supervised the applicant? Years: \_\_\_\_\_ Months: \_\_\_\_\_

In what capacity do you know the applicant?  Colleague  Professor  Supervisor  Employer

Other—please specify: \_\_\_\_\_

To my knowledge, the applicant has practiced social work for at least two years according to the values of the social work profession and has adhered to the *NASW Code of Ethics*. I hereby recommend that the applicant be admitted to membership in the Academy of Certified Social Workers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO THE APPLICANT  
IN A SEALED ENVELOPE WITH YOUR SIGNATURE OVER THE FLAP.

# ACSW Colleague Reference Evaluation Rating Form

*To be completed by MSW social work colleague*

**Colleague must be able to answer 32 of the 38 questions with a nonzero (0) response.**

You have been selected to complete the reference evaluation rating form for a social worker applying for admission to the Academy of Certified Social Workers (ACSW). The information that you provide on this form will help to establish the candidate's eligibility for the ACSW credential.

Please review the form before completing. You must be able to rate at least 32 questions with a score of 1–5. If you are unable to do so, please notify the applicant.

Please return the form in an envelope with your signature over the sealed flap to the candidate immediately.

Thank you for your contribution to maintaining high professional standards in the social work profession.

Name of Candidate: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone (include area code): \_\_\_\_\_

The rating scale is:

- 0 – Not Applicable
- 1 – Minimal Ability
- 2 – Moderate Ability
- 3 – Average Ability
- 4 – Excellent Ability
- 5 – Exceptional Ability

1. Ability to analyze client information  
0      1      2      3      4      5
2. Skill identifying client strengths as an integral component of planned change  
0      1      2      3      4      5
3. Demonstrates ability to engage client in the change process  
0      1      2      3      4      5
4. Capacity to lead therapy or task groups  
0      1      2      3      4      5
5. Demonstrates effective crisis intervention skill  
0      1      2      3      4      5
6. Demonstrates self-awareness in assessing individuals or groups  
0      1      2      3      4      5
7. Ability to use self in small group interactions  
0      1      2      3      4      5
8. Demonstrates knowledge of human development for making in-depth psychosocial assessment  
0      1      2      3      4      5
9. Demonstrates an understanding of the ethnic and culturally diverse client populations  
0      1      2      3      4      5

Name of Candidate: \_\_\_\_\_

10. Ability to establish professional relationships with clients  
0      1      2      3      4      5
11. Ability to engage in ethnic/gender/age sensitive practice  
0      1      2      3      4      5
12. Demonstrates expertise in service planning and monitoring  
0      1      2      3      4      5
13. Has ability to carry out agency's programs and operating procedures  
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14. Understands ethnic and cultural patterns of clients and client groups  
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34. Understands the principles of research as they relate to social work practice

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35. Capacity for planning workshops, seminars, or in-service training programs

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36. Willingness to act on professional convictions in controversial areas

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37. Ability to express self in writing

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38. Commitment to continuing professional development

0            1            2            3            4            5

## INFORMATION ABOUT SOCIAL WORK COLLEAGUE

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Daytime Phone number (including area code): \_\_\_\_\_

Do you hold a social work degree?  YES  NO

Highest degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

School awarding degree: \_\_\_\_\_

Years of postmaster's social work experience: \_\_\_\_\_

Current Position: \_\_\_\_\_

How long have you known/supervised the applicant? Years: \_\_\_\_\_ Months: \_\_\_\_\_

In what capacity do you know the applicant?  Colleague  Professor  Supervisor  Employer

Other—please specify: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# NASW Code of Ethics

## Preamble

The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective.

## Ethical Principles

### Value: Service

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

### Value: Social Justice

**Ethical Principle:** *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

### Value: Dignity and Worth of the Person

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

### Value: Importance of Human Relationships

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value: Integrity**

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value: Competence**

**Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

The constellation of these core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.