



OSW-C Initial Application Instructions

Please print these instructions to help you complete your application.

FEE STRUCTURE: For those who belong to a professional organization supporting oncology social workers including the Association of Oncology Social Work (AOSW) Association of Pediatric Oncology Social Work (APOSW), American Psychosocial Oncology Society (APOS), and Social Work Hospice and Palliative Care Network (SWHPN) the 2-year certification fee is \$125.

For those who do not hold a professional membership supporting oncology social workers the 2-year certification fee will be \$200.

The Board feels strongly that participation in a professional organization helps to strengthen knowledge, community and leadership – all which align with our mission.

Please use this as a checklist to complete your online Initial Application.

- Print off a copy of the Supervisor Attestation form. Please have your supervisor complete the form and give back to you.
- Print off 3 copies of the Professional Statement. One needs to be completed by your direct supervisor and two from current professional oncology colleagues who directly work with you in your current institution/agency (MSW, MD, RN, PT, Chaplain, etc.). Once completed, that person needs to scan the Professional Statement and email it direct to us. The instructions for them are on the form.
- Make a copy of your clinical license showing the expiration date.
- Make a copy of your MSW diploma – a photo is fine as long as you can clearly read your name and graduation date. We will also accept transcripts.
- Gather any supporting letters, flyers, Cancer Committee roster, etc. showing proof of your Community Involvement.

- If you are a member of the Association of Oncology Social Work (AOSW) Association of Pediatric Oncology Social Work (APOSW), American Psychosocial Oncology Society (APOS), or Social Work Hospice and Palliative Care Network (SWHPN) – please be sure to attach proof of membership with your scanned documents.
- Scan all of the above supporting documents into ONE .pdf file. Name the file with your first and last name. For example, “Mary Smith – Initial Application” and save it.
- Complete the online application.
- Upload your ONE supporting document pdf file.
- Pay by credit card via PayPal or you may mail a check or money order to: BOSWC, PO Box 187, Saugatuck, MI 49453

Once your Initial Application and payment are received, it will be sent to a reviewer. The process can take up to 4 weeks.

If you have any questions, please email us: coordinator@oswcert.org

Thank you!