

## LICENSED CLINICAL SOCIAL WORKER SUPERVISION

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All supervisee's will be responsible for the following guidelines for the duration of their supervision:

- Supervision may only begin after being approved by the Texas State Board of Social Work Examiners
- A supervision plan must be submitted to the State Board at the start of supervision
- A supervisee must obtain 100 hours of supervision over the course of 3,000 hours of experience for LCSW and over a period of 24 to 48 months prior to applying to take the licensing exam. (AMEC must complete supervision hours in no less than 12 and no more than 24 months) AMEC must remain under supervision until the board has issued a final license.
- A supervisee is required to meet for at least one hour of supervision per 40 hour work week; at least twice a month for no less than 4 hours per month. Part time/volunteer/contract work will be looked case by case in accordance with state board rules, but 1 hour per 20 work week at least monthly. (C) Supervision shall occur in proportion to the number of actual hours worked, with a base line of one hour of supervision for every 40 hours worked. If the supervisee works full-time, supervision shall occur on average at least twice a month and for no less than four hours per month; if the supervisee works part-time (at least 20 hours per week), supervision shall occur on average at least once a month and no less than two hours per month. Supervisory sessions shall last at least one hour and no more than two hours per session. No more than 10 hours of supervision may be counted in any one month, or 30-day period, as appropriate, towards satisfying minimum requirements for licensure or specialty recognition.
- National Practitioner Data Bank Self-Query Report Visit <https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp> for instructions on how to obtain a Self-Query Report from the National Practitioner Data Bank (NPDB).
- Fingerprinting Process after the Council's Online System confirms you application submission, the system will generate an email message with a link to instructions on how to submit your fingerprints for the statutorily required fingerprint-based background check. See our Fingerprint Information webpage for more information.
- Social Worker Jurisprudence Exam Complete the Texas SW *Jurisprudence Examination* via the link on the webpage. <https://bhec.texas.gov/texas-state-board-of-social-worker-examiners/jurisprudence-examination/>
- Financial reimbursement will be expected at start of each supervision session in order to participate in supervision. Pay schedule: \$50 per person per hour for group supervision (often completed in two hour sessions twice a month) or \$80 for individual supervision. \*\*\*
- Notification for cancelling a supervision appointment must be given at least 24 hours in advance (unless an emergency arises)
- Goals will be created, assessed, and evaluated for progress by the supervisee and supervisor with the ability to implement a development plan for further growth. If the supervisor determines the supervisee lacks the professional skills to complete supervision the supervisor has the right to cease supervision or develop a written remediation plan.
- Supervisees should come to each session with a weekly supervision sheet and be prepared to actively discuss topics such as the following:
  1. DSM-V
  2. Code of ethics
  3. Documentation
  4. Theoretical frameworks
  5. Best practice interventions
  6. Relevant research
  7. Case studies
  8. Clinical process: engagement, assessment, planning, intervention, evaluation, termination, follow-up
  9. Continued education
- Documentation of all clinical hours, supervision hours, and supervision summaries should be documented by the supervisee and submitted to be signed by the supervisor quarterly.
- A supervisee may be referred at any time for personal counseling so as to keep focus on supervision for clinical practice during sessions.
- Supervisor shall be updated on any job changes, position changes, criminal convictions, complaints to the board, or ethical concerns.
- Supervisee shall be updated by the Supervisor on any job changes, position changes, criminal convictions, and/or any complaints to the board she has knowledge of, loss of license or ethical violations.

- A minimum of 30 day notice must be given to request a change in supervisor unless Supervisee becomes aware of a change in the supervisor's status as a qualified Supervisor at which point the Supervisee may change supervisors without notice.

\_\_\_\_\_  
Supervisee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\*\*Group is a session where members agree on a time as a group. The group can also change the time/day as long as at least two agree on the session. If for some reason others do not show up to the group session either because they were unable or cancel then the session is still considered a group session. If a change is made and one member cannot attend that session then the original time of session will be honored as well.

An Individual session is defined as a session requested by one member of the group at a different time than the other members due to a schedule conflict or cancelation. If the group member announces the session and gets others to attend it then becomes a group session.

<https://bhec.texas.gov/texas-state-board-of-social-worker-examiners/applying-for-a-social-work-license/how-to-become-an-lcsw/requirements-for-holders-of-an-lmsw-seeking-an-lcsw/>

<https://bhec.texas.gov/texas-state-board-of-social-worker-examiners/forms-and-publications/>