

## LCSW Supervision Guidelines

All applicants for LCSW licensure must submit the LCSW Supervision Evaluation Form verifying they have had two-years (4,000 hours) post graduate LCSW supervised experience. An average of one hour per week direct (Face-to-Face) contact with the LCSW supervisor is required. Group supervision is acceptable as long as there are no more than four in the group, and the group supervision does not constitute more than one-half of the total supervision requirements.

### Supervision Plan:

The LCSW supervisor and the supervisee must agree upon a supervision plan. The **original** Supervision Plan must be submitted to the Board within **60-days** from the beginning date of the supervision. Supervision may begin with provisional licensure. Keep a copy of the Plan for your records. The Board does not send confirmation of receipt. You may request a confirmation of delivery from the Post Office or you can follow-up with the Board's office by email or phone call to make sure the Plan has been received.

A new Supervision Plan must be submitted any time there is a change in the supervision plan or a change of supervisors.

Supervision may begin with the Provisional Master's License (PLMSW) must cease if the provisional license expires.

### Content and Accountability:

- a. The LCSW supervisor is responsible for supervision within the following content areas:
  1. Practice skills
  2. Practice management skills
  3. Skills required for continuing competence
  4. Development of professional identity
  5. Ethical practice
- b. The areas of supervisory accountability shall include:
  1. Client
  2. Agency providing services
  3. Legal and regulatory requirements
  4. Ethical standards of the profession
  5. Acceptance of professional responsibility for the social work services provided by the supervisee

### LCSW Supervision Evaluation Form:

Upon termination of the supervision arrangement, the LCSW supervisor must complete the LCSW Supervision Evaluation Form for the supervisee. The supervisee must submit the **original** evaluation form to the Board within **60-days** from the last date of supervision. Please keep copies of all documentation for your records. The beginning date of supervision on forms received after the 60-day period will be 60-days from the postmark or receipt date of the plan.

Supervision forms may be found at [www.arkansas.gov/swlb](http://www.arkansas.gov/swlb)