

§503. GSWs Seeking the LCSW Credential.

- A. Supervision for the LCSW license can begin after the MSW obtains Graduate Social Work certification.
- B. Supervision for the LCSW license is conducted by a Board Approved Clinical Supervisor (BACS). GSWs may obtain a list of BACS from the board's website or office.
- C. Effective August 15, 2007, GSWs seeking the LCSW credential must complete a minimum of 5760 hours of postgraduate social work practice and at least 3840 hours of that postgraduate social work practice must be under the supervision of a Board Approved Clinical Supervisor (BACS).
- D. GSW postgraduate social work practice and postgraduate BACS supervised social work practice for GSW seeking the LCSW credential, which practice occurred prior to August 15, 2007, will be calculated by the Board based on the prior requirements of at least 36 accumulated months of full-time postgraduate social work practice and 24 accumulated months of BACS supervised practice. In order to qualify for the appropriate credits, the postgraduate practice and the postgraduate supervised practice shall be in conformity with Board rules governing such practice at that time. Copies of those prior rules and forms relating to postgraduate practice and supervised postgraduate practice can be obtained from the Board office or the Board's web site.
- E. Notwithstanding subpart C of this rule, GSWs seeking the LCSW credential who have completed the 36-month postgraduate practice requirement and the 24-month postgraduate BACS supervised practice requirement prior to August 15, 2007 and who provide documentation thereof in conformity with applicable Board rules and forms will be eligible for the LCSW examination and license.
- F. GSWs whose postgraduate social work practice or postgraduate BACS supervised postgraduate social work practice occurs both before August 15, 2007 and after August 15, 2007 will be credited by the Board based on the application of subpart D of this rule (monthly calculation) for the postgraduate practice occurring prior to August 15, 2007 and based on subpart C of this rule (hourly calculation) for postgraduate practice occurring after August 15, 2007. In order for GSWs to determine whether they have obtained the total number of postgraduate credits necessary to qualify for LCSW examination and license, GSWs will employ the conversion formula provided in subpart G of this rule prior to the submission of their completed supervision documentation forms to the Board.
- G. To calculate total postgraduate social work practice, a ratio is formed with the numerator (number above the line) equal to the number of months of postgraduate social work practice completed prior to August 15, 2007 and with the denominator or divisor (number below the line) equal to 36. The resulting percentage is then multiplied times 5760 in order to convert the monthly credits into hourly credits. That hourly credit is then subtracted from 5760 to determine the number of hours of postgraduate practice after August 15, 2007 which are necessary to complete the requirement.

To calculate total postgraduate social work BACS supervised practice, a ratio is formed with the numerator equal to the number of months of postgraduate social work BACS supervised practice completed prior to August 15, 2007 and with the denominator equal to 24. The resulting percentage is then multiplied times 3840 in order to convert the monthly credits into hourly credits. That hourly credit is then subtracted from 3840 to determine the number of hours of postgraduate BACS supervised practice after August 15, 2007 which are necessary to complete the requirement.

EXAMPLE OF CALCULATIONS

GSW prior to August 15, 2007 completed 24 months of postgraduate practice 13 of which qualified as BACS supervised. Two ratios of 24/36 and 13/24 are formed. The resulting percentages, (66.67% of the postgraduate practice requirement and 54.17% of the supervision requirement) are then multiplied times the total hourly requirement in each category. In the example, the GSW converts by multiplying 66.67% times 5760 to obtain 3840 hours of postgraduate practice credit for social work performed prior to August 15, 2007. The GSW determines that 1920 hours of postgraduate social work practice after August 15, 2007 are required by subtracting 3840 by 5760. Likewise the GSW converts by multiplying 54.17% times 3840 to obtain the 2080 hours of postgraduate BACS supervised practice credit performed prior to August 15, 2007. The GSW determines that 1760 hours of postgraduate social work practice after August 15, 2007 are required by subtracting 2080 from 3840.

H. The requirement for supervision is at least two (2) hours of face-to-face supervision with a BACS during every 80 hours increment of postgraduate social work practice. This hourly supervision requirement applies to each consecutive increment of 80 hours of social work practice. Postgraduate social work practice which exceeds 80 consecutive hours of practice without at least one hour of face-to-face BACS supervision will not be credited to the 3840 hours of supervised practice.

I. Face-to-face supervision for licensure must total at least 96 hours.

J. A minimum of one (1) session per month is required. Supervision segments of no fewer than 30 minutes and no longer than two (2) hours per session will be counted toward meeting the supervision requirement.

K. One-half (48 hours maximum) of the supervision requirement may be met through group supervision, occurring in increments of no more than two hours per group. No more than five supervisees may be involved in supervision groups.

L. School social workers shall count hours of postgraduate social work practice and supervision that occurs when they are employed in a social work position.

M. The supervisee and supervisor shall keep accurate records of both the dates of supervision sessions and the time spent in supervision. This information shall be submitted to the board office on the supervision form entitled Record of Supervision.

N. The supervisor has a professional responsibility to honor his/her commitment to supervise responsibly, which includes submitting forms on a timely basis. Should the supervisor fail to submit forms appropriately, legibly, and on a timely basis, the board reserves the right to withdraw the BACS designation from the supervisor.

O. A supervisory record shall include:

1. supervision agreement and plan for supervision;
2. learning assessment of supervisee;
3. record of all supervisory sessions, and any canceled or missed appointments;
4. overview of cases discussed, as well as significant decisions made;
5. any ethical concerns;
6. significant problems arising in supervision, and how they were resolved;
7. memos and correspondence;

8. for all above data, dates completed and person completing the item.

P. To register her/his intent to initiate supervision, the GSW must submit the completed Registration of Supervision, with the registration fee of \$35.

Q. The individual completing supervision shall:

1. Use the following forms to submit their supervision to the board office:

a. Supervision Agreement/Plan of Supervision;

b. Employment Verification;

c. Record of Supervision;

d. Evaluation of Supervision;

e. Professional Experience Verification Record;

2. Submit legible forms. Preferably, material on forms should be typed, but if not typed, the forms must be printed neatly and legibly. Forms which are not legible will be returned.

3. Submit original, unaltered supervision forms to the board office. Copies, faxes, or forms with any alterations (such as white-out or mark-outs) will not be accepted.

R. The original Supervision Agreement/Plan of Supervision must be submitted to the board office within 60 days of the first supervision session. A Supervision Agreement/Plan of Supervision shall be submitted on each supervision experience.

S. The Supervision Agreement/Plan of Supervision will be reviewed and revisions may be required. Revisions shall be submitted to the board office within 30 days of receipt by the supervisee/supervisor.

T. When supervision is provided to a GSW by a LCSW-BACS supervisor, not an agency employee, social work ethics require that the LCSW-BACS take responsibility for securing agency agreement to the plan of supervision, whether the fee for supervision is paid by the agency or the supervisee.

1. The LCSW-BACS is responsible for clarifying with the agency administration, the supervisory role responsibilities and the content of supervision.

2. Under such a plan the supervisee's written evaluation is made available to the agency if the agency is paying for the supervision. If the supervisee is paying the fee, the evaluation is the supervisee's property.

U. The supervisee shall submit an Employment Verification form from each place of social work employment after she/he receives the MSW degree. The form shall be completed by the employer, not the supervisor (unless the employer and the supervisor are one and the same).

V. An Evaluation of Supervision form shall be submitted to the board office at the end of the supervisory period. Sometimes it is necessary for a supervisor to discontinue supervising a GSW for licensure. When this occurs, no matter what length of time the supervisor actually supervised the supervisee, the supervisor must submit an Evaluation of Supervision form.

W. The Professional Experience Verification Record shall be submitted to the board office from each place of employment to verify dates employed and the hours of social work practice completed during the time employed. The Professional Experience Verification Record shall be completed by the employer(s).

X. If the GSW receives supervision outside of the state of Louisiana, that supervision will be accepted if:

1. the supervisor has completed the authorized forms of the Louisiana State Board of Social Work Examiners; and
2. the supervisor was licensed at the time of supervision in the other state and submits the license verification of out-of-state supervisor form (available from board office); or
3. the supervisor was certified by the Academy of Certified Social Workers (ACSW) at the time of supervision, which the supervisor must verify.

Y. The board's publication, *Supervision for Professional Development and Public Protection: A Guide*, provides more information relative to supervision.