



MARYLAND
Department of Health

MARYLAND BOARD OF SOCIAL WORK EXAMINERS

4201 Patterson Avenue

Baltimore, Maryland 21215 – 2299

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LCSW & LCSW-C SUMMARY SHEET – BY EXAMINATION:

List **only** the social work experience and social work supervision which you obtained to meet the advanced licensure requirements. **THE INFORMATION ENTERED BY THE SOCIAL WORK SUPERVISOR(S) ON THE SUPERVISION VERIFICATION FORM(S) IS TRANSFERRED TO THE SUMMARY SHEET BY THE APPLICANT.**

If dates of supervision “overlap” remember that the weeks and hours worked per week cannot be counted twice. The example below shows a two year period of social work experience and social work supervision at two employment sites and three supervisors:

(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)
Site	From	To	Weeks	Hrs per/week	Totals	Supervisor	Sup Hrs	Client Hrs
Mem Hsp	1/1/2010	12/31/2012	104	40	4,160	Smith	104	
Mem Hsp	5/1/2010	8/31/2010				Henry	22	
Family Ctr	9/1/2012	12/31/2012	16	5	80	Brooks	24	
		Totals	104		4,240		155	

NOTE: Column (8) documents the number of face-to-face client contacts hours required for clinical, LCSW-C, license.

Certified Social Worker (LCSW) applicant shall have:

- 1) an active LGSW license while obtaining experience & supervise for MD based practice
- 2) obtained two years, consisting of not less than 104 weeks, of at least 3,000 hours of supervised social work experience;
- 3) 100 hours of periodic face-to-face supervision in the practice of social work which is obtained under a *written contract for supervision; and
- 4) social work supervision provided by a qualified, registered and Board approved supervisor who is licensed at the Licensed Certified Social Worker level or the Licensed Certified Social Worker-Clinical level.

Certified Social Worker-Clinical (LCSW-C) applicant shall have:

- 1) an active LGSW license while obtaining experience & supervise for MD based practice
- 2) documentation of twelve academic credit hours clinical course work from a social work program accredited by the Council on Social Work Education (6 of the 12 academic credit hours may be obtained from a BSW program);
- 3) two years, consisting of not less than 104 weeks, of at least 3,000 hours of supervised clinical social work experience in direct service to clients. Half (1,500) of the required hours shall consist of face-to-face client contact;
- 4) 144 hours of periodic direct face-to-face supervision while obtaining clinical social work experience which is obtained under a *written contract for supervision;
- 5) supervision in the assessment, formulation of a diagnostic impression, and treatment of mental disorders and other conditions and the provision of psychotherapy; and
- 6) social work supervision provided by a qualified, registered and Board approved supervisor who is licensed at the Licensed Certified Social Worker-Clinical level.



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**SUMMARY SHEET
 LCSW & LCSW-C**

Applicant's Name

License Number

Application ID

LIST ONLY THE WORK EXPERIENCE AND SUPERVISION DOCUMENTED ON THE SUPERVISION VERIFICATION FORM(S)

If dates of supervision "overlap" remember that the weeks and hours worked per week cannot be counted twice. The example below shows a two year period of social work experience and social work supervision at two employment sites and three supervisors:

(1) AGENCY / EMPLOYMENT SITES	(2) DATES FROM	(3) DATES TO	(4) WEEKS	(5) HOURS	(6) TOTAL	SUPERVISORS	(7) HOURS SUPERVISION	(8) HOURS OF CLIENT CONTACT
Mem Hsp	01/01/2010	12/31/2012	104	40	4160	Smith	104	
Mem Hsp	05/01/2010	08/31/2010				Henry	27	
Family Ctr	09/01/2012	12/31/2012	16	5	80	Brooks	24	
		Total	104	Total	4260		155	

NOTE: Column (8) documents the number of face-to-face client contacts hours required for clinical, LCSW-C, license.

**THE NUMBER OF HOURS IN COLUMNS #5 AND #7 CANNOT BE THE SAME NUMBER OF HOURS
 PLEASE NOTE: THE WEEKS CANNOT BE DUPLICATED AS INSTRUCTED ON PAGE 3 IN THE INSTRUCTIONS**

(1) AGENCY / EMPLOYMENT SITES	(2) DATES FROM	(3) DATES TO	(4) WEEKS	(5) HOURS	(6) TOTAL	SUPERVISORS	(7) HOURS SUPERVISION	(8) HOURS OF CLIENT CONTACT
			x	=				
			x	=				
			x	=				
			x	=				
			x	=				
			x	=				
*Indicates minimum requirements in that column			Total	Not less than *104 weeks	Total	Not less than *3000 hrs		

Total of Supervision
 Not less than *144 hours

Total of Client Hrs
 Not less than * 1,500 hours (for LCSW-C level)

I do solemnly declare and affirm, under the penalties of perjury, that the above information is true and correct.

Signature _____ Date

Use Blue Ink to sign