



SUPERVISION VERIFICATION FORM INSTRUCTIONS

THE SUPERVISION VERIFICATION FORM (SVF) MUST BE COMPLETED BY THE SUPERVISOR OF THE APPLICANT!

The information requested on this form is based on Maryland statute and regulations regarding licensing. Please see Maryland Annotated Code § 19-301 - § 19-318 and Code of Maryland Regulations 10.42.01, 10.42.02, and 10.42.08.

The requirements for the Licensed Certified Social Worker-Clinical (LCSW-C) are:

1. A master's degree in social work; If practicing in Maryland, an active Licensed Master Social Worker (LMSW) license is required.
2. An official transcript with twelve academic credit hours of 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. 100 hours of periodic direct face-to-face supervision provided by a social worker licensed at the advanced clinical level in the jurisdiction where the clinical social work experience was attained, who is in active, good standing with the jurisdictions licensing Board. If in Maryland, the supervisor must be a Board approved supervisor.
5. Supervision in the assessment, formulation of diagnostic impression, treatment of mental disorders and other conditions, and the provision of psychotherapy.

When completing the form,

- Complete **One** Supervision Verification for each job and/or each Supervisor
- Please print or type all required information. Incomplete forms will delay application approval.
- Provide the exact dates using MM/DD/YYYY.
- Provide the total number of hours per week that the supervisee works per week, i.e. 40 hours per week, 30 hours per week, etc.
- Provide the average number of hours of face-to-face client contact per week. If you work 40 hours per week, estimate how many hours you see clients face-to-face. The number cannot be the same as the hours worked since that doesn't allow time for taking notes, meetings, etc.
- Provide the total number of hours of individual supervision and group supervision provided to the supervisee.
- Do not use white-out or scratch out information. This is an affidavit and may be used in Board legal proceedings.
- Digital signatures are allowed, provided that the certificate of authority or timestamp audit is provided with the signed contract