



MARYLAND BOARD OF SOCIAL WORK EXAMINERS

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<http://www.health.maryland.gov/bswe/>

INSTRUCTIONS FOR THE CONTRACTUAL AGREEMENT

THE LMSW SUPERVISEE WILL SUBMIT THE **ORIGINAL SIGNED AGREEMENT** WITH HER/HIS APPLICATION FOR ADVANCED LICENSURE

EXCEPT FOR SIGNATURES PLEASE **PRINT** ALL INFORMATION

USE THE BOARD'S WEB SITE www.health.maryland.gov/bswe/ TO VERIFY THE DATE AND STATUS OF THE SUPERVISEE'S AND SUPERVISOR'S LICENSES AND THE SUPERVISORY APPROVAL DATE

1. FREQUENCY AND DURATION

According to COMAR 10.42.08 Supervision regulations, all LMSW supervisees must obtain **at least 3 hours of face-to-face social work supervision per month**. In order to supervise candidates for advanced licensure the social work supervisor must be qualified per COMAR 10.42.08.04A. and meet additional requirements in COMAR 10.42.08.04B.

2. DURATION AND TERMINATION

Social work practice and social work supervision cannot pre-date the issuance date of the supervisee's LMSW (Formerly LGSW) license. The date all three individuals (agency administrator, supervisor, supervisee) signed the contract is the date supervision was initiated. The contract will be considered in effect until a new contract is signed when there is a change in employment or reassignment of a supervisor.

3. SUPERVISION

The Board provides additional space in section 3 on the "Contract" to encourage supervisees and supervisors to establish responsibilities and expectations unique to the teaching style of the supervisor and the learning style and training needs of the supervisee. Attach additional sheets if needed.

***** Review COMAR 10.42.08.05 Responsibilities of a Supervisor and COMAR 10.42.08.07 Responsibilities of a Supervisee. *****

4. CLASSIFICATION AND AGENCY ACKNOWLEDGEMENT

This section must be completed by an agency administrator or designee and should NOT be completed by the LCSW or LCSW-C supervisor.

5. SIGNATURES OF SUPERVISOR AND SUPERVISEE

ALL signatures need to be original. The date of the supervisee's and supervisor's signature needs to be the same as the initial date of supervision. The date of the agency administrator/designee signature should be the same date or within 3 to 5 business days.

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CONTRACT FOR SUPERVISION FOR LCSW AND LCSW-C LICENSURE

LMSW SUPERVISEE WILL SUBMIT THE ORIGINAL SIGNED CONTRACT WITH THE APPLICATION FOR ADVANCED GENERALIST OR CLINICAL SOCIAL WORK LICENSURE

This contract is made by and between _____ (hereinafter referred to as the Supervisee) and _____ (hereinafter referred to as the Supervisor).

The supervisor agrees to provide supervision in compliance with the requirements for advanced social work licensure in the State of Maryland and in accordance with the terms below. The parties mutually agree to the following:

1. FREQUENCY AND DURATION

Sessions shall be held on a _____ basis and last a minimum of _____ per session.
(weekly or bi-weekly) (hours or minutes)

(All supervision must be direct face to face. Only 72 hours (50 LCSW) of group supervision may count towards the 144 hours (100 for LCSW) of supervision required for advanced licensure. The group supervisor shall provide supervision to no more than six supervisees.)

2. DURATION AND TERMINATION

This contract is effective as of the date of signing; will remain effective until the supervisory relationship ends; and may be terminated immediately if the supervisor does not maintain the necessary qualifications.

This contract may be terminated by either party upon _____ days notice.

3. SUPERVISION

A. The supervisor shall:

- 1) Qualify as a LCSW or LCSW-C in Maryland and maintain this credential for the duration of the supervision.
- 2) **PROVIDE AT LEAST 3 HOURS OF FACE TO FACE SUPERVISION PER MONTH TO THE SUPERVISEE.**
- 3) Conduct supervision according to the standards outlined in Maryland Health Occ. Code Ann. ("H.O.") §19-302 of the Social Work Practice Act (H.O. §§ 19-101 et seq.) and Regulations governing the Practice of Social Work COMAR 10.42.01 through 10.42.08.
- 4) Provide a copy (to the supervisee) of the Board's supervisory approval which can be found on the Board's web site under the verification section. (www.health.maryland.gov/bswe)
- 5) _____
- 6) _____

A. The supervisee shall:

- 1) Obtain her/his social work experience after obtaining a Licensed Master Social Work license. (formerly Graduate)
- 2) **OBTAIN AT LEAST 3 HOURS OF FACE TO FACE SUPERVISION PER MONTH.**
- 3) Be knowledgeable about Maryland Health Occ. Code Ann. ("H.O.") §19-302 of the Social Work Practice Act (H.O. §§ 19-101 et seq.) and Regulations governing the Practice of Social Work COMAR 10.42.01 to 10.42.08.
- 4) Obtain a copy of the Board's supervisory approval which can be found on the Board's web site under the verification section. (www.health.maryland.gov/bswe)
- 5) _____
- 6) _____

4. AGENCY ACKNOWLEDGEMENT

(This section should not be signed by the supervisor listed above. It must be completed and signed by the supervisee's employer at the time the contract is initiated. The supervisor may be an agency based supervisor or an independent supervisor, in either situation the agency administrator must sign. The supervision must be accountable to the supervisee's employer. Please indicate the supervisor's designation by selecting one of the options, signing and dating this section.)

The supervisor is: Agency Administrator's Signature _____ Date

Agency Supervisor BLUE INK

Independent Supervisor Agency Administrator's Name & Title _____

5. SIGNATURE OF SUPERVISOR AND SUPERVISEE

Supervisor Signature _____ Supervisee Signature _____

Date BLUE INK Date BLUE INK