

## **Checklist when ending a LCSW Supervision Contract**

### **When all 150 hours of required supervision (100 hours must be individual hrs.)**

- ☐ Complete the KBSW form - SUPERVISION EXPERIENCE DOCUMENTATION FORM FOR LICENSED CLINICAL SOCIAL WORKER
- ☐ Each additional supervisor must complete the KBSW form - SUPERVISION EXPERIENCE DOCUMENTATION FORM FOR LICENSED CLINICAL SOCIAL WORKER
- ☐ Check that the document(s) is(are) complete and signed
- ☐ Copy the document(s)
- ☐ Tracing number from USPS when packet is mailed to KBSW
- ☐ Get a copy of the letter sent to the CSW approving them to take the LCSW exam
- ☐ When they pass the LCSW exam, get their license number and date issued.
- ☐ Complete the KBSW form - Documentation of Continued Supervision Form
- ☐ Check that the document is complete and signed
- ☐ Copy the document
- ☐ Tracing number from USPS when packet is mailed to KBSW
- ☐ Make copies of all documentation including the supervision evaluation forms and give it to new LCSW.

### **When all 150 hours are not completed**

- ☐ Complete the KBSW form - SUPERVISION EXPERIENCE DOCUMENTATION FORM FOR LICENSED CLINICAL SOCIAL WORKER
- ☐ Each additional supervisor must complete the KBSW form - SUPERVISION EXPERIENCE DOCUMENTATION FORM FOR LICENSED CLINICAL SOCIAL WORKER
- ☐ Check that the document(s) is(are) complete and signed
- ☐ Copy the document(s)
- ☐ Use USPS tracing when mailing to KBSW.
- ☐ Send a cover letter stating the reason(s) for ending the contract as supervisor of record
  - Include when the thirty notice is applicable and why it is not
  - Include what you may know about the CSW having another supervisor of record
- ☐ Make copies of all documentation and give to the CSW