

LCSW Supervision Contract Checklist

- ☐ W-2 employee
- ☐ 30 hours or more per week – need two years as CSW
- ☐ 20 hours but less than 30 hours per week – need 3 years as CSW
- ☐ Less than 20 hours – supervision hours do not count for towards taking the LCSW exam
- ☐ CSW's certificate for 1-hours course on supervision provided by KBSW
- ☐ LCSW's certificate for KBSW supervision training (6-hr for new supervisors; 3-hr after that)
- ☐ Job description of the CSW
- ☐ Letter from the employee attesting to the clinical work of the CSW's position
- ☐ CSW license number and issue date
- ☐ The completed KBSW contract - CLINICAL SOCIAL WORK SUPERVISION CONTRACT
 - ☐ Include the 30-day notices of ending the contract
 - ☐ Include the use of virtual supervision
- ☐ All signatures on the contract
- ☐ Cover letter to KBSW (as needed)
- ☐ Copies of job description and contract
- ☐ Tracing number from USPS when packet is mailed which includes
 - ☐ The contract
 - ☐ The CSW certificate
 - ☐ The LCSW supervision certificate
 - ☐ The job description
 - ☐ The agency letter (if necessary)
 - ☐ Cover letter (if necessary)
- ☐ Contract addendum (optional)
- ☐ Supervision Notice to Clients for CSW (see KBSW form)