

DIRECTIONS FOR COMPLETION OF FORM 202: SOCIAL WORK EDUCATIONAL SUPERVISION LOG

All supervisees must utilize this Supervision Log for tracking and reporting the practice hours (work). ***Only supervisees who are seeking the clinical level of social work licensure (LCSW) complete the Total Clinical Hours column.***

1. **DATE OF SUPERVISION.** For every week, there must be a recorded date in the DATE OF SUPERVISION column. If you do not meet for supervision during that week, log a ZERO. You may choose to indicate the reason for not meeting. For extended absences (maternity leave, prolonged illness, vacations, etc), you must indicate the reason AND you must submit notice to the Board regarding the reason no supervisory session was held. You may submit that notice by fax, email, or mail.
2. **INDIVIDUAL SUPERVISION HOURS.** This column is utilized for recording individual supervisory sessions. Supervisees working 20 hours or more are required to meet for supervision one hour weekly or every other week for two hours. Supervisees working less than 20 hours per week may meet every other week for one hour. If you do not meet for supervision during that week, log a ZERO. You may choose to indicate the reason for not meeting. For extended absences (maternity leave, prolonged illness, vacations, etc), you must indicate the reason AND you must submit notice to the Board regarding the reason no supervisory session was held. You may submit that notice by fax, email, or mail.
3. **GROUP SUPERVISION HOURS.** Group supervision is acceptable if such supervision does not exceed at least one-fourth (25%) of the total supervisory time per evaluation period. The group should be limited in size to no more than four supervisees. **Only social work supervision in a group with other supervisees** may be counted as group supervision. Administrative supervision (which may include case supervision) in a multi-disciplinary group or in a group with other individuals not seeking the same level of licensure cannot be considered as a part of your supervision hours for licensing.
4. **TOTAL WORK HOURS.** Practice hours (typically 40 hours per week for full-time employment) are recorded in this column. This column is a TOTAL for the hours worked (i.e., all hours for which the supervisee reported for work). The total does not include hours of sick or vacation, but may include hours for training, meetings, etc as those are considered a part of the supervisees TOTAL WORK HOURS.
5. **TOTAL CLINICAL HOURS.** **APPLIES ONLY TO SUPERVISEES SEEKING CLINICAL LICENSURE.** Supervisees seeking their clinical license must track hours of clinical practice. The rules and statutes require that at least 3,000 of the 4,000 required hours of practice/work under supervision be in direct client contact, Rule 675:10-1-5 (a) (4). Clinical social work practice must include evaluation, diagnosis, treatment, and prevention of emotional disorders and mental illness.
6. **TOTALS** (Individual Educational Supervision Hours, Group Educational Supervision Hours, and Practice/Work) at the bottom are for **this evaluation period only.** For supervisees working

towards a clinical license, record “work #/clinical #” on the line indicating Practice/Work under Supervision.

7. Check the box indicating which evaluation period to which this log applies (6 month, 12 month, 24 month). For those supervisees who accumulated the required hours in a long period of time, the 6 month, 12 month, and 24 month would equate to the first evaluation, second evaluation, and final evaluation being completed.
8. Remember to sign the form and send the ORIGINAL with the evaluations and other supporting documentation to the OSBLSW address at the bottom of the form.