

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, LA 70809
Telephone: 225-756-3470 or Toll-free (LA only) 800-521-1941

SUPERVISION CONTRACT

Check one: Initial Supervision Contract Update to Initial Supervision Contract

Supervisee: _____ LMSW # _____
(please print)

Employing Agency of Supervisee: _____

Address of Employing Agency: _____

While employed at the aforementioned agency, I will be supervised by the LCSW-BACS supervisor designated below. I am employed _____ hours per week. My job title is _____.

Supervisee's Signature _____
Date

LCSW-BACS Supervisor: _____ LCSW-BACS # _____
(please print)

LCSW-BACS Supervisor is employed by the supervisee's employing agency.

LCSW-BACS Supervisor is off-site* (**Section for Agency Supervisor must be completed.**)

I agree to supervise the LMSW named above for the purpose of licensure. I will assume responsibility for his/her social work practice. In addition to regularly scheduled in-person supervisory sessions, I will formulate a plan to provide supervision for case emergencies during my absences.

The first supervisory session was held on _____ (month, day, year)

LCSW-BACS Supervisor's Signature _____
Date

*Agency Supervisor: _____
(please print)

I agree to this Supervision Contract and subsequent focus and structure of supervision. I agree to quarterly contact with the licensing supervisor.

Agency Supervisor's Signature _____
Date

Daytime phone number (include area code): _____

Structure of Supervision

During the 3,840 hours of supervised practice, 96 hours of face-to-face supervision must occur, which equals one hour of supervision for every 40 hours of practice or 2 hours of supervision for every 80 hours of practice. Supervisory meetings must last no fewer than 30 minutes and no longer than 2 hours. In no case should more than 80 hours of practice occur without a supervisory meeting.

One-half (48 hours maximum) of the supervision requirement may be met through group supervision, occurring in increments of no more than 2 hours per group. No more than 5 supervisees may participate in a supervision group. In some cases, it may be beneficial to increase the number of group supervision hours. To obtain approval for up to 72 hours of group supervision, the supervisor must submit a written request to the Board indicating rationale for the increase.

Site of supervision sessions _____

Focus of Supervision

The following areas of practice shall be discussed during the supervisory process. Other areas are optional.

- **Ethical Standards of Practice**
apply social work values and ethics in practice
- **Relationships with Clients**
develop, maintain and terminate client relationships
- **Relationships with other Professionals, Groups and Communities**
develop and maintain other professional relationships
- **Cultural Competence and Social Diversity**
understand and engage people from diverse cultures
- **Intervention Process**
formulate assessments, develop treatment plans, implement interventions that result in problem resolution or improvement, and effectively evaluate practice
- **Application of Theory**
understand, explain and apply social work theories in practice
- **Oral Communication**
participate verbally in discussions, exchange thoughts and ideas, make clear presentations and/or interact with a variety of audiences
- **Documentation**
maintain accurate records of social work intervention and follow agency and best practice guidelines
- **Self-Evaluation and Professional Development**
assess one's professional development and accept responsibility for personal learning and professional growth
- **Social Policy and Social and Economic Justice**
understand the relationship between policy and practice and advocates for clients' needs

Job Description *(list the main responsibilities, duties and tasks)*

1. _____
2. _____
3. _____
4. _____
5. _____

Attestation of Understanding and Signatures

This form must be submitted by the supervisee, along with an Employment Verification form, within 60 days of the first supervisory session. The original shall be mailed to the Louisiana State Board of Social Work Examiners. A copy shall be maintained in the supervisee's personal supervision file. If this form is incomplete, it will be returned to the supervisee and must be resubmitted to the Board office. Changes in the supervision arrangements, such as an employment change, additional employment, and change in LCSW-BACS or agency supervisor require a new Supervision Contract be submitted to the Board office within 60 days of the change.

I understand that I must complete a total of 5,760 post MSW social work practice hours. Of those hours, 3,840 must be under LCSW-BACS supervision. Face to face supervision must total at least 96 hours. I must comply with provisions as outlined in this Contract and notify the Board of any modifications once it has been approved by submitting an update to the initial supervision contract. Failure to do so will result in the loss of supervision hours gained. I understand that I am to maintain a record of supervision hours on the Record of Supervision form and that it shall be submitted to the Board office upon request. I further understand that the LCSW-BACS will evaluate my performance at the end of this supervisory experience and I will submit said Evaluation form to the Board office. I agree to submit the Professional Experience Verification Record to the Board office when I have completed 5,760 hours of post MSW social work practice hours, so the Board may verify same.

I hereby affirm under penalties of perjury that I am the supervisee named in this contract and all the statements herein are true and accurate to the best of my knowledge. I will abide by the Louisiana Social Work Practice Act and Rule 503 of the Rules, Standards and Procedures.

Supervisee's Signature

Date

I agree to supervise the named supervisee and accept full professional responsibility for the work the supervisee will be performing under my supervision. This work will be performed pursuant to my order, oversight and guidance. Supervision must focus on, but is not limited to, the areas identified within this Contract. Supervision sessions of no fewer than 30 minutes and no longer than 2 hours will be counted toward meeting the supervision requirement. One-half (48 hours maximum) of the supervision requirement may be met through group supervision, occurring in increments of no more than 2 hours per group. No more than 5 supervisees may participate in a supervision group. In some cases, it may be beneficial to increase the number of group supervision hours. To obtain approval for up to 72 hours of group supervision, the supervisor must submit a written request to the Board indication rational for the increase. I acknowledge that the supervisee must complete a total of 5,760 post MSW social work practice hours. Of those hours, 3,840 must be under LCSW-BACS supervision. Face to face supervision must total at least 96 hours. I understand that the Record of Supervision form must be maintained and submitted to the Board office upon request. I further understand that I am required to evaluate the supervisee and the supervisee will submit the evaluation to the Board office upon conclusion of this supervisory experience. If for any reason I terminate the supervision before the hour requirements are met, I must submit the evaluation form to the Board office at that time.

I hereby affirm under penalties of perjury that I am the supervisor named in this contract and all the statements herein are true and accurate to the best of my knowledge. I will abide by the Louisiana Social Work Practice Act and Rule 503 and 507 of the Rules, Standards and Procedures.

LCSW-BACS Supervisor's Signature

Date

Check this box if you have completed the required 3 hours of continuing education in supervision in the last 2 year collection period. (You must submit a copy of the certificate to the Board office once the training is completed every 2 years).