

## Committee Members

- Justin Bennett, LCSW  
Chairperson
- Tjitske Tubbergen-Maglio, LCSW
- Kathie Miller, LCSW
- Sharon Sorrell, LCSW
- Rachell LaRose, LBSW
- Frances Klahr  
Public Member

## Staff

- Vanessa Beauchamp  
Executive Director
- Nancy Stramel  
Processing Technician II

## Further Information

As a licensee, it is your responsibility to adhere to the state law, rules and regulations that govern the profession of social work. There is a link to these on our website, [www.pr.mo.gov](http://www.pr.mo.gov). The committee recommends that you review these and contact this office with any questions you may have.

## Division of Professional Registration

3605 Missouri Boulevard  
Jefferson City, Missouri 65109

Phone: 573-751-0885

Fax: 573-526-4220

Email: [lcsw@pr.mo.gov](mailto:lcsw@pr.mo.gov)

Website: [pr.mo.gov/socialworkers.asp](http://pr.mo.gov/socialworkers.asp)

# MISSOURI STATE COMMITTEE FOR SOCIAL WORKERS

## SUPERVISION BROCHURE

## Registration of Supervision

- Must be completed and license issued within 48 months or process will be ended.
- Minimum of 2 hours every 2 weeks face to face with supervisor.
- Up to 50% may consist of group supervision, minimum of 3, maximum of 6.
- Supervisor does not have to work at same site.
- Failure to notify committee of changes of setting or supervisor will result in loss of hours and months.
- LMSW's under supervision may not have their own private practice.

## Face-to-Face Supervision Requirements

Acceptable supervision must include a minimum of two hours every two weeks of face-to-face supervision. This may consist of one hour per week or can be consolidated for up to four hours per four week period.

Electronic supervision is acceptable if the ethical standards for confidentiality are maintained and communication is both visually and verbally interactive between the supervisor and supervisee.

Fifty percent of supervision may be group supervision. Group supervision may consist of at least three and no more than six supervisees.

## Annual Supervision Progress Reports

The supervisor shall provide annual reports of progress to the committee. These reports will be due on the anniversary date of the initial approval for the 12th, 24th and 36th months of supervision.

## Clinical Notes

The committee recommends that notes and documentation be kept of supervision that occurs and the issues discussed. This should include the date, time of day, length of session, agency name/location, supervisee and supervisor name and content of the supervision session. The content should include coded client information, directives if any and action plans for the client.

## Change of Supervision

Whenever a supervisee changes a supervisor or adds a supervisor or new setting, a Change of Status form shall be submitted to the committee by the supervisee. It must be submitted in writing within fourteen (14) days. Failure to submit the form will result in loss of hours and months.

The committee shall notify both the supervisee and registered supervisor, in writing, of the committee's approval or refusal of the registration of supervision. A Registration of Supervision form will not be reviewed until all required items are received.

## Termination of Supervision

If supervision is terminated by either party, the supervisor is responsible for notifying the committee. Supervisor will need to submit an Attestation form and the Supervision Termination form within 14 days of when supervision is terminated.

## Application for Licensure

1. Upon completion of at least 2,250 hours under supervision in at least 18 months, LCSW application for license may be submitted. The license will not be issued until 3,000 hours and 24 months have been completed. LMSW's may not practice clinically unless they are under registered supervision - even if the required hours have been met.
2. Fingerprinting results are good for one year.
3. An email is required from the supervisor stating supervisee is on track to complete supervision hours and months in order to be approved to take the ASWB clinical exam.
4. After receipt of required documents, this office will send a letter approving applicant to take the exam.
5. Passing score from the ASWB clinical exam will be sent directly from the ASWB to the office.
6. Attestations are only to be submitted by the supervisor when the required 3,000 hours and 24 months have been met.

The supervision and the ability to practice clinically will cease at the end of the 48 month period. If one has not passed the clinical exam in that time period, they may still be approved to take the exam, providing the supervision still qualifies as per 337.615.1(2) RSMo.