

**IDAHO STATE BOARD OF SOCIAL WORK EXAMINERS**  
**Idaho Division of Occupational and Professional Licenses**  
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**SUPERVISEE GUIDANCE**

**Beginning Clinical Supervision Experience & Choosing a Clinical Supervisor**

When deciding to embark on obtaining clinical experience hours, the LMSW must consider the following requirements:

1. Idaho requires 3000 clinical experience hours, including 100 face-to-face supervision hours. These should consist of the following:
  - a.) 1750 hours of direct client contact involving clinical treatment (psychotherapy).
  - b.) 1250 hours of assessment, diagnosis, and other clinical social work, including other support hours that may/may not occur outside the presence of the client.
  - c.) 100 hours of face-to-face contact with supervisor(s), with no more than 50 hours involving group supervision.

\*1500 hours (50%) must be under the supervision of an LCSW, while the remaining 1500 hours (50%) can be under an LCPC, LMFT, Psychologist, or Psychiatrist. That is, at least 875 hours of direct client contact, 625 hours of assessment, diagnosis, and other clinical social work, and 50 hours of in-person hours with supervisor MUST be completed under an LCSW. \*\*The above may be performed in-person or face-to-face over a HIPAA-approved digital connection or a combination of both.

- Any hours considered to be agency-related administrative supervision, or hours for skills or activities that would be considered within the normal scope of practice for an LSW or LMSW, such as case management, supportive counseling, continuing education, or non-clinical resource referrals, cannot be counted toward the required 3000 hours of clinical experience. However, time spent reviewing with your supervisor any clinical social work training or continuing education that you attend may count toward your clinical social work experience hours.
  - Throughout the entire course of clinical experience hours, LMSWs must remain under supervision and meet with their clinical supervisor regularly and consistently. LMSWs are expected to utilize only current, advanced, industry-specific, commonly accepted, and evidence-based assessment & diagnostic tools (i.e. DSM), as well as psychotherapeutic treatments, modalities, and techniques.
  - Supervisees are encouraged to keep accurate records & time logs for all supervised clinical experience hours as these are required to document the completion of supervised experience requirements for the Clinical Social Work application.
2. LMSWs must obtain clinical licensure by submitting a complete Clinical Social Work application with all required documentation including proof of completing 3000 supervised clinical experience hours and passing the ASWB clinical examination, all within a 5-year timeframe. If an extension is needed, the LMSW must make a formal written request to the Board prior to the end of the five-year period describing the circumstances of the request and the exact additional time needed (in months or years) to complete the requirements.

Choosing a Clinical Supervisor:

- All clinical supervisors are required to complete 15 hours of clinical supervisor training. Supervisees should not hesitate to ask the prospective supervisor(s) for proof that they have completed this training. Supervisors who continue to supervise LMSWs should complete six hours of advanced training within every 5-year period during which they are actively providing supervision. Failure to ensure your chosen supervisor has the appropriate training will prevent you from being able to claim supervision hours under that supervisor.

- Throughout your clinical supervised experience supervisors should:
  - a.) Provide consultative teaching methods and supervised tasks that are directed toward the enhancement and improvement of your clinical social work values, knowledge, methods, and techniques.
  - b.) Provide activities and experiences to guide you to learn about evidence-based assessment, diagnoses, treatment and intervention, evaluation, and termination of services, as well as identifying and resolving ethical issues.
  - c.) Help you develop responsibility and accountability for competence, demeanor, and ethical practice by building a supervisory relationship of trust, confidentiality, support, and empathy.
  - d.) Ensure that you obtain advanced knowledge so your skills and abilities can be applied to client populations in an ethical and competent manner that always emphasizes public safety.
  - e.) Collaborate with you to provide constructive feedback and evaluation of your skill development as needed, in an environment of safety and respect.
  - f.) Provide you with appropriate self-care knowledge and resources.
- Any concerns you have about your supervisor's ability to uphold ethical principles and requirements should be reported to the Board as soon as possible.

**Other items to take into consideration:**

- It is your choice as to how many different supervisors you work with during your clinical experience time. Many LMSWs choose different supervisors to expose themselves to differing perspectives and environments. However, your decision should be based on what you would like to get from your clinical experience time. If you have varied interests and would like to gain experience in those areas, this is a great time to explore the many facets of clinical social work practice.
- It is the responsibility of each LMSW under clinical supervision to keep accurate and complete records of clinical experience hours and face to face supervision hours. It is suggested that each time you meet with your supervisor, you have them initial off your accumulated hours for the period since you last met, rather than waiting until you are finished performing clinical hours under that supervisor.
- At the end of supervision with **each** supervisor, please make sure to get the supervisor report form completed, as you are required to submit these with your clinical social work application once you have met all of the requirements for licensure. It is important to not only document your hours with each supervisor, but to have a timely review of your experience and skill development during your time under that supervisor. Failure to have the supervisor report forms completed can result in a delay in receiving your LCSW licensure.
- If you wish to continue to provide clinical services before passing the clinical exam and receiving your clinical license after all clinical supervision requirements have been met and you **have not reached the 5-year allowable maximum**, you must remain under the supervision of a clinical supervisor to avoid practicing beyond your scope of practice as an LMSW. Failure to do so can result in Board review and discipline against your license.
- **LMSWs are only able to practice clinical social work under supervision.** LMSWs may not provide clinical services beyond the 5-year maximum timeline allowable for supervision. Once this 5-year period is reached, LMSWs are only permitted to practice within the scope of their current active LMSW license. Deviation of this could lead to Board review that may result in discipline and/or loss of your license. LMSWs who have reached the 5-year maximum timeline and have not secured an approved extension from the Board cannot provide clinical services and **MUST** practice within their scope as an LMSW. To clarify, all supervision must be completed within a five-year period, along with achieving a passing exam score and submission of your application for clinical licensure.
- Be sure to review the Social Work laws and rules on a regular basis to ensure you are meeting the current requirements for clinical supervision and licensure. You can find the current laws and rules on the Board webpage: [www.dopl.idaho.gov/swo](http://www.dopl.idaho.gov/swo) under the box labeled "**Statutes, Rules and Guidance**".