



APPLICATION INSTRUCTIONS ADD/CHANGE REGISTRATION OF SUPERVISION LICENSED CLINICAL SOCIAL WORKER (LCSW)

This application is for individuals who previously received approval from the Board of Social Work for registration of supervision towards becoming a Licensed Clinical Social Worker (LCSW), need to add or change a supervisor, and their supervisor is NOT on the Board's [Approved Supervisory Registry](#).

APPLICATION INSTRUCTIONS

NOTE: If you have a current Registration of Supervision AND your new supervisor appears on the Approved Supervisor Registry, you do NOT need to complete this application for Add/Change or notify the Board of your change in supervision:

1. You must ensure you establish a Supervisory Contract that outlines the expectations and responsibilities of the supervisor and supervisee. A [sample supervisory contract](#) to use as a template is available on the Board's website.
2. This contract must be kept in your records.

If your new supervisor is NOT on the [Approved Supervisor Registry](#), follow these steps to apply for Registration of Supervision Add or Change:

1. **Read** the [Laws](#) and [Regulations](#) regarding the Practice of Social Work in Virginia and utilize the detailed information in the [Licensed Clinical Social Worker \(LCSW\) Handbook](#) for detailed information about the required documents and process to obtain a license.
2. **Gather and Request** ALL the necessary documents in the checklist BEFORE submitting your application. A complete application provides the best opportunity to avoid delays in the review and approval process.
3. **Mail** the application, non-refundable fee, and required documentation to:

Department of Health Professions
Attn: Board of Social Work
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233

4. **Wait** for Board review of your application and reply to any correspondence from the Board.
 - Applications that are complete, fully documented, and meet the minimum requirements for the [Regulations Governing the Practice of Social Work](#) will be reviewed within **30 days** of receipt of a **complete** application.
 - Incomplete applications remain active for one year from the date of payment, after which incomplete application files are destroyed as outlined in the Library of Virginia records retention and disposition schedules. If your application is not completed in the one-year timeframe, you are required to re-apply by submitting a new application, fee, and documentation pursuant to the regulations at that time.
 - Your [online checklist](#) will be your primary source of application status.
 - As documentation is received and reviewed, your checklist will be updated, and an automated email will be sent to you 24 hours later.

RULES AND GUIDELINES

- You are not allowed to practice social work prior to receiving approval to begin supervision or beyond the expiration date of your registration of supervision. You must remain under Board-approved supervision until you are licensed in Virginia as a Licensed Clinical Social Worker (LCSW).
- In order to be considered for Licensure as Clinical Social Worker, you must meet the requirements outlined in [18VAC140-20-40](#).
- Please notify the Board in writing within 30 days of a name change or address change by completing the [Name/Address Change](#) form.
- Providing false or misleading information as well as omitting information in response to information requested in the application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing registration, certification, or license.
- Pursuant to [Virginia Code § 54.1-2400.2](#) addresses of licensees are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second publicly disclosable address (e.g. work or practice address). If you would like your Address of Record to be publicly available, please complete both sections with the same address on the application.
- Pursuant to [Virginia Code § 54.1-116 \(A\)](#), you are required to submit your social security number, or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. **No license will be issued to any individual who has failed to disclose one of these numbers.**

ADD/CHANGE REGISTRATION OF SUPERVISION APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	1. APPLICATION	
<input type="checkbox"/>	The enclosed application must be completed and <u>mailed</u> to the Virginia Board of Social Work along with the application fee and required documentation from this checklist.	Mail
Required	2. APPLICATION FEE	
<input type="checkbox"/>	A \$25.00 application fee is required with your Add/Change to Registration of Supervision Application. <ul style="list-style-type: none"> • The fee must be in the form of a check, cashier's check or money order made payable to the "Treasurer of Virginia". • Your application will not be reviewed until you have submitted payment. • All fees submitted to the Board are non-refundable. 	Mail
Required	3. SUPERVISORY CONTRACT	
<input type="checkbox"/>	Submit a copy of the signed contract between you and your supervisor outlining the expectations and responsibilities during your supervised experience. A sample supervisory contract to use as a template is available on the Board's website.	Mail
Required	4. VERIFICATION OF SUPERVISOR'S TRAINING	
<input type="checkbox"/>	You must provide a copy of your supervisor's training certificate as evidence that your supervisor has completed the required training in supervision. The training certificate(s) must show the following: <ol style="list-style-type: none"> a. Training content: Supervision, b. Provider: Listed in 18VAC140-20-105, c. Time frame: Within 5 years immediately preceding your registration of supervision application, and d. Hours: <ul style="list-style-type: none"> • <u>Initial training</u>: 14 hours of continuing education or 3 credit-hour graduate level course, or • <u>After initial training</u>: 7 hours for continuing education training. 	Mail
If Applicable	5. PROOF OF NAME CHANGE	
<input type="checkbox"/>	You must provide documentation if your name has ever been legally changed from the time you attended school or were licensed, certified, or registered in another jurisdiction or is other than what is listed on your application. Acceptable forms of documentation are copies of a marriage certificate, court order, or divorce decree.	Mail
If Applicable	6. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS	
<input type="checkbox"/>	If you answer "YES" to any of the questions on the criminal convictions, past actions, or possible impairment questions on the application, you must include a detailed explanation and supporting documentation. Please refer to Guidance Document 140-2 , for a list of required documentation and further information. Examples of supporting documentation that may be required include: <ul style="list-style-type: none"> • Certified copies of court orders, orders for disciplinary action or denials. • Evidence that court ordered, or disciplinary action requirements have been met. • Evidence of past treatment, such as a discharge summary. • Letter from the applicant's current healthcare provider(s). • Letter from the applicant explaining the factual circumstances of the criminal offense, disciplinary action, denial, or condition or impairment. • Letters from employers concerning work performance. <p>All applications are reviewed on a case-by-case basis.</p>	Mail

End of instructions



APPLICATION for ADD/CHANGE REGISTRATION OF SUPERVISION LICENSED CLINICAL SOCIAL WORKER (LCSW)

FOR OFFICE USE ONLY (Finance Division)

Fee Amount Paid <input type="checkbox"/> \$ 25.00	Applicant ID #	Receipt #	Date Processed
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Part I. Applicant Identification & Contact Information

Applicant's Last Name:	First Name:	Middle/Maiden Name:	Suffix:
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Social Security Number or Virginia DMV Control Number _____	Date of Birth: (MM/DD/YYYY) ____ / ____ / ____
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Published Address: This address is subject to public disclosure under the Freedom of Information Act. You may provide an address other than a residence, such as a Post Office Box or practice location if you wish.

Street Address: _____

City:	State:	Zip Code: _____
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Address of Record: The address information you provide below is your Address of Record with the Board. Please be advised that all notices from the Board, to include licenses and other legal documents, will be sent to the Address of Record provided. If you provided a different Published Address above, the Address of Record is not subject to public disclosure under the Freedom of Information Act and will not be sold or distributed for any other purpose.

Street Address: _____

City:	State:	Zip Code: _____
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Home Number: (____) _____ - _____	Alternate Number: (____) _____ - _____
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Email Address: _____

Part II. Proposed Supervisor & Worksite Location Information

A. Proposed Supervisor Information

Supervisor's Last Name:	Supervisor's First Name:	Middle/Maiden Name:	Suffix:
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Supervisor's Virginia License Number (10 Digit Number) _____

Is your supervisor on the [Approved Supervisor Registry](#)? If yes, **STOP**, you do not need to submit this application to the Board. Please see the instructions. Yes No

1. Does your proposed supervisor hold an active, unrestricted license as a licensed clinical social worker in Virginia with at least two years of post-licensure clinical social work experience? <i>If no, please provide an explanation on a separate sheet of paper. The explanation must be signed and dated by both the supervisor and the supervisee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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2. Has your supervisor completed the mandatory supervisor training as described in the checklist item #5 above? If no, please review the regulations for supervisors before submitting your application for registration of supervision, all fees submitted are non-refundable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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B. Proposed Worksite Information. Location where you, the supervisee, will complete hours of supervised post-master's degree experience in the delivery of clinical social work services and in ancillary services toward licensure as a LCSW.

Name of Proposed Worksite:

Worksite Street Address:	Worksite City:	Worksite State:	Worksite Zip Code:
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Part III. Licensure Questions

Applicant must answer the following questions. Affirmative responses to any questions on this application will require additional information to be submitted. Please refer to [Guidance Document 140-2](#) for additional information needed regarding criminal convictions, past actions, or possible impairments. Failure to disclose any information related to these questions may be grounds for denial, reprimand, or imposition of terms, suspension, or revocation of your license and/or registration. Please use a separate sheet of paper to provide detailed explanations as required.

<p>1. Have you ever been denied the privilege of taking an occupational licensure, certification or registration examination? <i>If Yes, please state what type of occupational examination, where (jurisdiction), when (dates) and why denied.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Have you ever been censured, warned, terminated, or requested to withdraw from your employment with any health care facility, agency, or practice? <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Have you ever been convicted, pled guilty to or pled Nolo Contendere to the violation of any federal, state, or other statute or ordinance constituting a felony or misdemeanor? (Including convictions for driving under the influence, but excluding traffic violations). Additionally, any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, does not have to be disclosed. <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Have you voluntarily surrendered your license, certification, or registration while under investigation? <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Are you the respondent in any pending or unresolved Board action in another jurisdiction or in a malpractice claim? <i>If Yes, please explain in detail and provide supporting documentation to the Board.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Do you have any reason to believe that you would pose a risk to the safety or well-being of your patients or clients? <i>If Yes, please provide a full detailed explanation. Note: the Board may ask for additional documentation.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Are you able to perform the essential functions of a practitioner in your area of practice with or without reasonable accommodation? <i>If No, please provide a full detailed explanation. Note: the Board may ask for additional documentation.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Within the past five (5) years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner? <i>If Yes, please provide a full explanation.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9. Have you been disciplined by any entity related to your work in a health or mental health setting? <i>If Yes, please provide a full explanation and any associated orders or letters from the entity.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>10. Have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity? <i>If Yes, please provide a full explanation and any associated orders or letters from the entity. (NOTE: The Board may request a copy of a current participation contract and summary of compliance and/or documentation of successful completion. You may consider providing this documentation with your application, or have the program send this documentation directly to the Board.)</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part IV. Military Service

1. Are you a spouse of someone who is on federal active-duty orders pursuant to Title 10 of the U. S. Code or of a veteran who has left active-duty service within one year of submission of this application and who is accompanying your spouse to Virginia or an adjoining state or the District of Columbia?

Yes No

2. Are you active-duty military?

Yes No

Part V. Certification

This application is not valid unless properly certified by your wet/original or verifiable electronic signature.

I certify by my signature below that I am the person applying for licensure and meet the qualifications required by Virginia laws and regulations. I attest that I have carefully read the laws and regulations Governing the Practice of Social Work in the Commonwealth of Virginia, which are available at <https://www.dhp.virginia.gov/Boards/SocialWork/> and agree to comply with the current Standards of Practice and laws governing the practice of social work in Virginia.

Further, I certify by my signature below that the information provided on this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information required in this application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

I agree to the above certification.

SIGNATURE:

DATE:

Wet/Original or Verifiable Electronic Signature Only