



Counselor, Social Worker & Marriage and Family Therapist Board

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Instructions for Training Supervision for LSWs Working Towards an LISW

A Professional Employment Reference (PER) must be submitted by each training supervisor. The form can be found at http://cswmft.ohio.gov/pdfs/ISW_Reference.pdf

- a) The supervisee must be an LSW before supervised social work experience can begin.
 - b) The supervisee should give the supervisor the PER form after completing and signing Section A. The supervisee should provide the supervisor with a stamped and addressed envelope (to above address).
 - c) If the supervisee has more than one training supervisor, each supervisor will need to complete a PER. The PER should be given to the supervisor prior to termination of supervision.
 - d) The supervisor is required to complete and forward the PER to the Board within thirty days of receipt of the PER form from a supervisee.
- 2) See 4757-19-02(C)(2) at <http://codes.ohio.gov/oac/4757-19-02> for LISW experience requirements
(a) “ Two years employment experience” means 24 months of supervised experience which includes three thousand hours of work for a fee, salary, or other considerations during which time the applicant was engaged in the practice of social work and held licensure as a social worker; except that no applicant may be credited with more than fifteen hundred hours of experience during any twelve-month period.
- 3) See 4757-23-01(D) at <http://codes.ohio.gov/oac/4757-23> for LISW supervision requirements. One hour of individual and/or group supervision for each twenty hours of work by the supervisee with no less than one hundred fifty (150) hours total. Supervision means face-to-face contact between a supervisor and supervisee(s) in a private session wherein the supervisor and supervisee(s) deal with problems unique to the practice of the supervisee(s). Supervision shall be provided by an LISW-S (LISW with Supervision Designation) unless a hardship request is granted.
- 4) Records of training supervision shall be maintained by the supervisee and made available to the board upon request. The supervision records shall contain information concerning the dates of supervision, content and goals of supervision. The supervisor shall sign the supervision records at least quarterly to document their review. A sample supervision log is at <http://cswmft.ohio.gov/pdfs/SupvLog.pdf>
- 5) Requests for exceptions to this rule, due to hardship, shall be made in writing to the Social Work Professional Standards Committee. The hardship request form can be found at <http://cswmft.ohio.gov/pdfs/LSWsphrd.pdf>