



SUPERVISOR FAQs

1. Does the supervisor need to register with the Board?

Supervisors are not required to register with the Board; however it is recommended. Supervisors wishing to be listed on the [Approved Supervisor Registry](#), must complete and submit to the Board an [Application to be a Board-Approved Supervisor](#). Being listed on the [Approved Supervisor Registry](#) prevents the Board from having to review your credentials and training in supervision every time a supervisee submits an application for Registration of Supervision.

It is the responsibility of the supervisee to submit the online application for Registration of Supervision and supporting documentation required by the Board. Each time that the Board receives a new application, the supervisor's credentials and training in supervision will have to be reviewed to determine if they meet the requirements of the Regulations Governing the Practice of Social Work for any supervisor not listed on the [Approved Supervisor Registry](#).

2. What are the requirements to become a supervisor in Virginia?

Supervisors must have an active LCSW in Virginia with at least two years of post-licensure clinical social work experience. They must also have professional training in supervision, consisting of a three credit-hour graduate course in supervision *or* at least 14 hours of continuing education offered by a provider approved under [18VAC140-20-105](#). This training must be completed within five years prior to the submission of the registration of supervision application.

3. Can the supervisor be approved to start supervising a supervisee before the required training is complete?

No, supervision cannot be approved until the supervisor provides evidence of meeting the requirements.

4. Can a supervisor use a certificate for a course that was taken over five years ago?

No, supervision training must be completed within the last five years.

5. Is there a supervisor registry or a supervisor license designation?

There is no designated license for supervisors at this time. However, there is a supervisor registry. Should your supervisor wish to be listed on the [Approved Supervisor Registry](#), they must complete and submit to the Board an [Application to be a Board-Approved Supervisor](#).

6. I was licensed at the clinical level in another jurisdiction and have received my LCSW license in Virginia. Can I provide supervision to a candidate who is pursuing clinical licensure?

Yes, as long as you hold a current LCSW license in Virginia, have at least two years of post-licensure experience in Virginia or in another jurisdiction and can provide evidence that you completed the required supervision training.

7. Where can I find the requirements and the responsibilities of a supervisor?

Requirements and responsibilities of a supervisor can be found in Regulations [18VAC140-20-50\(B\)&\(C\)](#).

8. How do I notify the Board of termination of supervision?

Supervisors shall notify the Board of any changes in supervision or terminated of supervision by submitting the [Request for Termination of Supervision form](#). In addition, you should complete the [Verification of Clinical Supervision form](#) for the supervisee to hold until they have completed their supervision experience and apply to sit for the exam.

9. What happened to the Semi-Annual forms?

The Board no longer utilizes the Semi-Annual Supervision Evaluation forms. The Board suggests that you consider using the [LCSW Supervision Log](#).

10. Do I need to keep supervision documentation after supervision has terminated?

Yes, the supervisor must maintain documentation for five (5) years of which clients were the subject of supervision.

11. How does my supervisee acknowledge that they are under supervision?

During the supervised experience, supervisees must use their names and the initials of their degree, and the title "Supervisee in Social Work" in all written communications. Clients must be informed in writing of the supervisee's status and the supervisor's name, professional address, and phone number.

12. Where can I find content for training on supervision?

Please refer to [Guidance Document 140-9](#)

13. Can supervision be completed via technology?

Yes, the Regulations Governing the Practice of Social Work defines "Face-to-face " as the physical presence of the individuals involved in the supervisory relationship during either individual or group supervision or in the delivery of clinical social work services by a supervisee and may include the use of technology that provides real-time, interactive contact among the individuals involved.